

Dear Investor,

Below are a couple of forms that will help you collect the relevant information about a house for sale. You should try to get the sellers to give you all of this information, but they probably won't give you everything. Do your best. This information listed here is in addition to the basics about the property (square footage, age of building, heating system, etc.). You can get that information from your real estate agent or from the City/Town Hall records in the Assessors Office.

Remember, you'll get a better deal from the seller if they like you, so keep your game face on.

Happy Hunting!

Kelle Sparta
Sparta Success Systems
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888-639-2468

Seller Information – Multi-family

Property _____ Seller _____

When purchased: _____ How much paid _____

What improvements have been made: _____

When they want it sold by: _____

Utilities:

Electricity: Separate Single Seller's annual expense \$ _____

Heat: Separate Single Seller's annual expense \$ _____

Water/Sewer: Separate Single Seller's annual expense \$ _____

Do you have the option of owner financing? Yes No

 If yes, would you consider it? Yes No

 At what terms? _____

What has your occupancy rate been? _____ %

How much do you pay for maintenance each year? \$ _____

Do you manage the property yourself or hire a manager? myself manager \$_____/yr

 Manager's Name _____ Phone _____

Snow removal/Lawn care costs per year: \$ _____

Trash pick-up cost per year: \$ _____

Multi-Family Details

Number of Units _____

Property _____ Seller _____

Unit # _____ Rent \$ _____ Tenant Name _____ Home # _____ Work # _____ Work Schedule _____ Notice needed to show _____ <input type="checkbox"/> Lease <input type="checkbox"/> Month-to-Month Lease began _____ ends _____ Utilities Incl. <input type="checkbox"/> water <input type="checkbox"/> heat <input type="checkbox"/> elec Vacant? Y N Winterized? Y N Notes _____ _____	Unit # _____ Rent \$ _____ Tenant Name _____ Home # _____ Work # _____ Work Schedule _____ Notice needed to show _____ <input type="checkbox"/> Lease <input type="checkbox"/> Month-to-Month Lease began _____ ends _____ Utilities Incl. <input type="checkbox"/> water <input type="checkbox"/> heat <input type="checkbox"/> elec Vacant? Y N Winterized? Y N Notes _____ _____
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