

UAD 3.6 Seller Property Information Worksheet

Helping Ensure a More Accurate and Efficient Appraisal

Prepared for homeowners to document important property information that may not be readily visible during the appraisal inspection.

Thank you for taking a few minutes to complete this worksheet. Your responses help us accurately document your property's features, updates, and improvements that may not be readily visible during the inspection or available through public records.

Property Information

- Property Address: _____
- Owner(s): _____
- Best Phone: _____
- Email: _____
- Occupancy: ☐ Owner ☐ Tenant ☐ Vacant
- Year Built: _____ Year Purchased: _____
- Original Builder (if known): _____
- HOA Name: _____ HOA Dues: _____

Major Exterior Improvements

- Current Roof Installed (Approx. Year): _____
- Roof Material: _____
- Windows Replaced (Approx. Year): _____
- Exterior Doors Replaced: _____
- Siding / Exterior Finish Updated: _____
- Driveway / Parking Improvements: _____
- Irrigation / Drainage Improvements: _____
- Waterfront Improvements (Dock, Bulkhead, Boat Lift, etc.): _____
- Approximate Waterfront Frontage (if applicable): _____ feet

Major Mechanical Systems

- HVAC Installed (Approx. Year): _____
- Water Heater Installed (Approx. Year): _____
- Electrical Panel Updated: _____
- Plumbing Updated: _____
- Foundation Repairs: _____
- Well / Septic Updated: _____

Interior Updates

- Kitchen: ☐ Original ☐ Cosmetic Update ☐ Partial Remodel ☐ Major Remodel Year _____
- Bathroom(s): ☐ Original ☐ Cosmetic Update ☐ Partial Remodel ☐ Major Remodel Year _____
- Flooring Updated: _____
- Cabinets / Countertops: _____
- Interior Doors / Trim: _____
- Lighting Fixtures: _____
- Plumbing Fixtures: _____
- Appliances Replaced: _____
- Interior Paint / Finish: _____

Disaster Mitigation Features

- ☐ Storm Shutters ☐ Impact Resistant Windows ☐ Hurricane Straps / Clips
- ☐ Flood Vents ☐ Reinforced Garage Door ☐ Other _____

Special Property Features

- ☐ Room Addition ☐ ADU ☐ Garage Conversion ☐ Finished Attic ☐ Finished Basement
- ☐ Whole-House Generator ☐ EV Charger ☐ Smart Home Features
- ☐ Pool ☐ Outdoor Kitchen ☐ Workshop ☐ Barn ☐ Other _____

Solar & Green Features

- Solar: ☐ None ☐ Owned ☐ Leased
- ☐ Energy Star® ☐ LEED® ☐ HERS Rating ☐ WaterSense® ☐ Other _____

Converted Living Area

- Has any garage, porch, attic, basement, or other area been converted into living area?
- ☐ No ☐ Yes
- Area Converted: _____ Year: _____ Permits: ☐ Yes ☐ No ☐ Unknown

Outbuildings

- Workshop: Size _____ Heat ☐ AC ☐ Plumbing ☐ Electric ☐
- Barn: Size _____ Heat ☐ AC ☐ Plumbing ☐ Electric ☐
- Detached Garage: Size _____ Heat ☐ AC ☐ Plumbing ☐ Electric ☐
- Other: _____

Recent Improvements (Last 15 Years)

- Roof _____ Year _____ Cost (Optional) _____
- HVAC _____ Year _____ Cost (Optional) _____
- Kitchen _____ Year _____ Cost (Optional) _____
- Bathrooms _____ Year _____ Cost (Optional) _____
- Flooring _____ Year _____ Cost (Optional) _____
- Windows _____ Year _____ Cost (Optional) _____
- Electrical _____ Year _____ Cost (Optional) _____
- Plumbing _____ Year _____ Cost (Optional) _____
- Other _____ Year _____ Cost (Optional) _____

Documents Available

- ☐ Survey ☐ Elevation Certificate ☐ Building Plans ☐ Permits
- ☐ Contractor Invoices ☐ Receipts ☐ Warranties
- ☐ Insurance Claim Documentation ☐ HOA Documents ☐ Flood Insurance Information

Waterfront Information (If Applicable)

- Water Access: ☐ Private ☐ Deeded ☐ Easement ☐ Community ☐ Other
- Water Depth: ☐ Shallow ☐ Deep Water ☐ Seasonal
- Boat Slip: ☐ Yes ☐ No Boat Lift: ☐ Yes ☐ No

Technology

- High-Speed Internet: ☐ Fiber ☐ Cable ☐ DSL ☐ Satellite ☐ Fixed Wireless ☐ None

Additional Property Information

- Please list any additional information you believe would help the appraiser understand your property, including recent improvements, unique features, prior repairs, permits, insurance claims, flood history, or other information not covered elsewhere on this form.
- _____
- _____
- _____
- _____

Important Information

This worksheet is intended to assist the appraiser by providing information that may not be readily observable during the inspection or available through public records. Please answer the questions to the best of your knowledge. While every item reported may not directly affect the property's market value, the information helps the appraiser develop a more complete and credible analysis. The appraiser will independently verify information as necessary in accordance with professional appraisal standards.

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