

Seller Document Checklist

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Having these ready makes any sale smoother, whether you sell next month or in a few years. Buyers' insurers and lenders often ask about them early. Not every item applies to every home.

Insurance & condition

- ☐ Roof age, permit and any roof certification
- ☐ Wind mitigation report
- ☐ 4-point inspection (often requested for older homes)
- ☐ Current insurance policy type and carrier
- ☐ A/C, water heater and major system ages
- ☐ Receipts and warranties for recent work

Flood & water

- ☐ Flood zone
- ☐ Elevation certificate, if available
- ☐ Flood insurance details and claims history, if any
- ☐ Waterfront: seawall, dock and lift details and permits

Permits & property

- ☐ Permits for improvements or additions
- ☐ Survey, if you have one
- ☐ Pool, fence and screen enclosure permits
- ☐ Cape Coral: utility assessment status

Community & ownership

- ☐ HOA or condo documents, rules and fees
- ☐ Contact for HOA estoppel requests
- ☐ Mortgage payoff contact
- ☐ Property tax bill and exemption status

If you listed before

- ☐ Showing feedback and activity reports
- ☐ Listing dates and any price changes

Questions about any item? **Call or text 239.977.8498** or email mail@peterhitzel.com. Happy to help sort out what's relevant for your home.