

Vendor Checklist

- Copy of front door key
- Most recent survey (shows lot dimensions & drawing of house on the lot)
- Copies of heating and electric bills
- Complete Vendor's Property Disclosure Form
- Read and sign Agency Relationships Form
- Fill our Improvements Sheet on all that has been done in past 5 years
- Read and check off concerns or questions on the Q/C sheet
- Do you have an answering machine?
- Home phone number: _____
- Home fax number: _____
- Work phone number: _____
- Work fax number: _____
- Is it o.k. to fax to this number? _____
- Email address: _____
- Give details of the easiest way to reach you (method and time)

- Are you planning any trips away during the marketing of your home? If so, please give a list of phone numbers to reach you if the need arises.

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