

## ***PRE-LISTING CHECKLIST***

*Please have the following information ready for the listing appointment.*

- Warranty Deed*
- Plat or Survey (if available)*
- Termite Letter*
- Property Tax Records*
- Community Covenants and Restrictions Information*
- Swim/Tennis/Golf Membership Information (if applicable)*
- 2 Copies of Keys for outside doors*
- Alarm Codes and Instructions (if applicable)*
- Complete Contact Information*
- Homeowner's Association Fee Information*
- Receipts and Reports from any maintenance done on property*
- List of Personal Property to Remain*
- List of Personal Property EXCLUDED from sale*
- Any other helpful information you think Buyers would like to know*