

SELLER REVIEW:

Practical considerations:

The positives to move:

Preconditions to move forward:

Next home, if known:

☐ To be determined

☐ Decided

Other:

Ideal Move-out date:

Ideal Move-out date:

☐ Undecided

☐ By broker

☐ Independently

Legal Documents locator:

☐ Ownership docume

☐ Mortgage instrumer

☐ Offreing plan

☐ Prospectus

☐ Amendments

Online marketing:

☐ Template creation

☐ Listing distribution means

☐ Brokerage firm update lists

Open House Planner:

☐ Dates

☐ Announcements

Advertising:

Building Data Checklist:

☐ Maintenance charges

☐ Financing allowable

☐ Flip tax percentage

☐ Assessment amount

☐ Three past financial statements

Board Application Notes:

☐ Application to purchase on hand

Owner Checklist:

☐ Document gathering

☐ Preparation to sell

☐ Freshen up

☐ Update

☐ Staging

☐ Note to do

☐ Estimated cost

Marketing tool availability

Show sheet:

☐ Data

☐ Listing description

☐ Photography

☐ Copy

☐ Illustration

☐ Schedule

Fair market value:

☐ Asking price range

☐ Acceptable offer range

☐ Yet to be determined

Comments:

BUYER'S ORGANIZER:

Marketing tool availability

Highest priorities

Sell first:

☐ Why

☐ Why not

Buy first:

☐ Pros

☐ Cons

Financial considerations

☐ Cash Down

☐ Pre-approved mortgage amount

☐ Housing budget

☐ Liquid assets

Important considerations:

Move-in timeframe

Personal considerations

☐ Conveniences

☐ Commute time

☐ Schools

☐ Parks

☐ Transportation

Comments:

Apartment House Data and Preferences:

Ownership type:

☐ Co-operative

☐ Condominium

☐ Condop

☐ Free-hold home

Dwelling-type:

☐ Loft

☐ Tenement-type

☐ Flats (early apartment house)

☐ Apartment Hotel (deluxe service)

☐ Small Apartment House

☐ Pre-war

☐ Post-war

☐ Apartment Tower (service-oriented)

☐ Row House

☐ Town House

☐ Brownstone conversion

☐ Office building conversion