LISTING FAQ WORKSHEET

Answer these before you publish. Whatever you write here is what buyers (and an AI chat assistant) can accurately tell people, so leave a line blank if you do not know.

Property address _____

Prepared by _____ **Date** _____

Cost and terms

List price _____ **Property taxes (annual)** _____

HOA fee and what it covers _____

Average utility costs (from the seller) _____

Special assessments _____

The home

Year built _____ **Roof age** _____

HVAC age _____ **Water heater age** _____

Updates and when _____

What is included in the sale _____

What is not included _____

Showing and offers

Showing availability _____

Pets in the home? _____ **Occupied or vacant** _____

Offer deadline (if any) _____

Seller timeline _____

Community and logistics

State facts you can verify and link to official sources. Do not describe who lives in an area or steer buyers by neighborhood makeup. Fair housing rules apply.

Parking _____

Internet providers available _____

School district (link to the district's own lookup) _____

Flood zone status (link to the official map) _____

Questions you are asked most

General guidance, not legal advice. Follow your brokerage's disclosure and fair housing requirements.