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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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?\_\_\_\_\_\_\_\_\_\_

And your email address?

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? \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Check before sending:

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

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

Taxes due now: $\_\_\_\_\_\_

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?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_