

# SELLER'S LISTING INFORMATION CHECKLIST

This form was created by the Greater San Diego Association of REALTORS® and is intended for use primarily in the San Diego County area. This form is not covered by the C.A.R. User Protection Agreement.

This checklist is to assist Seller in providing accurate information for the Multiple Listing Service ("MLS"), escrow and Seller proceeds estimates.

Property Address: \_\_\_\_\_

Date Checklist Completed: \_\_\_\_\_

Person Completing Checklist: \_\_\_\_\_

## 1. TITLE TO PROPERTY

- a. How is title held to your property? \_\_\_\_\_  
b. If title is held in a trust or other entity, whose signature(s) is/are required to sell? \_\_\_\_\_

(Please provide a copy of the trust or other entity agreement for escrow and title companies.)

- c. Have all owners signed the listing agreement? Yes  No   
If not, who has not, and what is their interest? \_\_\_\_\_  
d. Is there any side agreement or unrecorded document which affects the ownership? Yes  No   
If so, please explain: \_\_\_\_\_  
e. If you purchased the property as a single or unmarried person and are now married, please provide your spouse's full name: \_\_\_\_\_  
f. If you purchased the property as a married person and are now widowed, unmarried or separated, please provide the following as appropriate (check which document you are providing): Death certificate \_\_\_\_\_; Judgment or order in divorce/separation agreement \_\_\_\_\_  
g. Is there a probate pending? Yes  No   
h. Are you aware of any problem which could impede the sale, such as a dispute over lot lines, easements, ownership or proceeds? Yes  No   
If yes, please explain: \_\_\_\_\_  
i. Are you aware of any non-conforming uses within the property's existing zoning classification? Yes  No   
If yes, please explain: \_\_\_\_\_

## 2. LOANS AND OBLIGATIONS

- a. First Loan Lender's Name \_\_\_\_\_ Loan # \_\_\_\_\_  
Lender's Phone \_\_\_\_\_ Approx. Balance \$ \_\_\_\_\_  
Second Loan Lender's Name \_\_\_\_\_ Loan # \_\_\_\_\_  
Lender's Phone \_\_\_\_\_ Approx. Balance \$ \_\_\_\_\_  
b. Are you delinquent on any loans? Yes  No   
If yes, amount of delinquency \$ \_\_\_\_\_  
Have you received a Notice of Delinquency or Notice of Default? Yes  No   
c. Is there a prepayment penalty on any loan? Yes  No   
d. Are all assessments, HOA dues and property taxes current? Yes  No   
e. Is this property subject to a Mello Roos assessment? Yes  No   
f. Are you aware of any other debt or other obligation that may affect the sale of the property? Yes  No   
If yes, please complete the following:  
IRS or State tax liens on the subject property Approx. Balance \$ \_\_\_\_\_  
Judgment or other lien Approx. Balance \$ \_\_\_\_\_  
Overdue HOA assessments or dues, or property taxes Approx. Balance \$ \_\_\_\_\_  
Revenue and Recovery liens (R&R) such as:  
Child support liens Approx. Balance \$ \_\_\_\_\_  
Spousal support liens Approx. Balance \$ \_\_\_\_\_  
Other: \_\_\_\_\_ Approx. Balance \$ \_\_\_\_\_

Attach copies of recent payment coupon(s), notice(s) received and most recent tax bill.



Property Address: \_\_\_\_\_

**3. HOMEOWNER ASSOCIATION**

- a. Name of homeowner association(s) (if any) \_\_\_\_\_
- b. Name of association president \_\_\_\_\_ Phone \_\_\_\_\_
- c. Name of management company \_\_\_\_\_ Phone \_\_\_\_\_
- d. Management company address \_\_\_\_\_
- e. Management company contact person (if known) \_\_\_\_\_
- f. Are you aware of any past, present, or threatened litigation? If so, please explain \_\_\_\_\_  
\_\_\_\_\_
- g. If there is more than one association, please attach the above information for this association(s) also.

**4. TENANT IN PROPERTY**

- a. Is there a tenant in the property? Yes  No   
If yes, when does the lease, rental agreement or extension expire? \_\_\_\_\_
- b. Is there a lease-option or first right of refusal agreement with the tenant to purchase the property? Yes  No
- c. Will tenant cooperate in showings? Yes  No
- d. Tenant's name \_\_\_\_\_
- e. Tenant's phone number \_\_\_\_\_
- f. Landlord/Property management company (if any) \_\_\_\_\_
- g. Landlord/Property management company phone number \_\_\_\_\_  
(Please attach a copy of landlord/tenant agreement)
- h. Seller shall provide a Tenant Estoppel Certificate (C.A.R. Form TEC).

**5. PEST CONTROL INSPECTIONS**

- a. Has a pest control inspection and report been ordered? If yes, please provide a copy.
- b. Is there a dollar limit on what you, as Seller, will pay for corrective work (including repairs, fumigation and treatments) for the pest control clearance which should be included in the Purchase Agreement? \$ \_\_\_\_\_
- c. Are there any structures or improvements you want to exclude from the pest control clearance? Yes  No

**6. REPORTS**

- a. Do you have any physical, geological or other inspection and/or evaluation reports or related documents on your property? Yes  No   
(If yes, please provide copies)

**7. SQUARE FOOTAGE**

- a. Do you agree that the square footage measurements provided by the County Assessor's Office may be used for MLS and marketing purposes? Yes  No
- b. If you do not agree that the County Assessor's information on square footage may be used, what source do you want to use? \_\_\_\_\_

**8. SPECIAL SHOWING CONDITIONS**

- a. Are there any pets, animals or conditions that agents or prospective buyers should be aware of when viewing the property? Yes  No
- b. If yes, what measures will you take to ensure the safety of agents and prospective buyers? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS DOCUMENT IS FOR USE IN SIMPLE TRANSACTIONS AND NO REPRESENTATION OR WARRANTY IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY OF ITS PROVISIONS IN ANY TRANSACTION.**

The statements above are true, correct and complete to the best of my knowledge. Seller(s) acknowledge receipt of a copy of this form.

Date \_\_\_\_\_ Seller \_\_\_\_\_

Date \_\_\_\_\_ Seller \_\_\_\_\_

OFFICE USE ONLY

Reviewed by Broker or Designee: \_\_\_\_\_  
Date: \_\_\_\_\_