



LET'S  
SELL  
*your*  
HOME

Seller Onboarding Packet



Powered by KSP

# TELL US ABOUT *you*

## SELLER'S DETAILS

Why are you selling?

Is this your first home sale?

How long have you owned the home?

Are you planning to buy another home?

How long do you think it will take to get your property photo ready?

DONE   1-2 WEEKS   3-4 WEEKS   LONGER

Motivation Level:

1  
  2  
  3  
  4  
  5

Children? If yes, name(s) and age(s)

Pets? If yes, what kind and name(s)

When is your birthday?

SELLER 1

SELLER 2

What is your occupation?

## SELLER'S CONTACT INFO

ADDRESS

SELLER 1

PHONE

EMAIL

SELLER 2

PHONE

EMAIL

# LET'S TALK *showing appointments*

## SHOWING PREFERENCES

Showing Notice: Minimum hours in advance

Method of Notification

TEXT  EMAIL  OTHER

Property Access: Keypad Code

Keypad Location

Gate Code

Garage Code

Alarm System?

YES  NO CODE:

## HOME STATUS

- Vacant
- Vacant Staged
- Occupied

## CONFIRMATION TYPE

- Courtesy call/text
- Appointment Required
- Accompanied by Listing Team

Lockbox Location (*front door recommended*)

Maximum Showing Appointment Length

Pets on Property?

Plans for pets during showings

## OTHER PROPERTY ACCESS INFO:

# MORE DETAILS *please*

## **MORTGAGE**

Do you have a mortgage loan? If so, what is your rate?

Monthly mortgage payment:

Mortgage amount owed:

Secondary Lien Details (Payment, Amount Owed, Rate)

Any other liens such as IRS liens, property tax, abstracts of judgement, etc?

## **HOA**

Do you have an HOA or civic club?

YES     NO    If yes, please provide the name:

How much are HOA dues?

How often are dues paid?

Do you have a copy of your deed restrictions?

How can we contact your HOA/civic club?

YES     NO    If yes, please provide a contact name and/or number:

# TELL US ABOUT *home*

Remain with the home?

Washer  Dryer  Refrigerator  Negotiable

Heating Type

Gas  Electric

Fireplace Type

Gas  Gas Log  Wood Burning  N/A

Dryer Connections

Gas  Electric

What type of flooring do you have?

Tell us about your kitchen countertops and cabinets?

Tell us about your primary bathroom? (i.e. Jetted Tub, Frameless Shower, Countertops)

Do you have a Sprinkler System? If so what type and locations? (i.e. Front, Back, Landscaping)

Is there an area pool or other neighborhood amenities?

Yes  No

AMENITIES:

## AGE OF MECHANICALS

HVAC:

FURNACE/HEATER:

WATER HEATER:

ROOF:

STOVE:

DISHWASHER:

MICROWAVE:

# TELL US *More!*

## AVERAGE UTILITY BILLS

ELECTRIC

SUMMER AVERAGE:

WINTER AVERAGE:

GAS

SUMMER AVERAGE:

WINTER AVERAGE:

WATER

SUMMER AVERAGE:

WINTER AVERAGE:

Are there any recent upgrades or repairs that we should highlight?

Empty text area for providing details on recent upgrades or repairs.

What do you love about your home?

Empty text area for describing what is loved about the home.

# INFORMATION FOR THE *buyer*

## IMPORTANT DAYS

UTILITY DISCONNECT DATE:

TRASH DAY(S):

RECYCLING DAY(S)

HEAVY TRASH DAY:

## CONTACTS

HOUSEKEEPER:

LAWN SERVICE:

PEST SERVICE:

POOL SERVICE:

OTHER:

SELLER:

AGENT:

Location of Extra House Keys, Mailbox Keys & Remotes

Do you have any keypads or combination locks, codes?

DOOR CODE:

GATE CODE:

GARAGE CODE:

If there is an alarm system, please provide more details.

COMPANY:

CODE(S):

Does the community have any key cards or Codes?

POOL CODE:

GATE CODE:

Neighborhood Social Media Accounts:

**INTERIOR**

- Drapes or Curtains
- Curtain Rods
- Blinds / Shades
- Shutters
- Carpeting / Rugs
- Fireplace Screens
- Fireplace Accessories
- Artificial Logs
- Bookshelves
- Mirrors
- Light Fixtures / Chandeliers
- Ceiling Fans
- Mounted TVs: Location(s)
- Wall Mounts for TV
- Built-In Speaker
- Projector / Projector Screen
- Water Softener
- Window Units
- Alarm System
- Smart Thermostat
- Smart Lock
- Ring Doorbell / Accessories
- Gun Safe

**EXTERIOR**

- Window Screens
- Shutters
- Mailbox
- Swing Sets
- Landscaping / Pots / Plants
- Trampoline
- Fountains
- Bird Bath
- Exterior Lighting

**GARAGE**

- Work Bench
- Free Standing Shelves
- Garage Door Openers

**POOL**

- Pool Equipment
- Pool Accessories
- Above Ground Pool
- Pool Furniture / Loungers

Additional Information or Exclusions Not Listed Above:

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Seller: \_\_\_\_\_

Buyer: \_\_\_\_\_

Seller: \_\_\_\_\_

Buyer: \_\_\_\_\_