



**PADRAIC JORDAN HOMES**  
**SELLER INTAKE**

Date: \_\_\_\_\_

Lead Source: \_\_\_\_\_

Property Address: \_\_\_\_\_

Referral thank you sent? \_\_\_\_\_

**SELLER(S):**

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Social Media: \_\_\_\_\_

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Social Media: \_\_\_\_\_

**OCCUPANT(S):**

Owner  Tenant, lease expires: \_\_\_\_\_

Vacant Tenant contact info: \_\_\_\_\_

**MORTGAGE BALANCE:** \_\_\_\_\_

Assumable?  Yes  No

**REASON FOR SELLING:** \_\_\_\_\_

**NEXT STEPS:**

Buy  Relocation

Rent  Need agent referral in new city

Referral sent to: \_\_\_\_\_

**TIMELINE FOR SELLING/IDEAL MOVE DATE:** \_\_\_\_\_

**HOME DETAILS:**

Bedrooms: \_\_\_\_\_

Bathrooms: \_\_\_\_\_

Square ft: \_\_\_\_\_

Lot size: \_\_\_\_\_

Year built: \_\_\_\_\_

Yard: \_\_\_\_\_

Basement: \_\_\_\_\_

Fireplaces: \_\_\_\_\_

Parking: \_\_\_\_\_

Storage: \_\_\_\_\_

**SYSTEMS:**

Heat: \_\_\_\_\_

AC: \_\_\_\_\_

Hot water: \_\_\_\_\_

Sewer: \_\_\_\_\_

Septic: \_\_\_\_\_

Laundry: \_\_\_\_\_

**SCHOOLS:**

Elementary: \_\_\_\_\_

Middle: \_\_\_\_\_

High school: \_\_\_\_\_

Option: \_\_\_\_\_

**HOA:**

Amenities: \_\_\_\_\_

HOA dues: \_\_\_\_\_

Includes: \_\_\_\_\_

Outstanding/pending assessment? \_\_\_\_\_

What list price would you like to achieve? \_\_\_\_\_

Do you have any stressors or concerns about selling?  
\_\_\_\_\_

What are the 3 things you are looking for in a Realtor?  
1: \_\_\_\_\_  
2: \_\_\_\_\_  
3: \_\_\_\_\_

What upgrades have you completed during your ownership?  
\_\_\_\_\_  
\_\_\_\_\_

What do potential buyers need to know about this home? Why did you purchase this home?  
\_\_\_\_\_  
\_\_\_\_\_



**LISTING TARGET DATE:** \_\_\_\_\_

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SILENT TALKER SIGNS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY PREP:**

- |  |   |  |  |  |
|--|---|--|--|--|
| <input type="checkbox"/> Professional interior clean | <input type="checkbox"/> Window cleaning        | <input type="checkbox"/> Yard cleanup  | <input type="checkbox"/> Movers          | <input type="checkbox"/> Home inspection |
| <input type="checkbox"/> Carpet clean                | <input type="checkbox"/> Roof/gutter cleaning   | <input type="checkbox"/> Mulch beds    | <input type="checkbox"/> Estate sale     | <input type="checkbox"/> Staging         |
| <input type="checkbox"/> New carpets                 | <input type="checkbox"/> Pressure wash          | <input type="checkbox"/> New plantings | <input type="checkbox"/> Furnace service | <input type="checkbox"/> Repairs         |
| <input type="checkbox"/> Refinish hardwoods          | <input type="checkbox"/> Refinish/paint decks   | <input type="checkbox"/> Re-seed grass | <input type="checkbox"/> Septic service  | <input type="checkbox"/> _____           |
| <input type="checkbox"/> Light bulbs                 | <input type="checkbox"/> Blind/curtain cleaning | <input type="checkbox"/> Fence repairs | <input type="checkbox"/> Sewer scope     | <input type="checkbox"/> _____           |

**LISTING PREP:**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> CMA Sent                   | <input type="checkbox"/> Sign flag placed      | <input type="checkbox"/> Staging bids           | <input type="checkbox"/> Marketing remarks        |
| <input type="checkbox"/> Title ordered              | <input type="checkbox"/> Contractor keybox     | <input type="checkbox"/> Stager booked          | <input type="checkbox"/> Flyer designed & printed |
| <input type="checkbox"/> Listing paperwork sent     | <input type="checkbox"/> MLS keybox            | <input type="checkbox"/> Photographer scheduled | <input type="checkbox"/> Silent talkers printed   |
| <input type="checkbox"/> Listing paperwork signed   | <input type="checkbox"/> Sign install ordered  | <input type="checkbox"/> Floorplan measured     | <input type="checkbox"/> Just listed email        |
| <input type="checkbox"/> Listing calendar to client | <input type="checkbox"/> Open houses scheduled | <input type="checkbox"/> Videographer scheduled | <input type="checkbox"/> Promoted on social media |