

Real Estate Checklist

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Real Estate Checklist

1. Name:
Spouse:
2. Home Phone: Business Phone:
3. Social Security Number:
Spouse's Social Security Number:
4. Citizenship: Spouse's Citizenship (if different):
5. Mailing Address:
6. Property Address:
7. Property Real Estate Tax Number:
8. Real Estate Broker's Name/Company:
9. Real Estate Broker's Address:
10. Real Estate Broker's Telephone Number:
11. Real Estate Broker's Facsimile Number:
12. Are you selling or purchasing: . selling _____ purchasing
13. Have you already completed (or permitted the purchaser to complete) a home inspection for:
 - A. Engineering: _____ yes _____ no
 - B. Termites: _____ yes _____ no
 - C. Water Quality: _____ yes _____ no
 - D. Septic: _____ yes _____ no
14. Are there any underground tanks located on the property? ____ yes _____ no
15. Did you receive (or provide) the Lead based Paint Disclosure under Lead Based Paint Hazard Reduction Act of 1992 (Title X)?
16. CONNECTICUT PROPERTIES ONLY: Did you receive (or provide) the Residential Property Condition Disclosure Report?

If you are purchasing a home skip to Number 25.

If your are selling a home please answer Questions 17-24:

17. Do you have an existing survey? _____ yes _____ no (if yes, please provide a copy)
18. Do you have your existing title insurance report for the property?
_____ yes _____ no (if yes, please provide a copy)
19. Do you have copies of any and all Certificates of Occupancy for the property?
_____ yes _____ no (if yes, please provide a copy(ies))
20. Do you have a copy of the existing deed for the property? ___ yes _____ no (if yes, please provide a copy)
21. Do you have copies of your most current real estate tax bills?
_____ yes _____ no (if yes, please provide a copy)
22. Are all of the people named on the deed still alive? ___ yes _____ no (if no, please provide a copy(ies) of the applicable death certificate?)
23. Do you have a working smoke detector on the premises? _____ yes _____ no
24. Are there any items personal property, such as dishwasher, washer and dryer, range, refrigerator, mailbox, wall mirror in master bedroom, existing window blinds, screens, storm windows and door, window boxes, shrubbery, wall to wall carpeting, which you plan to take with you upon selling the home? If yes, please list: _____

If you are selling you home, please stop here.

If you are purchasing a home, please answer questions 25-29:

25. Will you require a mortgage? _ yes _____ no
26. Do you have a pre-approval from a lending institution? _____ yes _____ no (if yes, please provide a copy)
27. What is the amount of the mortgage you require? _____ yes _____ no
28. Are there any conditions to be met prior to receiving a mortgage commitment?
_____ yes _____ no
29. Do you need a recommendation for an insurance agent for homeowner's insurance?
_____ yes _____ no
30. What name(s) will you want on the deed? _____
31. Are there any items of personal property, dishwasher, washer and dryer, range, refrigerator, mailbox, wall mirror in master bedroom, existing window blinds, screens, storm windows and door, window boxes, shrubbery, wall to wall carpeting, which are included in the purchase of your home? If yes, please list: _____

