

Real Estate **Seller Intake**

Best Choice
R E A L T Y

Today's Date _____

Seller #1 Name _____ Phone _____ Email _____

Seller #2 Name _____ Phone _____ Email _____

Property Address _____ Bed/Bath/Sqft _____

Mailing Address _____ Living in the home?

Call Questions

1. Tell me about your property (bed/bath/sqft, income/contract/term of investment property).
What improvements or updates have you done since you bought it?
2. What is prompting you to sell? Why are you selling?
3. After you sell the property, where are you moving to? What are your plans after you sell the property?
Do you need help finding a real estate agent in another area?
4. What is your timeframe for selling your property? When would you like to have your property on the market? When would you like to be in your next home?
5. When was the last time you sold a property? Explain that experience to me.
6. What do you love most about your property? What sold you on the property when you bought it?
What features did you like most?
7. If you were to stay for another 5 years, is there anything you would do to the property?
8. Do you own your property free and clear or do you have a loan? Recent appraisal? Refinanced Balance?
9. If we listed your property today, what is the number you have in mind to start at? Is there a number you already have in mind?
10. What is important to you when looking for a real estate agent? Are you interviewing other agents for the job? How will you decide which agent to work with?

Intake Wrap Up

Is there anything else I should know about your property? Here's how I work. - OR - Let me explain what happens next.

Broker Notes

One Call Two Calls Pre-Listing Box Appt. Date _____ Follow-Up Date _____

Need to Schedule

Community Amenities to Include _____

HOA/Resale Cert _____ Disclosures Received

Cleaning _____

Photos _____

Landscaping _____

Video _____

Handyman work _____

Signage _____

Staging _____

Home Warranty _____