



Listing Appointment Information Checklist

Property Address:

Seller#1:

Seller#2:

Email:

Email:

Phone:

Phone:

Address, if different than Property Address:

Address, if different than Property Address:

HOA/POA fees, if applicable

Frequency:

Information on where to obtain the most recent HOA packet:

Is the property being sold As-Is? Yes No

Is there a plat/survey available to share? Yes No

Is the property located in a flood zone? Yes No

Sewage Public Sewer Conventional Septic Engineered Septic

Septic for how many bedrooms?

Septic location?

Is there an old septic system on the property that is not being used? Yes No

Water Source: Public Well Cistern

Is there a cistern on the property? Yes No

Is there a well on the property that is not being used? Yes No

Water Heater: Gas Electric

Is there an underground oil tank on the property? Yes No Active Inactive

Fireplace: Yes No Gas Woodburning

Notes on any of the above information (non-working fireplaces, septic, water, etc.)

Please select all that apply:

PROPERTY TYPE (SELECT ONE)

Attached
Detached
Condo
Farm

ROOF

Architectural Style
Composition Shingle
Metal - Copper
Metal - Galv Steel
Metal - Other
Metal - Tin
Slate
Tar & Gravel
Tile
Wood Shingle
Asbestos

FOUNDATION

Brick
Concrete Block
Concrete Slab
Insulated Concrete Form
Pier
Poured Concrete
Stone
Wood

DECK/PORCH

Deck
Patio
Patio - Covered
Porch
Porch - Front
Porch - _Glassed
Porch - Rear
Porch - _Screened
Porch - Side
Courtyard

GARAGE FEATURES

Attached
Auto Door
Carport
Detached
Electricity
Faces Front
Faces Rear
Faces Side
Heated
In Basement
Large Vehicle
On Street ParkingRV
Windows

LAUNDRY

Dryer
Large Sink
Stack Unit
Washer
None
Dryer Hookup
Washer Hookup
Stack Unit Hookup

AIR CONDITIONING

Central AC
Heat Pump
None
Wall Unit(s)
Window Unit(s)
Second Floor Only

STRUCTURE SECURITY

4-hr Security
Buzz-in Door
Carbon Monoxide Detector
Front Desk
Gated Community
Peep Hole
Resident Manager
Security System
Smoke Detector(s)

FLOORS

Bamboo
Brick
Carpet
Carpet Over Wood
Ceramic Tile
Concrete
Cork
Granite
Hardwood
Laminate
Linoleum
Marble
Parquet
Pine
Recycled Material

HEATING

Active Solar
Baseboard
Ceiling
Central Heat
Dehumidifier
Dual Fuel
Electric
Floor Furnace
Forced Air
Geothermal
Heat Pump
Heated Floor
Hot Water
Humidifier
Natural Gas
None
Oil
Passive Solar
Pellet
Propane
Radiant
Solar
Steam
Wall
Wood
Outdoor WB Stove

WINDOWS/CEILINGS

8' Ceilings
9' Ceilings
10' Ceilings
Casement Windows
Double-hung Windows
Insulated Windows
Low-E Windows
PVC Windows
Screens
Storm Windows
Tilt Sash Windows
Tray Ceiling
Vaulted
Vinyl Clad Windows
Transom

BASEMENT

Crawl
Finished
Full
Heated
Inside Access
Outside Entrance
Partial
Partly Finished
Rough Bath Plumb
Slab
Sump Pump
Unfinished
Walk Out
Windows

KITCHEN APPLIANCES/FEATURES

Breakfast Bar
Breakfast Nook
Commercial Range
Dishwasher
Disposal
Double Oven
Eat-in
Electric Range
Gas Range
Induction Cooktop
Induction Range
Island
Microwave
None
Pantry
Recessed Light
Refrigerator
Surface Grill
Trash Compactor
Vegetable Sink
Wall Oven
Other- see remarks
Wine Cooler
Electric Cooktop
Convection Oven

STRUCTURE FEATURES

Central Vacuum
Dual Vanities
Fixer Upper
Intercom
MBr Sitting Area
Renovated
Separate Living Quarters
Skylights
Two Kitchens
Two Master Bedrooms
Walk-in Closet
Walk-up attic
Water Conditioner
Wet Bar
Whirlpool/Jetted Tub
Whole house generator
Water Softener

EXTERIOR

Aluminum
Asbestos
Block
Board & Batten
Brick
Cedar
Clapboard
Concrete
Fiber Cement
Glass
Log
Masonite
Shingle
Stone
Stucco
Synthetic
T-111
Vinyl
Wood
Hardie Plank

KITCHEN CABINETS/COUNTERS

Birch Cabinets
Brick Cabinets
Cherry Cabinets
Cutting Board
Formica Counter
Glass Front Cabinets
Granite
Maple Cabinets
Marble Counter
None
Oak Cabinets
Painted Cabinets
Quartz Counter
Recycled Material Counter
Soapstone Counter
Solid Surface Counter
Stainless Steel Counter
Tile Counter
White Cabinets
Wood Cabinets
Wood Counter

WATER ON PROPERTY

Bay / Cove
Irrigation
None
Pond / Lake
Pond / Lake site
River AZ7 Spring
Stream / Creek
WaterSense Irrgtn Control
Water-smart landscaping

FIREPLACE

One
Two
Three or More
Brick
Circulator
Flue Only
Gas
Gas Logs
Glassed-in
Stone
Wood Burning
Wood Stove
Wood Stove Insert
Zero Clearance

FIREPLACE LOCATION

Basement
Bedroom
Den
Dining Room
Exterior Fireplace
Family Room
Foyer
Great Room
Home Office
Kitchen
Living Room
Master Bedroom
RecRoom
Study/Library
Sun Room

ANIMAL

Domestic Pets
General Livestock
Horses
Alpaca/Llama
Chickens
Cows
Goats
Pigs

FARM

Barn(s)
Chicken Coop
Dairy Barn
Equipment Bldg
Feed Barn
Grain Building
Hay Storage
Indoor Riding Arena
Outdoor Riding Arena
Paddock
Riding Trails
Run-in Shed
Silo
Stable
Stable Office
Stock Barn
Tack Room

HOA INCLUDES:

HOA AMENITIES:

Appraisal
Area Maint
Beach
Boat Launch
Cable
Club House
Comm. Laundry Room
Dumpster
Electricity
Exercise Room
Exterior Maint
Extra Storage
Gas
Golf
Insurance
Master Ins. Policy
Play Area
Pool
Prof. Mgmt.
Reserve Fund
Road Maint
Sauna
Security Force
Security System
Snow Removal
Stable
Taxes
Tennis
Trash Pickup
Water/Sewer
Yard Maintenance
None

Art Studio
Bar/Lounge
Baseball Field
Basketball Court
Beach
Billiard Room
Boat Launch
Clubhouse
Community Room
Dining Rooms
Exercise Room
Extra Storage
Golf
Guest Suites
Lake
Laundry Room
Library
Meeting Room
Newspaper Svc
Picnic Area
Play Area
Pool
Riding Trails
Sauna
Soccer Field
Stable
Tennis
Transportation Service
Volleyball
Walk/Run Trails

Other notes about the HOA:



Utility Bill Information/Estimates:

Property Address:

Homeowner: Please check the box beside the utility company you currently use and provide an estimate of the monthly bill for each if possible. These estimates can be obtained from the company or an average of your bills.

Purchaser: Please use the company contact information provided below to set up your new service.

ELECTRIC COMPANY

Dominion VA Energy

w: dom.com
o: 866-DOM-HELP
Avg. Bill (mo.)

Shen Valley Electric

w: svec.coop
o: 800-234-7832
Avg. Bill (mo.)

GAS/OIL/PROPANE COMPANY

Columbia Gas of

w: columbiagasva.com
o: 800-DOM-HELP
Avg. Bill (mo.)

Amerigas

w: amerigas.com
o: 540-885-6168
Avg. Bill (mo.)

Quarles (Dixie Gas)

w: quarlesinc.com
o: 540-248-6273
Avg. Bill (mo.)

Southern States

w: southernstates.com
o: 540-886-2501
Avg. Bill (mo.)

WATER/SEWER COMPANY - (all include trash pick up.)

Augusta County Serv. Auth.

w: acsawater.com
o: 540-245-5681
Avg. Bill (mo.)

City of Staunton

w: staunton.va.us
o: 540-332-3892
Avg. Bill (mo.)

City of Waynesboro

w: <https://bit.ly/44dYKy8>
o: 540-942-6643
Avg. Bill (mo.)

INTERNET/TV - (all include both internet and TV)

Verizon

w: verizon.com
o: 800-837-4966
Avg. Bill (mo.)

Lumos

w: lumosnetworks.com
o: 800-320-6144
Avg. Bill (mo.)

XFINITY

w: xfinity.com
o: 800-934-6489
Avg. Bill (mo.)

TRASH REMOVAL

Waste Movers

w: wastemoversva.com
o: 540-942-3456
Avg. Bill (mo.)

Augusta County Disposal

w: augustacountydisposal.com
o: 540-949-0160
Avg. Bill (mo.)

OTHER NOTES: