

INTAKE FORM - SELLER



(Rapport Building: FORD: how did you get my names; etc. – then explain process)

“If it alright with you, I would like to ask you a few questions and then set up a time for us to get together. These questions are to help me prepare for our meeting and should take about 10 minutes. Is this an ok time with you?”

1. Name _____

2. Property Address _____

Mailing Address _____

3. Owners/Decision Makers _____

Phones (H) _____ (B) _____ (C) _____

Fax _____ Small _____

4. Why are you selling? _____

5. When do you need to move? _____

6. Could you describe your house for me? _____

_____ Beds Baths SQFT Style Lot Size

7. How long have you owned your home? _____

8. What sold you on your home when you bought it? What features did you like? _____

9. Have you done any updating to the home since you bought it? _____

10. If you were to stay in your home another 5 years, is there anything you would do to it? _____

11. For a moment pretend to be a buyer and look at your home through “Buyer Eyes”. On a scale of 1 to 10, how would you rate its condition? (Model home =10, Fixer-Upper = 1) _____

What would it take for your house to be a 10? _____

12. What are you going to be asking for the property? _____

Have you had a recent appraisal? _____

13. Do you own your property free and clear or do you have a loan? _____

Do you happen to know the approximate balance? _____

14. What three things are you looking for in a REALTOR? _____

15. Are you interviewing other brokers for this job? When are they being interviewed?

Name _____ Company _____ Time _____

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16. Have you considered going for sale by owner? _____

17. Have you sold a property before? _____

18. Is there anything else I should know about your home? _____

19. Do you have any questions for me? _____

20. Explain what happens next: First Visit Second Vist

I would like to set an appointment with you to come over and see your home, take some notes and photos, then bring the information back with me. I will do some research to come up with a price. We will then set a second meeting where I will share some information with you on how Shorewest and I can sell your home at the highest value, and just as important, get you to the closing table on time with a check in your pocket. So does 5:00 tomorrow work or does the next day work better? Great, I will see you at xxxx on xxxx.