**Seller Pre-Appointment Order Sheet**

By: Name and Company

|  |  |
| --- | --- |
| **Date:** **Home Owner:** **Physical Address:****Phone/Cell:****Email:****Additional:** | **Realtor:** **Company:****Address:****Phone/Cell:****Email:****Website:****Best form of contact?** |
| General Overview of House |
| **Sq Footage: Vacant:\_\_\_\_ Occupied:\_\_\_\_\_ Year Built:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****How long in home:\_\_\_\_\_\_\_\_\_\_\_\_\_ Builder if recent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****# Bedrooms: \_\_\_\_\_\_\_\_ # Bathrooms: \_\_\_\_\_\_\_\_\_ Living Room & Family Room? \_\_\_\_\_\_\_\_\_\_\_\_\_\_****Has the home been listed prior to staging? Yes\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_ (If Yes, answer below)****How many days has it been on the market? \_\_\_\_\_\_\_\_\_ What was the list price:\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Do you think it was priced right? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Any reductions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Any offers? \_\_\_\_\_\_ How many?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Pictures or link available to email to me?****What were the comments made by the Realtors/Buyers previewing the property?****List price (approx.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date to list? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****What kind of people typically buy in this area i.e. young family (demographics)?****What did you like about the home when you first purchased?****What (if any) are the problem areas (buyer hesitations)?****Why are you moving? On a scale of 1-10, how committed are you to selling your home?****Are you happy about the move and where are you going?****Have you done any research on home staging? How did you hear about us?** |
| **General Overview of Your Company – Hopefully Done in Initial Phone Call** |
| What to expect from your consultation and research prior:Pricing and service options: Everyone present at consultation and why**Payment Schedule, deposit details and agreement:****Request they go to** [**www.zillow.com**](http://www.zillow.com) **to look up home and research those that have sold** |
| **Additional Details:** |
| **Appointment Date/Time:****Directions/Gate Code:****Appt. Reconfirmed? Deposit?****Entered into CRM?**  | **Credit Card Info:** **Name on Card:****Billing Address:****Number:****Expiration: CVC:** |