

Sellers Call Sheet

People

- 1) Owner's Name _____ 2) Phone _____
 3) Address _____
 4) Owner's Name _____ 5) Phone _____
 6) Address _____
 7.) Who helps you make decisions? _____

Motivation

- 8) How did you find out about us?
 9) What made you decide to call?
 10) Why are you selling? _____
 11) What will you do if you don't sell it? _____
 12) How long has it been for sale? _____
 13) Any written offers? ☐ Y ☐ N
 14) ☐ Vacant? ☐ Occupied?
 15) Occupied by tenants? ☐ Y
 16) Any Tenant Problems? ☐ Y ☐ N
 17) Payments Current? ☐ Y ☐ N
 18) Special Situation: ☐ Foreclosure
☐ Estate
 19) Need money for? _____
 20) What else should I be asking? _____

Property

- 21) Property Address _____
 22) Age ____ 23) Neighborhood ☐ G ☐ F ☐ P 24) Schools ☐ G ☐ F ☐ P
 25) Brick/Wood ☐ B ☐ W 26) # Bedrooms ____ 27) # Garages ____
 28) Kitchen ☐ G ☐ F ☐ P —Modern, New Old _____
 29) Bath # ____ ☐ G ☐ F ☐ P —Modern, New, Old _____
☐ N
 30) Foundation ☐ G ☐ F ☐ P 17) Roof ☐ G ☐ F ☐ P
 31) Plumb ☐ G ☐ F ☐ P 20) Heat ☐ G ☐ F ☐ P 21) Electric ☐ G ☐ F ☐ P
 32) Windows ☐ G ☐ F ☐ P 23) Doors ☐ G ☐ F ☐ P 24) Walls
 33) Extras (A/C, yard, deck) _____
☐ Divorce ☐ Bankruptcy
 34) Improvements (Within 3 years) _____
 35) Problems (Describe in detail) _____

Finance

Income/Expenses/Mo.

- | | | |
|--------------------------------------|---|-------------------------|
| 36) Appraised \$ _____ | 37) Explain 36 _____ | 55) Gross Rent \$ _____ |
| 38) Asking Price \$ _____ | 39) Explain 38 _____ | 56) Other Inc. \$ _____ |
| 40) Tax Value \$ _____ | 41) Explain 40 _____ | 57) Total Inc. \$ _____ |
| 42) 1 st Mtg Bal \$ _____ | 43) Mos Remaining ____ Rate ____ % | 58) Pmt (P&I) \$ _____ |
| 44) Lender _____ | 45) Do you have <u>loan</u> papers? <input type="checkbox"/> Y <input type="checkbox"/> N | 59) Taxes (T) \$ _____ |
| | 46) <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> CONV <input type="checkbox"/> Private | 60) Ins (I) ____ \$ |
| 47) 2 nd Mtg Bal \$ _____ | 48) Mos Remaining ____ Rate ____ % | 61) Pmt (P&I) \$ _____ |
| 49) Lender _____ | 50) Do you have <u>loan</u> papers? <input type="checkbox"/> Y <input type="checkbox"/> N | 62) _____ \$ _____ |
| 51) Lien/Debt \$ _____ | 52) Explain 50 _____ | 63) Pmt (P&I) \$ _____ |
| 53) Equity \$ _____ | 54) Do you have <u>lien</u> papers? <input type="checkbox"/> Y <input type="checkbox"/> N | 64) Adv. \$ _____ |
| | | 65) Repairs \$ _____ |
| | | 66) Maint \$ _____ |
| | | 67) Misc. \$ _____ |
| | | 68) Mgmt. ____ \$ |

Buying Formulas

- 71) Full Price: Pmt = Equity \$ _____ ÷ 100 = \$ _____/mo
 (Line 71 is not to exceed line 70, the Max Pmt. the property can afford to pay.)
 72) All Cash: Price = FMV \$ _____ x (30/50/60% Rule) = \$ _____
 73) Cash Down + Paper Back:
 (Reduce Price \$2 For Every \$1 Down—then recalculate line 53 & line 71) (Line 70 = line 57 – line 69)

