

Title Company Listing Appointment Seller Checklist

Marital History since acquisition of property

Marriage?

Yes No If yes, spouse's name _____ Date of marriage ___/___/___

Did spouse live in property?

Yes No If yes, include on Contract.

Divorce?

Yes No If yes, County/State _____ Date ___/___/___

Death?

Yes No If yes, please provide copy of Death Certificate.

Is there a Will? Yes No If yes, was it probated? Yes No

How is Title held?

Trust, LLC, Corp., etc.?

Yes No If yes, please provide copy of Trust Agreement or LLC/Corp. Documents.

Bankruptcy?

Yes No If yes, County/State _____ Date ___/___/___

Party to any Lawsuit?

Yes No If yes, please provide details _____

Mortgage Info

Recent Statement?

Yes No If no, provide Lender's name _____

Phone Number _____

Loan Number _____

SS# (the title company will need the SS#) _____

Delinquent on Payments?

Yes No If yes, how far behind? _____

Existing Survey?

Yes No Legible? Yes No Seal? Yes No Signature? Yes No Directional Arrow? Yes No

Any Changes?

Yes No If yes, describe changes and sketch on another copy _____

T-47 Affidavit? Yes No

Owner's Title Policy?

Yes No

Homeowners Association

HOA?

Yes No If yes, suggest calling HOA to get information on Resale Cert and Transfer Fee Charge

Current?

Yes No

How often Assessed? Yearly Monthly Quarterly

Addresses

List of addresses you have lived at for the past 10 years.



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