

SELLING YOUR HOME WORKBOOK



TRICIA  TURNER
— GROUP —

SELLER & PROPERTY INFORMATION

PROPERTY INFORMATION

Address Same As Above
(If different from above)

Subdivision NA

Single Family Multi-Family Townhouse/Condo Manufactured
Add-on-2014

Square Footage 5300 Lot Size 62.174 AC. Year Built 2007

Bedrooms 5 Bathrooms 6 full Floors 2 Garage Spaces ?

Type of Home Primary 2nd Home Investment Property

Is the home currently rented? Yes No

If yes, when is the lease expiring? NA Rent Amount \$ NA

Overall Condition of the Home Move In Ready/Renovated

Needs Minor Improvements In Need of Renovation/Repairs

Reason for Selling We are moving to a different location.

Urgency to Sell? Yes No Ideal Sale Price \$ _____

Do you owe anything on the property? Yes: \$ _____ No

If yes, are you current on your mortgage payment? Yes No

Will the home be occupied during the sales process? Yes No

Will you be purchasing a new home? Yes No

FAVORITE FEATURES OF THE HOME

An important part of our marketing strategy is to showcase what you love about your home and neighborhood. The information you provide in this packet will enable us to highlight your home's best features, and tell a story that will help buyers fall in love with the house just as you did.

TOP 3 THINGS YOU LOVE MOST ABOUT YOUR HOME

1 The trees.

2 the Peace + quiet.

3 This is God's country.

UNIQUE FEATURES OF YOUR HOME

The beautiful trees + the 2 ponds.

BEST MEMORIES IN YOUR HOME

Family get togethers.

FAVORITE SPOT TO HANG OUT IN YOUR HOME AND WHY

on the bench by the pond, so peaceful.

ADDITIONAL FEATURES

- Pool Hot Tub Fenced in Yard Sprinkler System
- In-Law Suite Finished Basement Unfinished Basement
- Fireplace Security System Shed (well shed) Workshop
- Solar Panels: Owned Leased, Expires: _____
- Other _____

INTERIOR RENOVATIONS & UPGRADES

Check off any applicable upgrades to the interior of the house, note what year each one was completed and include a brief description.

UPGRADED?	YEAR	DESCRIPTION & APPROXIMATE COST
<input checked="" type="checkbox"/> Flooring	<u>2014</u>	_____
<input checked="" type="checkbox"/> Paint	<u>" "</u>	_____
<input checked="" type="checkbox"/> Kitchen	<u>" "</u>	_____
<input checked="" type="checkbox"/> Appliances	<u>" "</u>	_____
<input type="checkbox"/> Water Heater*	_____	_____
<input checked="" type="checkbox"/> A/C* or Heating	<u>" "</u>	_____
<input checked="" type="checkbox"/> Plumbing	<u>2014</u>	_____
<input checked="" type="checkbox"/> Electrical	<u>" "</u>	_____
<input checked="" type="checkbox"/> Master Bath	<u>" "</u>	_____
<input checked="" type="checkbox"/> Other Baths	<u>" "</u>	_____
<input checked="" type="checkbox"/> Windows	<u>" "</u>	_____
<input type="checkbox"/> Doors	_____	_____
<input type="checkbox"/> Other	_____	_____
<input type="checkbox"/> Other	_____	_____

*Age of water heater if it has not been replaced NA

*Age of A/C if it has not been replaced NA

EXTERIOR RENOVATIONS & UPGRADES

Check off any applicable upgrades to the outside of the house, note what year each one was completed and include a brief description.

UPGRADED?	YEAR	DESCRIPTION & APPROXIMATE COST
<input type="checkbox"/> Roof *	_____	_____
<input type="checkbox"/> Paint	_____	_____
<input type="checkbox"/> Garage	_____	_____
<input type="checkbox"/> Patio/Deck	_____	_____
<input type="checkbox"/> Landscaping	_____	_____
<input type="checkbox"/> Sprinklers	_____	_____
<input type="checkbox"/> Pool	_____	_____
<input type="checkbox"/> Fencing	_____	_____
<input type="checkbox"/> Shed	_____	_____
<input type="checkbox"/> Other	_____	_____
<input type="checkbox"/> Other	_____	_____

*Age of roof if it has not been replaced _____

HOME REPAIRS THAT HAVE NOT YET BEEN COMPLETED

ROOM DESCRIPTIONS

Room descriptions will help us highlight key attributes and unique features of your home.

KITCHEN _____

LIVING ROOM _____

DINING ROOM _____

MASTER BEDROOM Master Bedroom is very large.

MASTER BATHROOM _____

KIDS ROOMS _____

GUEST BEDROOMS _____

OFFICE _____

GAME ROOM OR BASEMENT _____

OTHER _____

WHAT STAYS & WHAT GOES

In order to be clear about what you would like to take with you when you sell the house, please check off the items that will be included in the sale and which are excluded that you plan on taking with you. Fixtures (anything permanently attached) are not included on the list as it is customary that they stay in the home unless otherwise noted.

ITEM	INCLUDED	EXCLUDED	NEGOTIABLE	N/A
Refrigerator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes / No	<input type="checkbox"/>
Washer/Dryer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes / No	<input type="checkbox"/>
Dehumidifier	<input type="checkbox"/>	<input type="checkbox"/>	Yes / No	<input checked="" type="checkbox"/>
Curtains	<input type="checkbox"/>	<input type="checkbox"/>	Yes / No	<input type="checkbox"/>
Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes / No	<input type="checkbox"/>
Cameras	<input type="checkbox"/>	<input type="checkbox"/>	Yes / No	<input checked="" type="checkbox"/>
Patio Awning	<input type="checkbox"/>	<input type="checkbox"/>	Yes / No	<input checked="" type="checkbox"/>
Yard Decor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes / No	<input type="checkbox"/>
<u>T.V.'s</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes / No	<input type="checkbox"/>
<u>All Kitchen appliances</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes / No	<input type="checkbox"/>

VALUABLE FIXTURES INCLUDED IN THE SALE

ANY OTHER INFORMATION THAT YOU WOULD LIKE TO ADD

SHOWINGS & OPEN HOUSE INFO

Please fill in the time frames that you can have your home available for showings and open houses. It's important to keep in mind that having flexibility with availability is vital in selling your home.

AVAILABLE TIME FRAMES

Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____

INSTRUCTIONS FOR AGENTS SHOWING YOUR HOME

Advanced notice before showings? No Yes, _____ min/hr minimum

Require guests to Remove Shoes Wear Shoe Covers
 Wear Face Masks Use Hand Sanitizer

Special instructions regarding pets _____

Any additional information you would like for us to know

COMMUNITY AMENITIES

Wow potential buyers with a list of all the amenities your community has to offer. You can add additional items if they are not on the list.

AMENITIES

- | | | |
|--|---|---|
| <input type="checkbox"/> Gated Community | <input type="checkbox"/> Security | <input type="checkbox"/> Fitness Center |
| <input type="checkbox"/> Pool | <input type="checkbox"/> Hot Tub | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Clubhouse | <input type="checkbox"/> Community Kitchen | <input type="checkbox"/> Movie Room |
| <input type="checkbox"/> Picnic Area | <input type="checkbox"/> Lake Access | <input type="checkbox"/> Dog Park |
| <input type="checkbox"/> Walking Path | <input type="checkbox"/> Hiking Trails | <input type="checkbox"/> Bike Path |
| <input type="checkbox"/> Golf Course | <input type="checkbox"/> Sports Courts: _____ | |
| <input type="checkbox"/> Scheduled Community Activities: _____ | | |
| <input type="checkbox"/> Other: _____ | | |

HOME OWNERS ASSOCIATION

Does the neighborhood have a Home Owners Association? Yes No

If yes, what is the amount due? \$ _____

Paid Monthly Quarterly Semi-Annually Annually

HOA Name NA Phone/Email NA

YOUR NEIGHBORHOOD FAVORITES

Everyone loves getting a local's recommendations!
What are your favorites?

TOP 3 THINGS YOU LOVE MOST ABOUT YOUR NEIGHBORHOOD

- 1 Everyone keeps an eye out for one another.
- 2 It's the country, everyone waves.
- 3 The beautiful trees.

FAVORITE LOCAL HOT SPOTS

Coffee Shop Latte Cafe Columbus Bakery Shipley's
Brunch Schobel's or The Dewberry Cafe Happy Hour The Courtyard at Live Oak Art Center
Parks Cardinal Park Gym/Fitness Studio _____
Farmer's Market (when & where) Last sat. of every month from March thru Nov. Columbus Country Market 9AM-Noon
Restaurants Blake's Kitchen & Kocktailz Held at the historic courthouse square
Date Night Blake's Kitchen & Kocktailz
Brewery &/or Wine Bar Hound Song Brewing Co.
Places to Take the Kids Splashway Waterpark & Campground Sheridan, IL
Places to Take Out of Town Guests _____

FAVORITE FRIENDLY NEIGHBORS

Name _____ House # _____ Phone _____
Name _____ House # _____ Phone _____

With gratitude,

Thank you for *trusting* us with
your real estate needs.

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