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Pre-listing Checklist for Listing Agent

1. Review Property Appraiser / Tax Collector records / GIS maps
2. Exclusive Listing Agreement
3. Seller's Property Disclosure
4. Ask Seller for prior Deed, Survey, Title Policy
5. Mortgage Balance and Info, including recent Mortgage Statement
6. Copy of Seller's Driver's License
7. Homeowner Association Info, obtain HOA docs from Association, review HOA docs (main points)
8. Condo Association Info, obtain required Condo documents, including Condo FAQs and year-end financial info, review the Condo docs (main points)
9. Ask Seller regarding: (a) principal residence, (b) marital status, (c) ownership of property; (d) who owns the Property and how was ownership acquired;
10. Ask Seller if he/she is non-resident alien (not a US citizen or green-card holder)
11. Ask Seller when they want to close, time requirements and plans for moving
12. If property is owned by a Trust, a copy of the Trust and all amendments