

## Seller Homework: Information for Prospective Buyers

Address \_\_\_\_\_

1<sup>st</sup> HOA Y / N Mgmt Co. \_\_\_\_\_ Dues \_\_\_\_\_ ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

2<sup>nd</sup> 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

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |