

## 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: (1<sup>st</sup> ) \_\_\_\_\_ Balance: \_\_\_\_\_  
Mortgage Account #: (usually located at top of statement): (2<sup>nd</sup>) \_\_\_\_\_ 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\*\*\*\***

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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: \_\_\_\_\_



## TABLE I

### MINIMUM STANDARDS FOR SELLER TO RECEIVE FULL VALUE

- Clean Unit
- Carpets steam-clean two or three days prior to closing
- All scratches, holes, burned marks repaired in hardwood floor, linoleum, tile, counter tops etc.
- No broken or foggy windows
- All screens in windows (if screens were originally provided)
- All doors must be in working order with no holes
- All locks on doors must work
- All keys will be provided; e.g. door, mail box, garage
- All mechanical systems shall be in working order
- Walls paint ready
- Normal wear and tear on carpet; if carpet has holes, stains, etc., the carpet and padding shall be replaced or escrow funds at current market value per square foot for a comparable product shall be held at the time of closing to be used by the new buyer
- No roof leaks
- Any safety hazard remedied prior to closing
- Satisfaction of radon issue if found at time of inspection
- All light fixtures shall be in working order

### DEFINITIONS:

Clean Unit: All rooms will be cleaned as stated below:

- ❖ **Kitchen:**
  - Range – Inner and outer surfaces will be cleaned
  - Range hood and exhaust fan
  - Refrigerator and freezer – Inner and outer surfaces of refrigerators and freezer will be clean
  - Freezer must be defrosted
  - Cabinets and countertops – Exterior and interior surfaces of cabinets and drawers must be clean. Door and drawer handles, if provided, shall be clean and in place
  - Sink and garbage disposal - Sink and plumbing fixtures must be clean. If garbage disposal provided, this must be in working order.
  - Dishwasher – If provided, must be in working order and inner and outer surfaces shall be clean.
- ❖ **Blinds, Windows, Screens:**
  - Mini blinds, Venetian blinds, Vertical blinds, Pull shades – must be clean.
  - Windows – All window surfaces, inside and outside of the window glass, shall be clean.
  - Screens – must be clean and in place with no holes or tears.
- ❖ **Closets:**
  - Closets, including floors, walls hanger rod, shelves and doors, shall be clean.
- ❖ **Light Fixtures:**

- Light Fixtures must be clean and have functioning bulbs/florescent tubes.
- ❖ **Bathrooms:**
  - Bathtub, Shower Walls, Sinks – Bathtubs, shower, walls and sinks shall be clean.
  - Toilet and Water Closet – Water closets, toilet bowls and toilet seats must be clean. If the toilet seat is broken or peeling it needs to be replaced.
  - Tile – All tile and grout must be clean.
  - Mirrors and Medicine Cabinets – Need to be clean inside and out.
  - Shelves and/or Other Cabinetry – All other shelving or cabinetry shall be cleaned inside an out.
- ❖ **Walls, Ceilings, Painted Doors and Baseboards:**
  - Painted surfaces must be cleaned with care to ensure the surface is clean without damaging the paint.
- ❖ **Floors:**
  - Floor Cleaning includes sweeping and mopping and could include stripping, waxing and buffing. Types of floor surfaces include wood, wood parquet tiles, linoleum, asphalt tile, vinyl tile, mosaic tile, concrete and carpet. If carpet; all carpets shall be cleaned two days prior to closing.
- ❖ **Interior Storage/Utility Rooms:**
  - Storage/utility rooms shall be cleaned. Properly cleaned storage/utility rooms will be free from odors, removable stains, grease mark or accumulations.

*Safety Hazards:* Any item that provides a safety hazard shall be fixed. This includes but is not limited to: exposed electrical wiring, satisfaction of any radon issue found, ventilation for gas hot water system, etc.

*Walls Paint-Ready:* All holes shall be patched; all posters pictures, etc., shall be removed from all walls; all nails tacks, tape, etc., shall be removed from all walls; and all walls shall be clean and ready for new buyer to paint. If wallpaper is placed on the wall and in good condition, the wallpaper can remain; if the wallpaper is peeling off, the wallpaper must be removed.

*Windows:* If a window is broken, including the locking mechanism, the window shall be replaced. If the window has a fog residue, it shall be replaced.

**TABLE II**  
**HOMEOWNERS' ASSOCIATION RESPONSIBILITY FOR**  
**REPLACEMENT OF CAPITAL ITEMS AND STIMATED LIFE OF CAPITAL ITEM**

HVAC System	15-20 Years
Roofs	20-30 Years
Windows	25 Years
Painting (or otherwise treating) exterior, interior, including window frames	7-10 Years
Common Water Heaters	7-10 Years
Sidewalk Replacement	20-30 Years
Alarm Systems	25 Years
Gutters	10-30 Years
Sprinkler Systems	25-30 Years
Common Area Features in hallways, entries and community buildings such as:	
<ul style="list-style-type: none"><li>• Lightning</li><li>• Carpet</li><li>• Painting</li><li>• Parking area lightning and resurfacing</li></ul>	