

Seller Questionnaire Form for Real Estate Transactions

This form is designed to gather and provide accurate information about your property, which helps ensure transparency and streamline the selling process. Please complete all fields as accurately as possible.

1. Seller Information and Contact Details

Full Name(s):

Contact Details (Phone, Email):

Mailing Address (if different from property address):

Are you the sole owner of the property? Yes No

If no, list other owners/parties involved (names and contact details):

2. Property Address and Location Details

Full Property Address (including ZIP code):

County/Parish:

Neighborhood/Subdivision Name:

Zoning Classification (e.g., residential, commercial):

Type of Property (e.g., single-family home, condo, multi-family, land):

For rental property managers who want to streamline their record-keeping, consider using [this free rental property chart of accounts template](#) to keep track of financial transactions efficiently.

3. Property Details

Legal Description of the Property (as on deed):

Number of Bedrooms:

Number of Bathrooms:

Square Footage (approximate):

Year Built:

Lot Size:

Structural Features:

Basement

Attic

Garage (single/double/carport): _____

Deck or Patio (Size and material): _____

Pool/Spa (Size): _____

Other Features (check all that apply):

Fireplace

Solar Panels

Smart Home Features

Security System

Fenced Yard

Other (please specify): _____

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Utilities:

Water Source (e.g., city water, well): _____

Sewer Type (e.g., city sewer, septic): _____

Energy Source (e.g., gas, electric): _____

Are there solar panels, leases, or other energy-related systems attached to the property? Yes No

If yes, provide details of agreements or responsibilities.

Are there any shared utilities or easements involving neighbors? Yes No

Recent Upgrades or Renovations:

Description of work: _____

Dates completed (approx.): _____

Permits obtained? Yes No

Appliances/Fixtures to Be Included in Sale (check all that apply):

Refrigerator

Stove/Oven

Dishwasher

Washer/Dryer

Microwave

Light Fixtures

Blinds/Curtains

Other (please specify): _____

4. Property's Condition

Are there any known issues or defects?

Structural Integrity (foundation, walls, roof): Yes No

Electrical Systems (wiring, outlets, breakers): Yes No

Plumbing Systems (pipes, water heaters): Yes No

HVAC Systems (heating, air conditioning): Yes No

Appliances (if included): Yes No

Pest/Insect Infestations (current or past): Yes No

Other issues, repairs needed, or areas requiring maintenance? Yes No

If yes, please describe in detail or attach a separate document.

For more detailed inspections, you may consider using a [rental property inspection checklist](#).

Has the property been inspected in the last 5 years? Yes No

If yes, provide details or attach the inspection report.

Roof Details:

Approximate age of roof: _____

Last known repairs or replacement date (if any): _____

Flood/Earthquake/Fire Risk:

Is the property located in a designated floodplain? Yes No

Has the property sustained natural disaster damage in the past? Yes No

If yes, provide details of damage and repairs.

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5. Legal Matters

Are there any ongoing or past legal disputes concerning the property? Yes No

If yes, provide details.

Are there any unpaid taxes, liens, or mortgages on the property? Yes No

Are there any easements, rights-of-way, or encroachments affecting the property? Yes No

If yes, please describe.

Is the property compliant with all local codes/regulations (zoning, permits, etc.)? Yes No

Are there tenant or lease agreements in place for the property? Yes No

If yes, provide a copy of the lease(s) and details of terms.

6. Pricing and Sale Preferences

Minimum Price You're Willing to Accept: _____

Preferred Terms of Sale (e.g., cash, financing, as-is): _____

Ideal Closing Timeline: _____

Are there any contingencies that may affect the sale? Yes No

If yes, please explain.

Are you offering any incentives (e.g., covering closing costs)? Yes No

7. Buyer Disclosure and Material Facts

Are there any conditions or facts that would affect the buyer's decision to purchase? Yes No

If yes, describe (e.g., environmental hazards, previous incidents, etc.): _____

8. Additional Comments

Provide any other information you think may be relevant to the sale or marketing of your property. Attach additional sheets if necessary.

9. Acknowledgment and Signature

I, the undersigned, confirm that the information provided in this seller questionnaire is accurate and complete to the best of my knowledge.

Printed Name(s): _____

Signature(s): _____

Date: _____

This questionnaire ensures that real estate agents have access to comprehensive information that addresses everything from property details to local regulations, making it easier to market properties and comply with applicable laws while protecting all parties involved.