

## HOMEOWNER QUESTIONNAIRE

1) Correct Mailing Address: \_\_\_\_\_  
(House Number & Street Name) (City Name) (Zip Code)

Directions to the Property \_\_\_\_\_

2) Legal Description (if known) \_\_\_\_\_

Please furnish the **Date** and **Price** you **Purchased** your home: \_\_\_\_\_

Were there any special concessions, did the Seller pay your closing costs or expenses? Yes \_\_\_ No \_\_\_ \$ \_\_\_\_\_

3) Are there any **Special Assessments** for Streets, Utilities? Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_

4) Is there a **Homeowners Association** in your neighborhood? Yes \_\_\_\_\_ No \_\_\_\_\_

a. If yes, what are the dues? \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_ Annually \$ \_\_\_\_\_ Fire Dues

b. What amenities are included? \_\_\_\_\_  
(Pool, Club House, Tennis Courts, Green Belt, Yard Maintenance, Lighting, etc.)

c. Are there any covenants, restrictions, or conditions, which effect your property? Yes \_\_\_ No \_\_\_

d. **Please provide a copy of HOMEOWNERS RULES that the appraiser can take and not return.**

5) Which **Public Utilities** are available to your property?

a. Electricity \_\_\_\_\_ b. Natural Gas \_\_\_\_\_ c. City Water \_\_\_\_\_ d. Public Sewer \_\_\_\_\_

e. Cable TV \_\_\_\_\_ Are you connected to all of the above? Yes \_\_\_\_\_ No \_\_\_\_\_

6) Is your home served by a **Septic Tank System**? Yes \_\_\_\_\_ No \_\_\_\_\_

a. If Yes, When was it last pumped? Month & Year \_\_\_\_\_

b. Do other homes in your neighborhood use a Septic System? \_\_\_\_\_

c. Are you aware of any homes in your neighborhood with a Septic System Problem?  
Yes \_\_\_ No \_\_\_ Describe \_\_\_\_\_

7) Is your home served by either a Private or Public **Well** Yes \_\_\_ No \_\_\_\_\_

8) Do you know the exact year your home was **Constructed** ? Yes \_\_\_ Year \_\_\_\_\_

9) What Type of **Heating System and Fuel** is in your Home? \_\_\_\_\_  
Floor Furnace, Wall Furnace, Heat Pump, Forced Warm Air Gas or Electric

10) What Type of **Cooling System** is in your Home? \_\_\_\_\_

11) Do you have a (**Fireplace**\_\_\_) (**Smoke Detector**\_\_\_) (**Home Security System**\_\_\_ is it  
Owned \_\_\_\_\_ Leased \_\_\_\_\_ Monthly Cost \$ \_\_\_\_\_) **Do these all operate properly** Yes \_\_\_ No \_\_\_

12) If you are selling your home, which Kitchen **Appliances** remain? See note below:

**Please Circle: Refrigerator Range/Oven Disposal Dishwasher Fan/Hood Microwave**

**Other Items that remain (Please list):** \_\_\_\_\_

13) Are there any waste dumps, **Gasoline Stations** or hazardous waste sites near your home, or located  
in your neighborhood? Yes \_\_\_\_\_ No \_\_\_\_\_

14) Has the house been treated for **Termites** Yes \_\_\_\_\_ No \_\_\_\_\_ Do you have a current  
**Termite Contract** on your home? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, has it been inspected regularly by a representative of the Termite Company ? Yes \_\_\_ No \_\_\_

15) Do you have a **Sump Pump** in the basement or crawl space? Yes \_\_\_ No \_\_\_\_\_

16) Has your **Roof** been serviced or replaced? Yes \_\_\_ No \_\_\_\_\_ When \_\_\_\_\_

17) Do you share your **driveway** with a neighbor? Yes \_\_\_\_\_ No \_\_\_\_\_

18) How would you rate the **water pressure** to your home? Good \_\_\_ Fair \_\_\_ Poor \_\_\_

19) Please describe any additions, remodeling, improvements, upgrades or special  
maintenance completed, since you purchased the home.

\_\_\_\_\_  
\_\_\_\_\_

20) Do you have **Insulation** in your Attic \_\_\_ Floor \_\_\_ Walls \_\_\_ Other \_\_\_ Unknown \_\_\_

21) Was your **Air conditioning System and Heating System** serviced at the beginning  
Of the season? Yes \_\_\_\_\_ No \_\_\_\_\_ Company \_\_\_\_\_

22) Are you aware of the presence of Radon Gas or remediation equipment? Yes \_\_\_ No \_\_\_\_\_

23) Are you aware of any **Piers, Settlement, Cracks, French Drains or Problems**? List \_\_\_\_\_

24) Additional Comments or Information: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature of Homeowner** \_\_\_\_\_

## Additional Information

To facilitate the appraisal process, it's beneficial to have these documents ready for the appraiser, **ideally with an extra copy the appraiser may take with him:**

- A plot plan or survey of the house and land (if readily available)
- Information on the latest purchase of the property in the last three years
- Written property agreements, such as a maintenance agreement for a shared driveway
- List of personal property to be sold with the home and estimate of value
- Title policy that describes encroachments or easements
- Most recent real estate tax bill and or legal description of the property
- Home inspection or Structural Engineer's reports, E.M.P. reports, recent reports for termites, EIFS (synthetic stucco) wall systems, septic systems, soil percolation "Perc" Tests and well or water tests for private water supplies
- Brag or Information sheets that list major home improvements and upgrades, the date of their installation and their cost (for example, the addition of central air conditioning or roof repairs) and permit confirmation (if available)
- A copy of the current listing agreement and broker's data sheet and Purchase Agreement if a sale is "pending"
- Listing and sales information for the property for the past three years if known
- A copy of the "Homeowners Associations" or condominium covenants and fees
- A list of "Proposed" improvements if the property is to be appraised "As Complete"

Gary Scott  
Scott Appraisal Co.  
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Email: [Scott@bartnet.net](mailto:Scott@bartnet.net) please put "Appraisal Request" in the subject line

Gary Scott , Scott Appraisal Co., Bartlesville, OK 74005

## The Day of the Appraisal

Once your appraiser has arrived, you do not need to accompany him or her along on the entire site inspection, but you should be available to answer questions about your property and be willing to point out any major home improvements.

Here are some other suggestions:

- **Accessibility:** Make sure that all areas of the home are accessible, especially to the furnace and water heater, attic, crawl space (make sure the cover can be removed without tools) and make sure that all gates around the house are not locked
- **Housekeeping:** Appraisers see hundreds of homes a year and will look past most clutter, but they're human beings too! A good impression can translate into a higher home value, but don't knock yourself out trying to achieve perfection
- **Maintenance:** Repair minor things like leaky faucets, missing door handles and trim
- **FHA/VA Inspection Items:** If your borrower is applying for an FHA/VA loan, be sure to ask your appraiser if there are specific things that should be done before they come. Some items they may recommend might be: Install smoke detectors on all levels (especially near bedrooms); install handrails on all stairways; remove peeling paint, prime and repaint the effected area; provide inspection access to the attic and crawl space
- **Animals:** Please advise the appraiser of all pets and their location and secure any pets that may be aggressive, protective or prone to jump up
- Please advise the appraiser if you have you seen any snakes, skunks, scorpions or poisonous spiders in the house, attic or on the property
- When the appraiser arrives, provide them with any copies of information, a check if the appraisal is to be paid at the door (C.O.D.) --- then **Relax:**

By now you've done all that you can do. Find a comfortable chair where the appraiser can find you if he or she has any questions, and remember, appraisers are trained professionals, who can normally see more in 15 minutes than the average person could observe in two hours

- A typical inspection will last from 45 minutes to a hour and 15 minutes, or more for a complex property