

## SELLER QUESTIONNAIRE

In an effort to ensure we will be able to serve you in the best way possible,  
please complete this questionnaire and email or fax back to us prior to our initial meeting.

### **Seller One:**

Name: \_\_\_\_\_  
Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Mobile Phone: (\_\_\_\_\_) \_\_\_\_\_  
Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation: \_\_\_\_\_ Current employer? \_\_\_\_\_ Years \_\_\_\_\_  
Business Address \_\_\_\_\_  
Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Preferred E-mail \_\_\_\_\_

### **Seller Two:**

Name: \_\_\_\_\_  
Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Mobile Phone: (\_\_\_\_\_) \_\_\_\_\_  
Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation: \_\_\_\_\_ Current employer? \_\_\_\_\_ Years \_\_\_\_\_  
Business Address \_\_\_\_\_  
  
Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Preferred E-mail \_\_\_\_\_

Do you have a person who you would prefer me to use as the main contact? YES/ NO

If yes, with whom shall I speak with? \_\_\_\_\_

Children's Name(s) (if applicable):

First: \_\_\_\_\_ Last: \_\_\_\_\_ Age: \_\_\_\_\_  
First: \_\_\_\_\_ Last: \_\_\_\_\_ Age: \_\_\_\_\_  
First: \_\_\_\_\_ Last: \_\_\_\_\_ Age: \_\_\_\_\_

Do you have any pets? Yes No

Type of Pets? \_\_\_\_\_ Pets Names \_\_\_\_\_

### **Home Statistics:**

Type of Residence: Single Family/ Condo/ Mobile

Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_

Living Space: \_\_\_\_\_ Square Feet Lot Size: \_\_\_\_\_ Square Feet

Garage: Attached/ Not Attached 1Car/ 2Car/ 3Car

Age of Home: \_\_\_\_\_ Homeowner Association Fees: \$ \_\_\_\_\_

Pool? YES/ NO

What is your motivation for selling your home?

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When do you plan or think you would like to move? \_\_\_\_\_

What do you like about your current home or neighborhood?

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What is the name of the sub-division you reside in? (If applicable.) \_\_\_\_\_

Please check which general amenities your home has:

- ☐ Hardwood floors ☐ Built-Ins ☐ Outdoor space  
☐ Wall-to-wall carpet ☐ Extra Storage ☐ New windows  
☐ Central Air ☐ Basement ☐ New roof  
☐ Window units ☐ Attic ☐ Recently renovated  
☐ Gas cooking ☐ New kitchen ☐ Fresh paint  
☐ Fireplace ☐ ☐

Please elaborate on the above.

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What repairs are needed in your opinion?

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The following questions will help me to understand your situation better...

**Financial Information:** ☐ I own my home free and clear.

1st Mortgage: \$

Monthly payment: \$

Amount Behind (with fees) \$

2nd Mortgage: \$

Monthly payment: \$

Amount Behind (with fees) \$

Do you have a sense what your home may be worth in this market, and if so, what? \_\_\_\_\_

What attracted you to this Area(s)? (These could be the very same things that will attract the future buyer of this property, and we may highlight some of the below in our marketing)

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Do you understand how the real estate MLS service works? Yes / No

Do you understand how an agent who finds buyers for your home gets paid? Yes / No

**Showing Appointments:**

As agents make appointments to show your home, my showing will contact you. The more easily accessible your house is for these agents to show their buyers, the better. The easiest showing arrangement is "call, leave message & show," meaning that our office will call you preferred phone number (i.e. Home or cell), leave a message as to the day and time of showing, and tell the agent to go ahead and show. This would mean no confirmation from you would be necessary. Please keep in mind that this would require the home be ready for showings at all times. If you need to be contacted to approve each appointment, please indicate the best person & phone number for our office to call:

Name\_\_\_\_\_ Phone#\_\_\_\_\_

**Dual Agency:**

Included in this folder is a pamphlet entitled "Working with Real Estate Agents." Please review this pamphlet. Will you authorize me to act as a Dual Agent, should I have an available buyer? Dual agency means I will represent both parties fairly, honestly and ethically. This authorization appears in the actual listing agreement.

**Supporting Documentation:**

Included in this folder are four documents that you will need to complete:

- North Carolina Residential Property Disclosure
- Utility Service Providers
- Mineral Oil Rights

I will also need a copy of your deed, restrictive covenants and Title Insurance Policy, current survey and a copy of certified appraisal, if available.

**How much money will you make on the sale of your home?**

Once we establish the fair market value for your home, I will prepare a Net Proceeds Sheet for you. It will take into account several items, including your current mortgage payoff and any home equity loans, unpaid taxes, assessments or liens tied to your property. If you decide to list your property with me, I will need this confidential information in order to estimate your net proceeds. Please have this information available when we sign the listing agreement for your home.

**Why did you purchase this particular home?**

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**What are the best features of your home?**

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**What will you miss most about your neighborhood?**

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**Landscaping:**

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I will market the special features of your home, including upgrades, updates and quality brands you have selected, as well as any major repairs and improvements you have made while you've lived in your home. Please take a moment to make a list of these Special Features and the approximate date they were added. This list can include painting, carpeting, light fixtures, ceiling fans, appliances, heating & cooling systems, gas logs, windows, roofs, outbuildings, etc.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Certain fixtures on your property and in your home are understood to remain as a part of your home when you move, per the standard Offer to Purchase Contract. We will go over these items in detail at our meeting. Please make a list of items that may be attached or affixed to the property, that you may want to take with you when you move. We will discuss the best way to handle these fixtures during the marketing of your home.

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Do you have any additional questions or comments?

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Thank you so much for sharing your thoughts with us. It is our ultimate goal to serve you the best way possible way. Our goal is to help make selling your home a positive experience. To do that, we need open communication between us. That way the little things that naturally come up in selling a home can be handled easily and without stress. We look forward to working with you and making this your best real estate experience yet!

Thank you so much for sharing your thoughts and goals with me.  
I will do my very best to make your dreams of homeownership become a reality!

*Vicki Kuhn*

