

Seller Information Prep Checklist

What to gather before speaking with FHJ Properties

FHJ Properties, LLC
Faith. Hope. Joy. Integrity.

Purpose

Use this checklist to organize the basic details FHJ Properties may need to review your property and discuss possible selling options.

Seller and Property Basics

- Seller name and best phone number.
- Email address and preferred contact method.
- Property address and county.
- Property type: single-family, multifamily, land, or portfolio.
- Approximate year built, if known.
- Occupancy: owner-occupied, tenant-occupied, vacant, or inherited.
- Number of bedrooms and bathrooms.
- Garage, carport, fenced yard, or other major features.

Condition and Major Systems

- Roof age or last replacement date, if known.
- HVAC age or last replacement date, if known.
- Plumbing updates, if known.
- Electrical updates, if known.
- Foundation concerns or structural issues.
- Water damage, mold, fire damage, storm damage, or code issues.
- Deferred maintenance or major repairs needed.

Mortgage, Liens, and Payoffs

- Current mortgage statement or estimated payoff amount.
- Past-due mortgage payments, if any.
- Known liens, judgments, tax balances, HOA balances, or code fines.
- Any foreclosure notices or legal deadlines.
- Insurance claims or unresolved property issues.
- Any other required payoff items to be handled at closing.

Seller Net Proceeds Goal

After any mortgage, liens, judgments, taxes, HOA balances, or other payoff items are paid at closing, what amount do you need to receive in your pocket?

Desired final check/wire after required payoffs: \$ _____

- I understand my final check or wire at closing may be different from my asking price.
- I want FHJ Properties to understand what I need to walk away with before determining whether a solution is possible.
- My desired amount may be flexible if closing costs, repairs, or seller burdens can be reduced.

Helpful Documents

- Recent mortgage statement.
- Tax bill or property tax information.
- HOA statement, if applicable.
- Photos of the property, if available.
- Repair estimates, if available.
- Lease or rent roll, if tenant-occupied.
- Probate or estate documents, if inherited.

Next step: Gather what you have. You do not need every item to start.

FHJ Properties buys properties as-is and can help evaluate whether a practical selling solution may be possible.