



Ocala (352) 368-2800

The Villages (352) 430-1326

FOR SALE BY OWNER WORKSHEET

I. Seller and Property Information:

1. Owner's name on current deed: _____
2. Owner's current address, phone and email.

3. County where property is located: _____
Parcel ID No.: _____
4. Address of property: _____
5. a.) Have any improvements to the property been made within the last 12 months?
 YES NO
b.) Have any improvements been made without necessary permits?
 YES NO
6. Is the Seller aware of any issue(s) or problem(s) with the home/property about which a reasonable buyer would want to know? YES NO
7. Is this property the current's owner's homestead? YES NO
8. a.) Is this property in a Homeowners Association (other than The Villages)?
 YES NO
If yes, name of association _____
Amount of Fees: _____ Monthly _____ Quarterly _____ Annually _____
b.) Is there an existing bond outstanding (Villages properties only)?
 YES NO
9. Is there an existing mortgage on the property? YES NO
If yes, name of current lender: _____

II. Buyer Information

1. Name which you wish to receive title to property (if a trust, please provide a copy of the trust memorandum/certificate).

2. Buyer's current address, phone and email.

3. If obtaining financing for the purchase, name and contact information of lender:

III. Terms of Purchase

1. Purchase price agreed to by the Parties: _____

2. Amount of Escrow Deposit (recommend 3-5% minimum) : _____

3. Amount of Financing (if Seller financing, please state terms). If no financing, please confirm availability of funds by Buyer: _____

4. Describe any personal property to be purchased separately (furnishings, golf cart, etc.): _____

5. Date Parties wish to close: _____

6. Other conditions of sale (sale of Buyer's current home, "As Is", length of inspection period, home warranty, division of closing costs other than the standard division, etc.): _____
