

Seller Homework: Information for Prospective Buyers

Address _____

1st HOA Y/N Mgmt Co. _____ Dues _____ ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

2nd HOA Y/N Mgmt Co. _____ Dues _____ ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

Are you aware of any special assessments? Y/N Cost _____ For _____

Even if you do not have an HOA, are there any restrictive covenants that must be followed? Yes / No / Not Sure

Systems Information:

HVAC: ☐ 1 Unit ☐ Dual Zone ☐ 3 Zone Unit 1 Age _____ Unit 2 Age _____ Unit 3 Age _____

Heat Type: ☐ Forced Air ☐ Heat Pump **Heat Source:** ☐ Electric Fuel ☐ Natural Gas ☐ Propane

Service Agreement in place? Y/N Company _____

Water heater: ☐ Electric ☐ Natural Gas ☐ Tankless Age _____ Location _____

Fireplace: Y/N ☐ Wood burning ☐ Gas logs Do you use it? Y/N Last time inspected? _____

Roof: Age _____ ☐ Warranty (15/25/30/50 Year) Company _____

Foundation: ☐ Crawl ☐ Slab ☐ Unfinished basement ☐ Finished basement

Home Warranty: Y/N Company _____

Transferable termite bond: Y/N Company _____ Transfer Fee _____

Security system: Y/N Company _____ Cost _____

IF APPLICABLE: Mailbox number: _____ Parking space number(s): _____

Maintenance Upgrades (ex: roof, water heater, HVAC, etc.)

Year

Item Upgraded

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Cosmetic Upgrades (ex: countertops, light fixtures, etc.)

Year

Item Upgraded

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____