

# SELLER INFORMATION SHEET

Lead Assigned to: \_\_\_\_\_ Agent to Initial When Appt. Completed: \_\_\_\_\_  
Date: \_\_\_\_\_ Lead Generator: \_\_\_\_\_ Needs: B S L  
Lead Status (Time Frame): A B C Appt. Set (Date/Time): \_\_\_\_\_  
Lead Source: \_\_\_\_\_ Check one:  \$ or  GRE  
Preferred Title Co (if GRE): \_\_\_\_\_  
Referrer/Builder Contact Info: \_\_\_\_\_  
Referral Fee:  Yes  No If YES, to whom: \_\_\_\_\_ %: \_\_\_\_\_ Phone: \_\_\_\_\_  
Referral Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Prospect's Name: \_\_\_\_\_ Spouse: \_\_\_\_\_  
Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Return Call Time: \_\_\_\_\_  
E-mail: \_\_\_\_\_

What is your mailing address? \_\_\_\_\_  
Are you the only person on title to the property?  Yes  No If NO, who else is on title? \_\_\_\_\_  
Why are you selling? \_\_\_\_\_ Where are you moving to? \_\_\_\_\_  
When do you need to be there? \_\_\_\_\_ Do you need an agent there?  Yes  No  
Are you ready to list your home immediately?  Yes  No If NO, when will you be ready? \_\_\_\_\_  
How long have you owned your home? \_\_\_\_\_ How much did you pay for it? \$ \_\_\_\_\_  
Would you describe your home for me?

# Bdrms: \_\_\_\_\_ # Baths: \_\_\_\_\_ # Living: \_\_\_\_\_ # Dining: \_\_\_\_\_ Age of Home: \_\_\_\_\_ Stories: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Type of garage? \_\_\_\_\_  
Square feet: \_\_\_\_\_ Lot size? \_\_\_\_\_  
Builder: \_\_\_\_\_  
Special features/finish-out: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What sold you on your home? \_\_\_\_\_  
Describe your location within your subdivision: \_\_\_\_\_  
Have you done any updating to the home since you bought it?  Yes  No  
If YES, What kind of updating? \_\_\_\_\_  
What are homes like yours selling for in your neighborhood? \_\_\_\_\_  
What would be an acceptable selling price for you? \_\_\_\_\_  
What do you owe on the property? \$ \_\_\_\_\_ Have you sold a home before?  Yes  No  
How did you hear about us? \_\_\_\_\_  
What are the three things you are looking for in a Realtor?  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Have you or are you going to talk with any other agents?  Yes  No If yes, when? \_\_\_\_\_  
Great; that should do it for me. Is there anything else I should know? \_\_\_\_\_

GREAT! Let me take a moment to make sure I have all the information I need.

**NOTES:** \_\_\_\_\_  
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