THE TOPPRODUCERGROUP LLC

PLEASE PROVIDE YOUR AGENT WITH THE FOLLOWING ITEMS:

- ❑ keys to your front door for lockbox
- ❑ Copy of deed
- ❑ Copies of any community restrictions and covenants
- ❑ HOA documents showing list of services, amount of dues, annual budget and balance sheet
- ❑ Copy of loan documents with policy numbers and owners names
- ❑ Copy of title policy
- ❑ Copy of floor plan
- ❑ Copy of property survey
- ❑ Hand-drawn plot showing location of house, well, septic, and buried oil tank (if applicable)
- ❑ Copy of septic pumping receipt if system was pumped within last 12 months (if applicable)
- ❑ Copy of well permit (if applicable)
- ❑ List of utility costs
- ❑ Copy of Home Warranty (if applicable)
- ❑ List of any improvements or upgrades
- ❑ Completed Amenities Sheet
- ❑ Copy of termite bond
- ❑ Copy of Home Warranty
- ❑ All appliance manuals and warranties
- ❑ Any other pertinent information
- ❑ Memo to buyer—include what you love about the home, location, neighborhood

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