

SELLER REVIEW:

Practical considerations:

The positives to move:

Preconditions to move forward:

Next home, if known:

To be determined

Decided

Other:

Ideal Move-out date:

Ideal Move-out date:

Undecided

By broker

Independently

Legal Documents locator:

Ownership docume

Mortgage instrumer

Offreing plan

Prospectus

Amendments

Online marketing:

Template creation

Listing distribution means

Brokerage firm update lists

Open House Planner:

Dates

Announcements

Advertising:

Building Data Checklist:

Maintenance charges

Financing allowable

Flip tax percentage

Assessment amount

Three past financial statements

Board Application Notes:

Application to purchase on hand

Owner Checklist:

Document gathering

Preparation to sell

Freshen up

Update

Staging

Note to do

Estimated cost

Marketing tool availability

Show sheet:

Data

Listing description

Photography

Copy

Illustration

Schedule

Fair market value:

Asking price range

Acceptable offer range

Yet to be determined

Comments:

BUYER'S ORGANIZER:

Marketing tool availability

Highest priorities

Sell first:

- Why
- Why not

Buy first:

- Pros
- Cons

Financial considerations

- Cash Down
- Pre-approved mortgage amount
- Housing budget
- Liquid assets

Apartment House Data and Preferences:

Ownership type:

- Co-operative
- Condominium
- Condop
- Free-hold home

Dwelling-type:

- Loft
- Tenement-type
- Flats (early apartment house)
- Apartment Hotel (deluxe service)
- Small Apartment House
- Pre-war
- Post-war
- Apartment Tower (service-oriented)
- Row House
- Town House
- Brownstone conversior
- Office building conversior

Important considerations:

Move-in timeframe

Personal considerations

- Conveniences
- Commute time
- Schools
- Parks
- Transportation

Comments: