



SELLER INTAKE SHEET

Date: _____ Lead Generator: _____
Assigned to: _____ Status: **A B C** **Diamond: Y / N** Upgrd if needed
Referral Fee? **Y / N** To Whom?: _____ %: _____ Phone: _____

Prospect: _____ Spouse: _____

Address: _____

City: _____ State: _____ Zip: _____

How do you prefer to be contacted?: **Call / Text / Email** Preferred number to text to: _____

Home Phone: _____ Work: _____

Cell Phone: _____ Spouse Cell: _____

Email (What email do you check?): _____

Is the property address the same as your mailing address? **Y / N**

If NO, _____

How long have you owned your home? _____ Why are you selling? _____

Moving to? _____ When do you need to be there? _____

Need Agent? **Y / N** Provided contact info for: _____

Bedrooms: _____ # Baths: _____ Age: _____ Style: _____

Subdivision: _____ Garage? **Y / N**: _____

Square feet: _____ Lot size: _____ Septic: **Y / N** obtained: _____

Special features: _____

Updates last few years? **Y / N** If YES, what? _____

Rate your house 1-10 _____ What would be an acceptable selling price to you? _____

What do you owe? (1st) _____ (2nd) _____

How did you hear about us? _____

What are three things you are looking for in a Realtor®?

1) _____ 2) _____ 3) _____

Have you or are you going to talk with any other agents? **Y / N**

When can you come to the office to meet with the team? _____

ALTOS: _____ **LISTING LEADS:** _____ **KVCORE:** _____ **NARRPR:** _____ **USDA:** _____

Post visit: Phone call _____ **Personal Note** _____ **2 week check up calendared** _____

APPT: _____ **HANDBOOK EMAIL:** _____ **DOCUSIGN:** _____ **RPD/PLQ:** _____