

SELLER HOMEWORK

SELLER'S CHECKLIST

We've designed this packet in an effort to respect your time and make our initial consultation as effective as possible. Please take a moment to review and complete.

Have the following items ready at your consultation:

- _____ 1. A copy of your SURVEY, if available.
- _____ 2. Two copies of your front door KEY. If there are doors that are keyed separately that a buyer will want opened (e.g., storage shed) please include copies of those keys as well.
- _____ 3. A copy of your FLOOR PLAN, if available.
- _____ 4. A completed copy of your SELLER'S DISCLOSURE NOTICE, if applicable. This form is included in your packet.
- _____ 5. Alarm instructions, if necessary: _____

Complete the following documents available in this packet:

- _____ 1. EXCITEMENT list
- _____ 2. ROOM-BY-ROOM Marketing form
- _____ 3. NEIGHBORHOOD HOT SPOTS list
- _____ 4. UTILITY information data and provider list
- _____ 5. For condominiums, please complete the CONDO Information form

Review Showing Instructions

SELLER HOMEWORK

EXCITEMENT LIST

On the following page you will have an opportunity to tell us, room by room, what makes your home special. In addition, we've provided the following questions that will help us design the most powerful marketing campaign possible:

1. What is your favorite feature of your home?

2. What is the best thing about the location of your home?

3. Tell me about any upgrades or updates you have done.

SELLER HOMEWORK

ROOM-BY-ROOM MARKETING

Description:

Floor Plan:

-
-
-
-

Kitchen:

-
-
-
-
-
-

Living:

-
-
-
-
-

Master Bedroom Suite:

-
-
-
-
-

Outside Features:

-
-
-
-

Special Features:

-
-
-
-
-
-
-
-

Schools:

-
-
-
-



SELLER HOMEWORK

ROOM-BY-ROOM MARKETING - EXAMPLE

Description:

Stunning Traditional style with gorgeous landscaping, remodeled interior, screened in porch, large corner lot, nestled into one of the most desirable neighborhoods in all of The Woodlands.

Floor Plan

- 2 bed 2 bath 2 living!
- Refinished wood floors & tile
- 2 car garage w/ utility area

Kitchen

- Tile countertops
- Custom tile backsplash
- Black & stainless appliances
- Maple cabinets w/ custom pulls
- Pewter faucet

Living

- Tiled faux fireplace
- Designer paint
- Bright & clean

Master Bedroom Suite

- Designer paint
- Bright & clean
- Original wood windows

Outside Features

- Native, low water landscaping
- Screened in porch
- Large entertaining deck

Special Features

- Lots of windows
- Vintage built-ins
- Amazing landscaping
- Shows like a model

Schools

- BUCKALEW
- MCCULLOUGH
- THE WOODLANDS HIGH

SELLER HOMEWORK

NEIGHBORHOOD HOT SPOTS

List your top 5 neighborhood hot spots (i.e., coffee shops, parks, etc.) and tell us what you love about them:

1. _____

2. _____

3. _____

4. _____

5. _____

SELLER HOMEWORK

UTILITY INFORMATION

1. Electric Provider: _____
Phone: _____
Average: _____
High: _____
Low: _____

2. Gas Provider: _____
Phone: _____
Average: _____
High: _____
Low: _____

3. Solid Waste Provider: _____
Phone: _____
Average: _____
High: _____
Low: _____

4. Water Provider: _____
Phone: _____

5. Cable Provider: _____
Phone: _____

SELLER HOMEWORK

HOMEOWNER'S ASSOCIATION INFO

Homeowners Association: _____

Contact Name: _____

Phone: _____

Fees: \$ _____ Annual Monthly | Mandatory Voluntary

What does the HOA Fee Cover:

Community Amenities (check all that apply, add additional information as needed):

- ☐ Pool (located: _____)
- ☐ Hot Tub
- ☐ Fitness Center
- ☐ Clubhouse (with kitchen)
- ☐ Movie Room
- ☐ Picnic area
- ☐ Playscape
- ☐ Community Laundry Facility
- ☐ Sports Courts (list: _____)
- ☐ Gated (if yes, gate code: _____)
- ☐ Additional Amenities: _____

Describe the Community (i.e., quiet, dog-friendly, etc.)

Describe the Parking situation. If spaces are reserved, what are your numbers:

SELLER HOMEWORK

SHOWING INSTRUCTIONS

The following instructions are provided to help you make the most of marketing your home:

- o Keep all lights on.
- o Place vanilla scented oil plug-ins throughout the home.
- o Keep all blinds and window treatments open.
- o Leave during a showing so the potential buy can experience “their” home.
- o Kitchen and baths must be spotless at all times.
- o Home needs to show like a model home during showings (slide “stuff” under beds if necessary).
- o Keep lawn mowed and hedges trimmed.
- o Plant seasonal flowers.
- o Keep front door area clean and welcoming.

SELLER HOMEWORK

15 SHOWINGS OR 21 DAYS

In this market, and knowing what we know about real estate, we like to implement a policy that will help sell your home more quickly.

If after 15 showings or 21 days we don't have an offer, our experience shows it usually indicates the price is too high.

At that time we like to do an analysis of the price of your home, and it is probable we will recommend your home be reduced in price.



SELLER'S DISCLOSURE NOTICE

©Texas Association of REALTORS®, Inc. 2022

Section 5.008, Property Code requires a seller of residential property of not more than one dwelling unit to deliver a Seller's Disclosure Notice to a buyer on or before the effective date of a contract. **This form complies with and contains additional disclosures which exceed the minimum disclosures required by the Code.**

CONCERNING THE PROPERTY AT _____

THIS NOTICE IS A DISCLOSURE OF SELLER'S KNOWLEDGE OF THE CONDITION OF THE PROPERTY AS OF THE DATE SIGNED BY SELLER AND IS NOT A SUBSTITUTE FOR ANY INSPECTIONS OR WARRANTIES THE BUYER MAY WISH TO OBTAIN. IT IS NOT A WARRANTY OF ANY KIND BY SELLER, SELLER'S AGENTS, OR ANY OTHER AGENT.

Seller ☐ is ☐ is not occupying the Property. If unoccupied (by Seller), how long since Seller has occupied the Property? ☐ _____ (approximate date) or ☐ never occupied the Property

Section 1. The Property has the items marked below: (Mark Yes (Y), No (N), or Unknown (U).)

This notice does not establish the items to be conveyed. The contract will determine which items will & will not convey.

Item	Y	N	U	Item	Y	N	U	Item	Y	N	U
Cable TV Wiring				Natural Gas Lines				Pump: <input type="checkbox"/> sump <input type="checkbox"/> grinder			
Carbon Monoxide Det.				Fuel Gas Piping:				Rain Gutters			
Ceiling Fans				-Black Iron Pipe				Range/Stove			
Cooktop				-Copper				Roof/Attic Vents			
Dishwasher				-Corrugated Stainless Steel Tubing				Sauna			
Disposal				Hot Tub				Smoke Detector			
Emergency Escape Ladder(s)				Intercom System				Smoke Detector – Hearing Impaired			
Exhaust Fans				Microwave				Spa			
Fences				Outdoor Grill				Trash Compactor			
Fire Detection Equip.				Patio/Decking				TV Antenna			
French Drain				Plumbing System				Washer/Dryer Hookup			
Gas Fixtures				Pool				Window Screens			
Liquid Propane Gas:				Pool Equipment				Public Sewer System			
-LP Community (Captive)				Pool Maint. Accessories							
-LP on Property				Pool Heater							

Item	Y	N	U	Additional Information
Central A/C				<input type="checkbox"/> electric <input type="checkbox"/> gas number of units: _____
Evaporative Coolers				number of units: _____
Wall/Window AC Units				number of units: _____
Attic Fan(s)				if yes, describe: _____
Central Heat				<input type="checkbox"/> electric <input type="checkbox"/> gas number of units: _____
Other Heat				if yes describe: _____
Oven				number of ovens: _____ <input type="checkbox"/> electric <input type="checkbox"/> gas <input type="checkbox"/> other: _____
Fireplace & Chimney				<input type="checkbox"/> wood <input type="checkbox"/> gas logs <input type="checkbox"/> mock <input type="checkbox"/> other: _____
Carport				<input type="checkbox"/> attached <input type="checkbox"/> not attached
Garage				<input type="checkbox"/> attached <input type="checkbox"/> not attached
Garage Door Openers				number of units: _____ number of remotes: _____
Satellite Dish & Controls				<input type="checkbox"/> owned <input type="checkbox"/> leased from _____
Security System				<input type="checkbox"/> owned <input type="checkbox"/> leased from _____

Solar Panels			<input type="checkbox"/> owned <input type="checkbox"/> leased from _____
Water Heater			<input type="checkbox"/> electric <input type="checkbox"/> gas <input type="checkbox"/> other: _____ number of units: _____
Water Softener			<input type="checkbox"/> owned <input type="checkbox"/> leased from _____
Other Leased Item(s)			if yes, describe: _____
Underground Lawn Sprinkler			<input type="checkbox"/> automatic <input type="checkbox"/> manual areas covered: _____
Septic / On-Site Sewer Facility			if yes, attach Information About On-Site Sewer Facility (TXR-1407)

Water supply provided by: ☐ city ☐ well ☐ MUD ☐ co-op ☐ unknown ☐ other: _____Was the Property built before 1978? ☐ yes ☐ no ☐ unknown

(If yes, complete, sign, and attach TXR-1906 concerning lead-based paint hazards).

Roof Type: _____ Age: _____ (approximate)

Is there an overlay roof covering on the Property (shingles or roof covering placed over existing shingles or roof covering)? ☐ yes ☐ no ☐ unknownAre you (Seller) aware of any of the items listed in this Section 1 that are not in working condition, that have defects, or are need of repair? ☐ yes ☐ no If yes, describe (attach additional sheets if necessary):**Section 2. Are you (Seller) aware of any defects or malfunctions in any of the following? (Mark Yes (Y) if you are aware and No (N) if you are not aware.)**

Item	Y	N	Item	Y	N	Item	Y	N
Basement			Floors			Sidewalks		
Ceilings			Foundation / Slab(s)			Walls / Fences		
Doors			Interior Walls			Windows		
Driveways			Lighting Fixtures			Other Structural Components		
Electrical Systems			Plumbing Systems					
Exterior Walls			Roof					

If the answer to any of the items in Section 2 is yes, explain (attach additional sheets if necessary):

Section 3. Are you (Seller) aware of any of the following conditions? (Mark Yes (Y) if you are aware and No (N) if you are not aware.)

Condition	Y	N	Condition	Y	N
Aluminum Wiring			Radon Gas		
Asbestos Components			Settling		
Diseased Trees: <input type="checkbox"/> oak wilt <input type="checkbox"/>			Soil Movement		
Endangered Species/Habitat on Property			Subsurface Structure or Pits		
Fault Lines			Underground Storage Tanks		
Hazardous or Toxic Waste			Unplatted Easements		
Improper Drainage			Unrecorded Easements		
Intermittent or Weather Springs			Urea-formaldehyde Insulation		
Landfill			Water Damage Not Due to a Flood Event		
Lead-Based Paint or Lead-Based Pt. Hazards			Wetlands on Property		
Encroachments onto the Property			Wood Rot		
Improvements encroaching on others' property			Active infestation of termites or other wood destroying insects (WDI)		
Located in Historic District			Previous treatment for termites or WDI		
Historic Property Designation			Previous termite or WDI damage repaired		
Previous Foundation Repairs			Previous Fires		

Previous Roof Repairs		
Previous Other Structural Repairs		
Previous Use of Premises for Manufacture of Methamphetamine		

Termite or WDI damage needing repair		
Single Blockable Main Drain in Pool/Hot Tub/Spa*		

If the answer to any of the items in Section 3 is yes, explain (attach additional sheets if necessary):

*A single blockable main drain may cause a suction entrapment hazard for an individual.

Section 4. Are you (Seller) aware of any item, equipment, or system in or on the Property that is in need of repair, which has not been previously disclosed in this notice? ☐ yes ☐ no If yes, explain (attach additional sheets if necessary):

Section 5. Are you (Seller) aware of any of the following conditions?* (Mark Yes (Y) if you are aware and check wholly or partly as applicable. Mark No (N) if you are not aware.)

Y N

- ☐ ☐ Present flood insurance coverage.
- ☐ ☐ Previous flooding due to a failure or breach of a reservoir or a controlled or emergency release of water from a reservoir.
- ☐ ☐ Previous flooding due to a natural flood event.
- ☐ ☐ Previous water penetration into a structure on the Property due to a natural flood.
- ☐ ☐ Located ☐ wholly ☐ partly in a 100-year floodplain (Special Flood Hazard Area-Zone A, V, A99, AE, AO, AH, VE, or AR).
- ☐ ☐ Located ☐ wholly ☐ partly in a 500-year floodplain (Moderate Flood Hazard Area-Zone X (shaded)).
- ☐ ☐ Located ☐ wholly ☐ partly in a floodway.
- ☐ ☐ Located ☐ wholly ☐ partly in a flood pool.
- ☐ ☐ Located ☐ wholly ☐ partly in a reservoir.

If the answer to any of the above is yes, explain (attach additional sheets as necessary):

****If Buyer is concerned about these matters, Buyer may consult Information About Flood Hazards (TXR 1414).***

For purposes of this notice:

"100-year floodplain" means any area of land that: (A) is identified on the flood insurance rate map as a special flood hazard area, which is designated as Zone A, V, A99, AE, AO, AH, VE, or AR on the map; (B) has a one percent annual chance of flooding, which is considered to be a high risk of flooding; and (C) may include a regulatory floodway, flood pool, or reservoir.

"500-year floodplain" means any area of land that: (A) is identified on the flood insurance rate map as a moderate flood hazard area, which is designated on the map as Zone X (shaded); and (B) has a two-tenths of one percent annual chance of flooding, which is considered to be a moderate risk of flooding.

"Flood pool" means the area adjacent to a reservoir that lies above the normal maximum operating level of the reservoir and that is subject to controlled inundation under the management of the United States Army Corps of Engineers.

"Flood insurance rate map" means the most recent flood hazard map published by the Federal Emergency Management Agency under the National Flood Insurance Act of 1968 (42 U.S.C. Section 4001 et seq.).

"Floodway" means an area that is identified on the flood insurance rate map as a regulatory floodway, which includes the channel of a river or other watercourse and the adjacent land areas that must be reserved for the discharge of a base flood, also referred to as a 100-year flood, without cumulatively increasing the water surface elevation more than a designated height.

"Reservoir" means a water impoundment project operated by the United States Army Corps of Engineers that is intended to retain water or delay the runoff of water in a designated surface area of land.

Section 6. Have you (Seller) ever filed a claim for flood damage to the Property with any insurance provider, including the National Flood Insurance Program (NFIP)?* ☐ yes ☐ no If yes, explain (attach additional sheets as necessary):

*Homes in high risk flood zones with mortgages from federally regulated or insured lenders are required to have flood insurance. Even when not required, the Federal Emergency Management Agency (FEMA) encourages homeowners in high risk, moderate risk, and low risk flood zones to purchase flood insurance that covers the structure(s) and the personal property within the structure(s).

Section 7. Have you (Seller) ever received assistance from FEMA or the U.S. Small Business Administration (SBA) for flood damage to the Property? ☐ yes ☐ no If yes, explain (attach additional sheets as necessary):

Section 8. Are you (Seller) aware of any of the following? (Mark Yes (Y) if you are aware. Mark No (N) if you are not aware.)

Y N

- ☐ ☐ Room additions, structural modifications, or other alterations or repairs made without necessary permits, with unresolved permits, or not in compliance with building codes in effect at the time.
- ☐ ☐ Homeowners' associations or maintenance fees or assessments. If yes, complete the following:
Name of association: _____
Manager's name: _____ Phone: _____
Fees or assessments are: \$_____ per _____ and are: ☐ mandatory ☐ voluntary
Any unpaid fees or assessment for the Property? ☐ yes (\$_____) ☐ no
If the Property is in more than one association, provide information about the other associations below or attach information to this notice.
- ☐ ☐ Any common area (facilities such as pools, tennis courts, walkways, or other) co-owned in undivided interest with others. If yes, complete the following:
Any optional user fees for common facilities charged? ☐ yes ☐ no If yes, describe: _____
- ☐ ☐ Any notices of violations of deed restrictions or governmental ordinances affecting the condition or use of the Property.
- ☐ ☐ Any lawsuits or other legal proceedings directly or indirectly affecting the Property. (Includes, but is not limited to: divorce, foreclosure, heirship, bankruptcy, and taxes.)
- ☐ ☐ Any death on the Property except for those deaths caused by: natural causes, suicide, or accident unrelated to the condition of the Property.
- ☐ ☐ Any condition on the Property which materially affects the health or safety of an individual.
- ☐ ☐ Any repairs or treatments, other than routine maintenance, made to the Property to remediate environmental hazards such as asbestos, radon, lead-based paint, urea-formaldehyde, or mold.
If yes, attach any certificates or other documentation identifying the extent of the remediation (for example, certificate of mold remediation or other remediation).
- ☐ ☐ Any rainwater harvesting system located on the Property that is larger than 500 gallons and that uses a public water supply as an auxiliary water source.

- ☐ ☐ The Property is located in a propane gas system service area owned by a propane distribution system retailer.
- ☐ ☐ Any portion of the Property that is located in a groundwater conservation district or a subsidence district.

If the answer to any of the items in Section 8 is yes, explain (attach additional sheets if necessary):

Section 9. Within the last 4 years, have you (Seller) received any written inspection reports from persons who regularly provide inspections and who are either licensed as inspectors or otherwise permitted by law to perform inspections? ☐ yes ☐ no If yes, attach copies and complete the following:

Inspection Date	Type	Name of Inspector	No. of Pages

Note: A buyer should not rely on the above-cited reports as a reflection of the current condition of the Property. A buyer should obtain inspections from inspectors chosen by the buyer.

Section 10. Check any tax exemption(s) which you (Seller) currently claim for the Property:

- ☐ Homestead ☐ Senior Citizen ☐ Disabled
☐ Wildlife Management ☐ Agricultural ☐ Disabled Veteran
☐ Other: _____ ☐ Unknown

Section 11. Have you (Seller) ever filed a claim for damage, other than flood damage, to the Property with any insurance provider? ☐ yes ☐ no

Section 12. Have you (Seller) ever received proceeds for a claim for damage to the Property (for example, an insurance claim or a settlement or award in a legal proceeding) and not used the proceeds to make the repairs for which the claim was made? ☐ yes ☐ no If yes, explain:

Section 13. Does the Property have working smoke detectors installed in accordance with the smoke detector requirements of Chapter 766 of the Health and Safety Code?* ☐ unknown ☐ no ☐ yes. If no or unknown, explain. (Attach additional sheets if necessary):

**Chapter 766 of the Health and Safety Code requires one-family or two-family dwellings to have working smoke detectors installed in accordance with the requirements of the building code in effect in the area in which the dwelling is located, including performance, location, and power source requirements. If you do not know the building code requirements in effect in your area, you may check unknown above or contact your local building official for more information.*

A buyer may require a seller to install smoke detectors for the hearing impaired if: (1) the buyer or a member of the buyer's family who will reside in the dwelling is hearing-impaired; (2) the buyer gives the seller written evidence of the hearing impairment from a licensed physician; and (3) within 10 days after the effective date, the buyer makes a written request for the seller to install smoke detectors for the hearing-impaired and specifies the locations for installation. The parties may agree who will bear the cost of installing the smoke detectors and which brand of smoke detectors to install.

Concerning the Property at _____

Seller acknowledges that the statements in this notice are true to the best of Seller's belief and that no person, including the broker(s), has instructed or influenced Seller to provide inaccurate information or to omit any material information.

Signature of Seller _____ Date _____

Signature of Seller _____ Date _____

Printed Name: _____

Printed Name: _____

ADDITIONAL NOTICES TO BUYER:

- (1) The Texas Department of Public Safety maintains a database that the public may search, at no cost, to determine if registered sex offenders are located in certain zip code areas. To search the database, visit <https://publicsite.dps.texas.gov>. For information concerning past criminal activity in certain areas or neighborhoods, contact the local police department.
- (2) If the Property is located in a coastal area that is seaward of the Gulf Intracoastal Waterway or within 1,000 feet of the mean high tide bordering the Gulf of Mexico, the Property may be subject to the Open Beaches Act or the Dune Protection Act (Chapter 61 or 63, Natural Resources Code, respectively) and a beachfront construction certificate or dune protection permit may be required for repairs or improvements. Contact the local government with ordinance authority over construction adjacent to public beaches for more information.
- (3) If the Property is located in a seacoast territory of this state designated as a catastrophe area by the Commissioner of the Texas Department of Insurance, the Property may be subject to additional requirements to obtain or continue windstorm and hail insurance. A certificate of compliance may be required for repairs or improvements to the Property. For more information, please review *Information Regarding Windstorm and Hail Insurance for Certain Properties* (TXR 2518) and contact the Texas Department of Insurance or the Texas Windstorm Insurance Association.
- (4) This Property may be located near a military installation and may be affected by high noise or air installation compatible use zones or other operations. Information relating to high noise and compatible use zones is available in the most recent Air Installation Compatible Use Zone Study or Joint Land Use Study prepared for a military installation and may be accessed on the Internet website of the military installation and of the county and any municipality in which the military installation is located.
- (5) If you are basing your offers on square footage, measurements, or boundaries, you should have those items independently measured to verify any reported information.
- (6) The following providers currently provide service to the Property:
- | | |
|----------------------|----------------|
| Electric: _____ | phone #: _____ |
| Sewer: _____ | phone #: _____ |
| Water: _____ | phone #: _____ |
| Cable: _____ | phone #: _____ |
| Trash: _____ | phone #: _____ |
| Natural Gas: _____ | phone #: _____ |
| Phone Company: _____ | phone #: _____ |
| Propane: _____ | phone #: _____ |
| Internet: _____ | phone #: _____ |

SELLERS EXCLUSION LIST

Unless otherwise specified, everything permanently attached to the property is included in the sale of the property. Please circle any of the following items that will be exclusions from the sale of your property. It is important that you be specific, so add any qualifying information required.

- Curtains and Rods, Draperies and Rods, Valances, Blinds, Towel Racks, Window Shades _____
- Window Screens, Shutters, Awnings, Mailbox _____
- Area Rugs (permanently attached) _____
- Mirrors Fixed in Place, Decorative Mirrors, Decorative Hardware _____
- Ceiling Fans, Attic Fans _____
- TV Antennae, Satellite Dish, Built-in Speakers _____
- Window Air Conditioner, Other Heating or Air Conditioning Equipment _____
- Light Fixtures, Plumbing Fixtures, Water Softeners _____
- Built-in Kitchen Equipment Including Coffee Pot, Toaster, Toaster Oven, Microwave, Pot Racks _____
- Use and Care Manuals for Appliances and Equipment _____
- Garage Door Openers and Controls _____
- Central Vacuum and Accessories _____
- All Swimming Pool Equipment, Portable Spa _____
- Shrubberty and Plants _____
- Permanently Installed Outdoor Cooking Equipment _____
- Fireplace Screens or Doors, Gas Logs or Rocks, Andirons _____
- Swing Sets, Playground Equipment, Basketball Goals _____
- Fountains, Bird Baths, Statues, Lights in Yard _____
- Bookshelves Attached or Appearing to be Attached _____
- Workbench, Shelves in Garage or Storage Areas _____
- Other Permanently Attached Items or major appliances like Refrigerators, Deep freeze etc.

Seller _____ **Date** _____ **Seller** _____ **Date** _____

Buyer _____ **Date** _____ **Buyer** _____ **Date** _____