

Thank you for giving us the opportunity to list your home! Please provide us with the following information in order for us to better assist you in this process.

Property Address: \_\_\_\_\_

Seller: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_  Home  Cell  Work  
\_\_\_\_\_  Home  Cell  Work  
\_\_\_\_\_  Home  Cell  Work

**Showing Instructions**

When we receive a request to show your home, how would you like us to contact you?

- Text  Email  Phone

Other instructions: \_\_\_\_\_

**Utilities**

<i>Company</i>	<i>Appliances</i>				
Gas: _____	<input type="checkbox"/> Heating	<input type="checkbox"/> Cooling	<input type="checkbox"/> Hot water	<input type="checkbox"/> Oven/Range	
Electric: _____	<input type="checkbox"/> Heating	<input type="checkbox"/> Cooling	<input type="checkbox"/> Hot water	<input type="checkbox"/> Oven/Range	
Water: _____					
Trash: _____					
Internet: _____			TV: _____		
Road Maintenance Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No			How much: _____		

**HOA**

Association: \_\_\_\_\_ How much is the HOA Fee? \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Any additional fees: \_\_\_\_\_  
Address: \_\_\_\_\_ What's the payment frequency: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Mortgage**

Estimated Payoff: \_\_\_\_\_ ACC # \_\_\_\_\_ Bank Name \_\_\_\_\_

If applicable, please provide us with copies of:

- Utility billing history for the previous 12 months  Well information  
 Septic information  Plat  Deed restrictions

**Lease Items**

- Water Softener
- Fuel Tank
- Alarm
- Other (Specify)

**Contact Information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brett A. Sowder - Supervising Broker - Cell: (540) 327-3412 - Direct: (540) 217-4080

Licensed Broker in VA and WV - "26 Years of Real Estate Experience" 