

CLIENT DOCUMENT CHECKLIST

Please email any supporting documents to:

Please text any supporting documents to:

Drivers License or Govt I.D. (helps verify if your seller is actually the person you're talking to)

Please take a photo, or scan and email it

If there a mortgage Y/N (helps determine if your numbers are accurate based on whats online)

If yes, please request a mortgage payoff from your bank and send us a copy

Is the property Rented Y/N (helps determine rent amounts for marketing to end buyer)

If yes, please take a clear photo or scan of each page of the lease and email or text to us

Is the property inherited Y/N (helps determine if its marketable)

If yes, do you have a copy of the will?

If there is a will, has it been probated? Submit Will if applicable

If no will, please draw us a family tree so we know if there are other involved family members

Are you divorced Y/N (helps determine if they actually have the rights to the property in the divorce)

If yes, please provide a copy of the divorce decree

Are you widowed? Y/N (if yes, need to provide proof to sell)

If yes, please provide copy of spouses death certificate and any children involved

If the property a mobile home Y/N (need items here if they are to sell, different process)

If yes, has it been affixed?

If it has not been affixed, do you have the title to the trailer, required to be able to sell

Are you active in foreclosure (mortgage or taxes) Y/N (helps determine closing time frame/urgency)

If yes, when your scheduled auction date

If yes, what is your foreclosure attorneys information

Are you active in bankruptcy Y/N (need additional info here to sell)

If yes, please provide your bankruptcy attorneys information as they will have to be contacted for the sale and approve the sale

Is the property held by an individual or a trust/estate?

If yes, do you have the trust/estate docs?

If yes, who has the authority to sign? (make sure this person signs the contract)