

SELLER QUESTIONNAIRE

REVIEWER: _____

DATE _____

PARCEL ID:	SALE DATE:
PROPERTY ADDRESS:	
NAME:	BEST TIME TO CALL:
EMAIL:	PHONE NUMBER:

Public records show this property has recently sold. Iowa Assessors are required to use all sales in the appraisal of comparable homes unless there is a good reason why they should not. An accurate sales file helps us assess property more fairly. Your answers to the questions below help us determine if there are valid reasons why the above sale should not be used to appraise similar homes. Your reply within 5 days is greatly appreciated.

1. Was there an appraisal done in conjunction with the sale of the property? YES NO
If Yes, what was the appraised value? \$ _____
2. Was this property listed by a Realtor®? YES NO
How long was the property listed? (*please include total listing time*) _____
3. Did the seller finance or waive any costs associated with the sale of the property? YES NO
If Yes, what was the total amount of incentives from the seller (incl. waived commissions)? \$ _____
4. Was any personal property included in the sale price other than appliances? YES NO
If yes, please list item(s) and value assigned to item(s): _____
5. Was the sale between members of the same family or otherwise related parties? YES NO
If Yes, please explain the relationship: _____
6. Was this transfer made for the purpose of reorganization or name change? YES NO
7. Was the buyer already a tenant in this home? YES NO
If Yes, how long was the tenant renting the home? _____
8. Was this a fulfillment of an option to buy a prior year contract? YES NO
9. Was this a 1031 exchange for other property? YES NO
If Yes, please list the address of the other property exchanged: _____
10. Was the property vacant at the time of sale? YES NO
If the property was vacant at the time of sale, how long had it been vacant? _____
11. Was there any remodeling or renovation after January 1 of the year of the sale and before the sale was closed? YES NO
If Yes, approximately how much was spent (*if known*) ? \$ _____
Please describe changes: _____
12. Was this sale in lieu of a foreclosure, forfeiture, or other loan default conditions? YES NO
13. Was this a sale by a lending institution who acquired it as a result of foreclosure, forfeiture, or other loan default conditions? YES NO
14. Is there any reason why this sale price may not represent the current market value of the property? Please explain: _____

LISTING REVIEW

Please indicate number of rooms per level (not including bathrooms)

	Total rooms	Bedrooms Only	Type or Type of Materials (circle all that apply)				
Basement			Full	Half	None	Crawl	Slab
1st Level							
2nd Level							
3rd Level							
Attic			Full	Half	None	Finished	Not finished
Kitchen	Island	Island with Breakfast Bar	Pantry	Breakfast Nook	Extra Sink/Pot filler	Laundry Sink	
Basement Finish	None	Fully finished	3/4 finished	1/2 finished	1/4 Finished	Wet Bar	Kitchenette
Fireplaces (not freestanding)	Gas	Masonry	Prefab	Electric	2-sided		
Bathrooms (# of fixtures)	2 Fixture	3 Fixture	4 Fixture	5 Fixture	Whirlpool tub	Sauna	Other
A single fixture is a single tub or shower (including tub/shower combination), single sink or lavatory, toilet, bidet, etc.							

Please mark if the following are original to the house or estimate the year they were remodeled or replaced:

Component	Original or Year Last Replaced or remodeled	Current Condition from chart below (number)	Type or Type of Materials (circle all that apply)				
Roof Shingles			Asphalt	Slate	Wood	Metal	Tar & Gravel
Siding			Vinyl	Steel	Hardboard	Wood	Block/Stone
Framing			Wood	Aluminum	Steel	Concrete	Other
Foundation			Conc Block	Poured Conc	Wood	Brick/Tile	Other
Windows			Single Pane	Double Pane	Casement	Custom	Other
Furnace			F/A Gas	F/A Electric	Geothermal	HW Radiant	Other
Central Air			F/A ducts	Ductless	None		
Wiring (inside walls)							
Plumbing (inside walls)							
Walls & Ceiling			Drywall	Plaster	Paneling	Knotty Pine	Other
Floor Coverings			Carpet	Laminate	Vinyl/Lino	Hardwood	Tile
Kitchen Cabinets			Solid wood	Metal	Pressboard	Other	
Kitchen Countertops			Laminate	Solid Surface	Granite	Quartz	Marble
Bath Cabinets			Solid wood	Metal	Pressboard	Other	
Bath Countertop			Laminate	Solid Surface	Granite	Quartz	Marble
Garage finish (if attached)			Drywall	Plywood	Insulation	Floor Drain	Service Sink
			Heat	A/C	Mini-Split	In-Floor Heat	Built-in Cabinetry

Condition Chart

- 1 - The component has had substantial remodeling for its age, many items have been remodeled or repaired. Most items like new regardless of actual age.
- 2 - The component has had significant updating for its age. More components upgraded. Home has been very well maintained and appear nearly new.
- 3 - The component has had more updates than typical for its age and/or a few components upgraded. Home is well maintained.
- 4 - The component has had more than typical maintenance. Some components may be upgraded. There are no obvious signs of needed maintenance.
- 5 - The component has been maintained over the years, no components have been updated and no major maintenance needed.
- 6 - The component has some wear and in need of minor repairs. Major components are still functional and have most of their economic life left.
- 7 - The component has moderate wear and needed repairs and maintenance is obvious. Physical deterioration is apparent and in need of renovation.
- 8 - The component has significant wear or is badly worn. Considerable repairs or replacement needed for many items, in need of complete renovation.
- 9 - The component is suffering from extreme wear and tear or is worn out. There may be severe structural damage. May still be livable but is very close to the end of its economic life.