

A HOMEOWNER'S GUIDE FOR

10 THINGS YOU SHOULD SHARE WITH YOUR AGENT

A seller worksheet for better information, better results.



SHISLER
Team



Russ
Lyon

Sotheby's
INTERNATIONAL REALTY

480.349.5521

PERFECTLYMATCHEDHOMES.COM

DOCUMENTS YOUR AGENT WILL NEED

Helpful records that can make your sale smoother from the start.

1

HOA DOCUMENTS



Include the HOA name, contact information, monthly dues, special assessments, approval requirements, and any community rules buyers should know.

5

INSURANCE & CLAIMS HISTORY



Provide your current insurance company, any prior claims, and notes on repairs that were completed so buyers have clearer context.

2

WARRANTIES & MANUALS



Gather warranties and manuals for appliances, HVAC systems, water heaters, pool equipment, solar panels, and any other major systems that will stay with the home.

6

LEASED OR FINANCED ITEMS



Share agreements for solar panels, propane tanks, security systems, water softeners, or other leased items that may transfer or need to be addressed.

3

PERMITS & RECEIPTS



Save permits, invoices, and receipts for remodeling projects, replacements, repairs, roofing work, plumbing, electrical updates, and other improvements.

7

POOL & SPA INFORMATION



If applicable, include depth, equipment details, warranties, service history, and any recent updates or repairs.

4

UTILITY & SERVICE RECORDS



Average utility bills, landscaping, pest control, pool service, and recurring maintenance records can help buyers better understand the cost of ownership.

8

SURVEY, PLOT PLAN, OR EXTRAS



If available, a survey, plot plan, neighborhood information, or a list of thoughtful home features can be helpful additions.



The more organized your information is up front, the easier it is for your agent to answer buyer questions and build confidence.

480.349.5521

PerfectlyMatchedHomes.com

SHISLER  Russ Lyon  Sotheby's
REAL ESTATE

Disclaimer: This material is provided for general informational purposes only and should not be construed as legal, tax, financial, or professional advice. Real estate transactions and requirements may vary based on individual circumstances, state laws, and local regulations. Buyers and sellers are encouraged to consult with qualified legal, tax, financial, and real estate professionals regarding their specific situation. Information contained herein is believed to be reliable but is not guaranteed and is subject to change without notice. This material is not intended to solicit properties currently listed with another brokerage. If your property is currently listed with a broker, please disregard this offering.

10 THINGS

YOU SHOULD SHARE WITH YOUR AGENT

Seller information worksheet

1. What is the name of your Homeowners' Association (HOA), if you have one?

HOA name: _____ Dues amount: \$ _____ How often are they recurring? _____

Any special assessments and/or lawsuits you are aware of? ☐ Yes ☐ No

2. Company name and average utility costs for:

Gas Company	Company: _____	Average monthly cost: \$ _____	Electric Company	Company: _____	Average monthly cost: \$ _____
Water Company	Company: _____	Average monthly cost: \$ _____	Trash Company	Company: _____	Average monthly cost: \$ _____
Additional	Company: _____	Average monthly cost: \$ _____			

3. Who is your current insurance company, if you have one?

Insurance company: _____ Any insurance claims on the property? ☐ Yes ☐ No

4. Have you had any leaks or pinhole leaks on the property? ☐ Yes ☐ No

Has the property been re-piped? ☐ Yes ☐ No Any other plumbing issues? ☐ Yes ☐ No

Please describe: _____

5. If you have a pool, how deep is it? _____

Any pool features or maintenance details to note? _____

6. Any inclusions and/or exclusions on the property?

Washer ☐ Dryer ☐ Refrigerator ☐ Drapes ☐ Curtains ☐

Other (please specify): _____

7. Are there any leased items on the property?

☐ Yes ☐ No

Please describe: _____

8. Have you completed any recent repairs, updates, or renovations to the property?

☐ Yes ☐ No

9. What are the distinguishing features of your home?

10. What do you like about the property?

480.349.5521

PerfectlyMatchedHomes.com

SHISLER



Russ Lyon Sotheby's



Disclaimer: This material is provided for general informational purposes only and should not be construed as legal, tax, financial, or professional advice. Real estate transactions and requirements may vary based on individual circumstances, state laws, and local regulations. Buyers and sellers are encouraged to consult with qualified legal, tax, financial, and real estate professionals regarding their specific situation. Information contained herein is believed to be reliable but is not guaranteed and is subject to change without notice. This material is not intended to solicit properties currently listed with another brokerage. If your property is currently listed with a broker, please disregard this offering.



Your Life.
Your Style.
Perfectly Matched.

SCAN TO CONNECT



The Shisler Team



480.349.5521



Shannon.Carlson@RussLyon.com



PerfectlyMatchedHomes.com

SHISLER
Team



Russ
Lyon

Sotheby's
INTERNATIONAL REALTY

480.349.5521

PERFECTLYMATCHEDHOMES.COM

Disclaimer: This material is provided for general informational purposes only and should not be construed as legal, tax, financial, or professional advice. Real estate transactions and requirements may vary based on individual circumstances, state laws, and local regulations. Buyers and sellers are encouraged to consult with qualified legal, tax, financial, and real estate professionals regarding their specific situation. Information contained herein is believed to be reliable but is not guaranteed or subject to change without notice. This material is not intended to solicit

