

**THE LAW OFFICE OF
MICHAEL A. MARKOWITZ, P.C.**

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Michael A. Markowitz
Sharon Azmon (Paralegal)

Of Counsel
Steven H. Sewell, P.C.

REAL ESTATE SELLER INTAKE SHEET

Dated: _____

Legal Name of Client(s)	
Client Mailing Address	
Client Telephone No.	
Client Email Address	
Sale Property Add.	
Buyer Name(s)	
Buyer Attny & Tel. No.	
Buyer Attny Email	
Broker name / number	
Purchase Price	
Contract Deposit	
Mortgage Bank Info.	
Miscellaneous Info.	

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CLIENT CHECKLIST (SELLER ONLY)

CONFIDENTIAL

Seller Name: _____

- | | | | |
|-------------------------------------|--|--------------------------------------|--|
| Do you have a mortgage | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have central air conditioning | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Did you ever satisfy a mortgage | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have an in ground pool | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have a second mortgage | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have an above ground pool | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Did you ever satisfy a second mort. | Yes <input type="checkbox"/> No <input type="checkbox"/> | Did you ever have termites | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Were you ever sued | Yes <input type="checkbox"/> No <input type="checkbox"/> | Did you ever hire a contractor | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are there judgments against you | Yes <input type="checkbox"/> No <input type="checkbox"/> | Did you ever add a bathroom | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Ever have a sidewalk violation | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have a deck | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have a tenant | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have a dormer | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Is there a life estate | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have a finished basement | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Is the house in trust | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have a converted garage | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have gas heat | Yes <input type="checkbox"/> No <input type="checkbox"/> | Did you structurally modify house | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Did you convert from oil to gas | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have a fence | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have an in-ground oil tank | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have a shared driveway | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Did you abandon an in-ground tank | Yes <input type="checkbox"/> No <input type="checkbox"/> | Did you file a tax grievance | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have an alarm system | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have a tax exemption | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have solar panels | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have a tax abatement | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have in-ground sprinklers | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

I certify that the above answers are true and correct to the best of my knowledge.

Dated:
