

Phone Interview Questionnaire

Date: _____

Hi, my name is: _____ What's yours? _____ Are you the owner? [] Y [] N

(If not, who is? Why are you calling for them?) _____

In case we get cut off, what's your number? _____

What is the address of the property you'd like to sell?

What neighborhood is that in? _____

What's the school district? _____

How did you hear about us? _____

Please tell me about your property:

What type is it (1 fam, 2 fam etc)? _____

Is it a rental, or do you live there? _____

How many rooms, bdrms, and baths does it have? _____ / _____ / _____

Do you know how old the house is? _____

What's the construction (brick, frame etc)? _____

Does it have a basement? [] Y [] N

Does it have offstreet parking? [] Y [] N a Garage? [] Y [] N

Does it have public water and sewer? [] Y [] N

What type of:

Roof: _____ Approx. Age _____ Leaks? [] y [] n

Plumbing _____ Approx. Age _____ Leaks? [] y [] n

Foundation _____ Leaks? [] y [] n

Heating: _____ Approx. Age _____ Works? [] y [] n

Cooling: _____ Approx. Age _____ Works? [] y [] n

Windows: _____ Approx. Age _____

When was the kitchen last updated? _____

When was the bath last updated? _____

If you were going to continue to live there/rent it out, what work would you do?

Please tell me about yourself.

Why are you selling? _____

How long have you been trying to sell? _____

Is it listed w/ a real estate agent? [] Y [] N if yes, when does the listing expire? _____

When do you need to sell? _____

What will you do if it doesn't sell by then? _____

How much are you asking? _____ How did you decide on that figure? _____

What's the least you could take for all cash and a quick closing? _____

How much do you owe on the property? _____ Are your payments current? [] Y [] N

How much are they? _____ Does that include taxes and insurance? _____ What's the interest rate? _____

Is that fixed rate, or adjustable? _____ Would you consider a take over payments deal? [] Y [] N

Is there anything else you think I should know?

If the property is a rental:

Unit 1 Brs/Ba ___/___ Rent\$ _____ Occupied? ___

Unit 2 Brs/Ba ___/___ Rent\$ _____ Occupied? ___

Unit 3 Brs/Ba ___/___ Rent\$ _____ Occupied? ___

Unit 4 Brs/Ba ___/___ Rent\$ _____ Occupied? ___

Who pays: Heat? _____ Water? _____

Cooking gas? _____ Electric? _____

Check before sending:

Code violations [] Y [] N if yes, attach

Tax lien sold? [] Y [] N if yes, how much? _____

Taxes due now: \$ _____