

LISTING CONTRACT CHECKLIST

Unit Address: _____

Complex: _____ Size - Sq. Ft. _____ # of Bedrooms _____ # of Bathrooms _____

Owner (1): _____ Social Security # _____

Work Phone: _____ Home Phone: _____ Email: _____

Mailing Address: _____

Owner (2): _____ Social Security # _____

Work Phone: _____ Home Phone: _____ Email: _____

Present Lender: (name, org. and contact info): _____

Mortgage Account # (usually located at top of statement: (1st) _____ Balance: _____

Mortgage Account #: (usually located at top of statement): (2nd) _____ Balance: _____

HOA Contact (Name and contact info): _____

HOA Dues \$ _____ Monthly ___ or Quarterly ___ Dues cover: _____

Special Assessments: _____ Additional Utilities: _____

HOA Budget and minutes from recent HOA meeting provided (required): _____

Annual Property Taxes: _____ Contingencies? _____

Pet Policy _____ Parking: _____ Storage: _____

Inclusions: _____

Exclusions: _____

Title Co. Preference: **Atty's Title** **Land Title** **Stewart Title** **Title Co. of the Rockies**

******Estimated time from open house to closing: 10 weeks******

To help us better understand our housing needs:

- Why are you selling your unit? _____
- Purchased other deed restricted housing? _____
- Purchased free market, Where? _____
- Leaving the Roaring Fork Valley? _____

Other, please specify: _____

FOLLOWING TO BE COMPLETED BY THE HOUSING OFFICE

Original Purchase Price: _____ Appreciation: _____ Cap Imps: _____ Total Price: _____

Total Sales Fee 2% - (1% Paid at Listing and 1% Balance Paid at Closing, or \$600 paid at listing and remainder at closing).

Sales Fee: _____ Listing Fee: _____ Date Listing Fee Paid: _____ Remainder of Sales Fee _____

Open House Date: _____ Closing Date: _____ Additional Notes: _____

