

Documents to Look for

These are some items you should try to find when listing your property. The more information you collect now, the easier the sale of your home will go. Don't worry if you can't find some items. The first few may be in the closing paperwork from when you purchased the property, and it may not all apply to you.

- Survey
- Elevation Certificate
- Your Current Title Policy
- Insurance Statement
- Utility Bill Averages
- Age of Roof, AC, Water Heater
- Termite Treatment Receipts
- Appliance Ages and Brands
- List of Improvements You've Done in the Past 5 Years
- Condo Docs (if applicable)
 - Declaration of Condominiums
 - Articles of Incorporation
 - Bylaws
 - Rules of the Association
 - Condominium Association's Question and Answer Sheet
 - Copy of the Most Recent Year-End Financial Statement
 - HOA Contact Info
 - Minutes of Meetings for Past Year
 - Land Lease Info (if applicable)
- Trust/LLC Info (if applicable)
- Assessment Info for Condo or Municipality (if applicable)

For more information, contact:

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