

Important Information!

Please complete and return this form to the Karen Eagle Group.

As we get started in the listing process it is important that we have detailed information regarding your home. The information gathered on this form will be used to market your home, and to answer questions from potential buyers. Having this information on hand will save time when a potential buyer is requesting specific information regarding your home.

If you have any questions regarding this form, please do not hesitate to contact us at 216.352.4700 or keg@kareneagle.com.

House Keys and Entry

Please have at least one key available for our team along with clear entry instructions.

Property Address _____

Contact Information (home phone, cell phone, email address)

Please provide as much detailed information as you can about your alarm and entry instructions. This information will remain confidential.

School System

Elementary: _____

Middle: _____

High: _____



Utilities for (Address): _____

Gas Provider: _____ Monthly Average: _____

Electric Provider: _____ Monthly Average: _____

Water Provider: _____ Monthly Average: _____

Trash Provider: _____ Monthly Average: _____

What day is trash pickup: _____

Details regarding major features such as Systems, Components and Appliances. Mark "N/A" where not applicable. Mark "Excluded" if the item is not to be included with the sale.

Roof Type: _____ Date Installed: _____

Furnace Brand: _____ Date Installed: _____

Air Conditioner Brand: _____ Date Installed: _____

Hot Water Tank Brand/Capacity: _____ Date Installed: _____

Water Softener Brand: _____ Date Installed: _____

Well/Pump: Provide any details you are aware of:

Water: Public Well Sewer: Public Septic*

Range Brand: _____ Date Purchased: _____

Oven Brand: _____ Date Purchased: _____

Refrigerator Brand: _____ Date Purchased: _____

Disposal Brand: _____ Date Purchased: _____

Dishwasher Brand: _____ Date Purchased: _____

Washer Brand: _____ Date Purchased: _____

Dryer Brand: _____ Date Purchased: _____

Windows: _____ Date Installed: _____

Security System: _____ Date Purchased: _____

Basement Waterproofing: _____ Date Installed: _____

Generator Brand: _____ Gas Propane Date Installed: _____



Inspections and Miscellaneous

City Inspection Date: _____

Septic System Inspections*: _____ Septic Location: _____

Septic System Date Last Cleaned and by Whom: _____

Oil/Propane: Please provide details _____

Do you have a recent appraisal, a site plan for your lot, or blue prints? Please identify what you have and if you plan on making it available for buyers that view your home.

List of any items excluded from the sale of your home:

Please list (or provide us with a list) any updates or improvements that have been completed since the home was purchased along with information about additions or restoration work. Please continue on back if necessary:

Condominium, Cluster Home or Planned Unit Development

If you are selling a Condominium, Cluster Home or Planned Unit Development, you will need to provide me with the most current Condominium Declarations and By-laws for the unit. In addition to this, you will need to complete the Condominium, Cluster Home or Planned Unit Development form. This form is used to gather information that we will provide to the buyer.

Is there anything else I need to know about your house? I.e., shared driveway costs, easements, maintenance, annual fees, etc.:

* If you have a septic system, please be aware that you may be required to have a **BOARD of HEALTH INSPECTION** (this is different from a private inspection) prior to title transfer.

Thank you for your help. If you have any further information about your house, please attach it to this document.