



LBI REALTY GROUP

SELLER CHECKLIST

- Evidence of Title (Title policy, abstract, etc.)
- Property survey
- Most recent property tax bill
- Mortgage instrument
- Recent Utility bills
- Keys to property
- A full inventory of furnishings
- Mortgage note

Contact Information

- Lender's name, address, phone
- contact person
- mortgage account number, and present balance (if applicable – for all mortgage notes on property)
- If the property is held in trust, provide
- name of trustee, trust account number, contact information
- Your attorney's name, address, and phone number
- All contacts day and night phone numbers
- Your thoughts on special features of your property or community
- Personal property included in the sale-with marketing value