

A Checklist of Items I Will Need From You...

When I come to your home for our first appointment

- A copy of your latest tax bill (current exemptions)
- A copy of your title insurance policy from your purchase or last refinance
- A copy of your most recent survey
- Any notice of a new or special assessment
- A copy of your homes floor plan or room dimensions
- Completed property information sheet (separate form)

Before your home is listed

- Extra set of house keys
- Your personals showing instructions
- Filled out and signed Disclosures
- Condo declarations, rules and regulations and assessments (a list of all items the association fee covers)
- Monthly Utilities: Electric, Gas, Water & Waste