



## LISTING CONTRACT CHECKLIST

\*\*\*\*Estimated time from open house to closing is approximately 10 weeks\*\*\*\*

Complex & Unit Address: \_\_\_\_\_

Category \_\_\_\_\_ Square Feet \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_

Owner (1) \_\_\_\_\_ Social Security # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Owner (2) \_\_\_\_\_ Social Security # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Present Lender: (name, org. and contact info): \_\_\_\_\_

Mortgage Account # (usually located at top of statement: (1<sup>st</sup> ) \_\_\_\_\_ Balance \_\_\_\_\_

HOA Contact (Name and contact info): \_\_\_\_\_

HOA Dues \$ \_\_\_\_\_  Monthly  Quarterly Dues cover: \_\_\_\_\_

Special Assessments: \_\_\_\_\_ Additional Utilities: \_\_\_\_\_

**HOA Budget and minutes from recent HOA meeting provided (required):**  Yes  No

Annual Property Taxes: \_\_\_\_\_ Contingencies \_\_\_\_\_

Pet Policy \_\_\_\_\_ Parking \_\_\_\_\_ Storage: \_\_\_\_\_

Inclusions: \_\_\_\_\_

Exclusions: \_\_\_\_\_

Title Co. Preference:  Aspen Title  Attorneys Title  Land Title  Title Co. of the Rockies

To help us better understand our housing needs – why are you selling your unit?

Purchased other deed restricted housing - Where? \_\_\_\_\_

Purchased free market housing - Where? \_\_\_\_\_

Leaving the Roaring Fork Valley? \_\_\_\_\_

Other, please specify: \_\_\_\_\_

### TO BE COMPLETED BY APCHA

Original Purchase Price: \_\_\_\_\_ Appreciation: \_\_\_\_\_ Cap Imps: \_\_\_\_\_ Total Price: \_\_\_\_\_

Sales Fee: \_\_\_\_\_ Listing Fee: \_\_\_\_\_ Due at Closing: \_\_\_\_\_ Date Lstg. Fee Paid: \_\_\_\_\_

Open House Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_ Additional Notes: \_\_\_\_\_