

# Intake Form - Seller



Rapport Building: *How did you get my name? 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: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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. Any idea what price you would want to ask 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: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Date/Time: \_\_\_\_\_

16. Have you considered going for sale by owner? \_\_\_\_\_

17. Have you sold a property before? \_\_\_\_\_

18. Do you have any questions for me? \_\_\_\_\_

19. 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.*