

Property Evaluation Worksheet

Property # _____ # ___ of # _____

General Information

Date _____ School District _____ How good _____
Property Address _____ City _____ State _____ Zip _____
Your Name _____ Home _____ Wk _____
Address _____ City _____ State _____ Zip _____
Email _____ Cell _____ Pgr _____
Who are the owners _____ Type of property _____
OO/NOO _____ Is Property Vacant _____ How long Vacant _____ Amenities _____
#BR _____ #Baths _____ Total Sq Ft Bldg. _____ Lot Size _____ Zoning _____

Selling Information

1 How long have you owned property _____ 2 How long have you occupied property _____ 3 Age of Structure _____
4 How long has property been for sale _____ 5 Listed with broker _____ 6 How many offers did you get? _____
7 Why do you think the property has not sold _____ 8 Date property must be sold by _____

General Property Condition

9 How would you grade the condition of the property, from 1-10, with 10 being perfect _____ 10 How would you grade your property in relation to other houses in your neighborhood on a scale of 1-10 _____ 11 Email pictures []
12 Are there any major repairs or maintenance needed in the property? Please list work needed and its cost _____

13 What improvements would you make _____

Mechanical Systems and Services

14 What is the water source _____ 15 Has the water quality & flow rate been tested _____ 16 How old is the septic or cesspool system _____ 17 Date last pumped _____ 18 Who provides electrical service _____
19 What is the amperage _____ Does it have 20 circuit breakers [] 21 fuses [] 22 Any material defects _____
23 Does basement have seepage resulting in standing water _____ Are there any known material defects in these systems 24 plumbing _____ 25 security _____ 26 carbon monoxide detector _____
27 smoke detector _____ 28 fire sprinkler _____ 29 sump pump _____ 30 foundation/slab _____
31 interior walls/ceilings _____ 32 exterior walls/siding _____ 33 floors _____
34 chimney/fireplace/stove _____ 35 patio/deck _____ 36 driveway _____
37 central air conditioner _____ 38 heating system _____ 39 hot water heater _____

Structural

40 Is there any rot or water damage _____ 41 Is there any fire or smoke damage _____
42 Have you tested for insect, rodent or pest infestation [] 43 Results _____
44 What is type of roof covering _____ 45 How old is the roof _____ 46 Any known defects _____
47 Are there any known material defects in the following structural systems: footings, beams, girders, lintels, columns partitions, chimney _____

Legal

48 Has anyone made a legal challenge to the property _____
49 Cert of Occupancy required [] 50 Does anyone have rights to use the property _____ 51 Does anyone else claim to own the property _____ 52 Are there judgments, tax or mechanic liens against the property _____
53 Is there anything on the property that is shared in common: well, fences, driveway _____

Environmental

54 Has any part of the property ever been in a wetland, agricultural district or landfill _____
55 Have there ever been fuel storage tanks above or below ground _____ 56 Did they ever leak _____
57 Has any petroleum product, methane gas or any hazardous or toxic item spilled, leaked or been released onto the property or onto another property _____
58 Has the property been tested for toxic substances _____ 59 Has a radon test been done _____
60 Is there asbestos in the structure _____ 61 Is lead plumbing present _____

Property Finances

61 What was original price of property? _____ 63 How much DP? _____ 64 What's current market value? _____
65 What is your asking price? _____ 66 List the prices of comparable properties that have sold recently in
your neighborhood _____
67 What are the terms of the current first mortgage? 68 \$ _____ 69 Rate _____ 70 Date _____
71 Yrs _____ 72 How much are first mortgage monthly payments? _____ 73 Does it include re taxes, insurance
and home owners association fees? _____ 74 If not what is annual tax \$ _____ 75 insurance \$ _____
76 HOA Dues \$ _____ Any arrearages: 77 Tax \$ _____ 78 Insurance \$ _____ 79 HOA Dues \$ _____
80 If payments on this mortgage are delinquent, by how many payments _____ 81 How much to cure _____
82 Who is the holder of this mortgage (Bank or individual) _____
83 What are the terms of the second mortgage, if any \$ _____ 84 Rate _____ 85 Date _____ 86 Yrs _____
87 Is this an equity Line _____ 88 What is maximum amount available \$ _____ 89 Can you get more _____
90 If payments on this mortgage are delinquent, by how many months _____ 91 How much to cure _____
92 Who is the holder of this mortgage _____
93 What are the terms of the third mortgage, if any \$ _____ 94 Rate _____ 95 Date _____ 96 Yrs _____
97 If payment on this mortgage are delinquent, by how many months _____ 98 How much to cure _____
99 Who is the holder of this mortgage? _____
If in foreclosure, which mortgage(s) and how much 100 Mtg _____ \$ _____ 101 Mtg _____ \$ _____
102 Date of Notice or Lis Pendens _____ 103 Sale Date _____
104 Have you filed for bankruptcy _____ 105 Which Chapter (7, 11, 13) _____ 106 Date of Discharge _____
107 If you are considering bankruptcy, which Chapter (7, 11, 13) _____
108 What other liens or judgments, pending or actual are on property and their amounts? _____

Income and Expenses

109 If property is not currently a rental, how much do you feel it would rent for monthly? _____
110 If property is currently rented, provide the following information as monthly figures: Number of Units/Apts _____
111 Rent per unit 1- _____ 2- _____ 3- _____ 4- _____ 112 RE Taxes \$ _____ 113 Insurance \$ _____
114 HOA Dues \$ _____ 115 Legal \$ _____ arrearages 116 Taxes \$ _____ 117 Insurance \$ _____
118 Heat (if paid by owner) \$ _____ 119 Water \$ _____ 120 Utilities \$ _____ 121 Repairs \$ _____
122 Management \$ _____ 123 Vacancy \$ _____ 124 Replacement Costs \$ _____ 125 Advertising \$ _____

Problem Analysis

What is the reason you must get rid of this property? Please check all that apply:

126 Carrying two mortgages [] 127 Divorce [] 128 Must split with heirs [] 129 Relocating [] 130 Job Loss []
131 Business failure [] 132 Can not afford [] 133 To avoid foreclosure [] 134 Medical Bills [] 135 High debt []
136 Can no longer manage property [] 137 Losing money on property [] 138 Need cash for _____
139 How much cash is needed \$ _____ 140 If your property does not qualify for this program, what will you do? _____

Or, select from the following list:

141 List with another broker [] 142 Walk away and let the bank take it [] 143 Rent the house [] 144 Discount
property 30% for a quick sale [] 145 Take off the market and try again in a year [] 146 Go bankrupt [] 147 Sell for
mortgage amount [] 148 How important is it to re-establish your credit? (1-10) _____

SOLUTIONS

148 Are you able to accept your profit monthly? _____ 149 Where will you go after you leave this home? _____
150 How much cash do you actually need to move on? _____ 151 Can I Option the home and market it. _____
152 When I sell the home, we can split any profit. _____ 153 I can pay the arrearage if you give me the deed. You
can stay in the property if you pay a rental until you are able to buy the property back. _____
154 If I take over the responsibility of your debt will you sign the home over to me? _____

NOTES + PICTURES