

HOME CONDITION REPORT™

A practical worksheet to organize what you know about your home before the selling decisions start moving quickly.

IMPORTANT BOUNDARY This is an educational preparation worksheet. It does not replace Wisconsin’s statutory Real Estate Condition Report, any required disclosure, an inspection, or advice from your licensed and qualified professionals.

01

PROPERTY SNAPSHOT • Start with the basic facts

Property address _____

Owner(s) _____

Current occupancy _____

Target move / sale timing _____

02

MAJOR SYSTEMS & COMPONENTS • Record what you know — estimates are okay

System / component	Approx. age / year	Recent service / repair	Docs?
Roof			☐
Heating / cooling			☐
Water heater			☐
Electrical / panel			☐
Plumbing / sewer / septic			☐
Windows / exterior doors			☐
Foundation / basement / crawlspace			☐
Exterior / siding / masonry			☐
Garage / driveway / grading			☐
Major included appliances			☐

03

IMPROVEMENTS & MAINTENANCE • Capture the story behind the home

Project / maintenance item	Year	Contractor / receipt / warranty notes

04 ITEMS TO DISCUSS OR INVESTIGATE • A reminder list — not a diagnosis

- | | |
|---|---|
| ☐ Water intrusion / moisture history | ☐ Window / door operation or water entry |
| ☐ Roof leaks or repair history | ☐ Pest / wildlife history |
| ☐ Foundation / structural observations | ☐ Drainage / grading / sump observations |
| ☐ Electrical issues or recurring trips | ☐ Environmental testing or known concerns |
| ☐ Plumbing leaks / backups / slow drains | ☐ Insurance claims related to the property |
| ☐ HVAC performance or service concerns | ☐ Other condition questions to investigate |

Notes / context: _____

05 DOCUMENTS TO GATHER • Make the next conversation easier

- | | |
|--|--|
| ☐ Receipts / invoices for major work | ☐ Condo / HOA documents if applicable |
| ☐ Warranties for roof, windows, systems or appliances | ☐ Current leases / rental records if applicable |
| ☐ Permits / contractor documentation when applicable | ☐ Insurance claim records related to the property |
| ☐ Recent HVAC / plumbing / electrical service records | ☐ Specialist reports or prior inspection reports |
| ☐ Survey / title documents if available | ☐ Keys, remotes, codes and equipment manuals |
| ☐ Utility information and service providers | ☐ List of known ages for major systems |

06 BEFORE YOU SPEND MONEY • Strategy before renovation

USUALLY WORTH REVIEWING

- ☐ Active leaks / functional issues
- ☐ Simple safety or maintenance items
- ☐ Deep cleaning / odor control
- ☐ Minor cosmetic friction that photographs poorly
- ☐ Documentation for completed work

PAUSE BEFORE COMMITTING

- ☐ Full kitchen / bath renovations solely for resale
- ☐ Replacing functional systems only because they are older
- ☐ Luxury finishes above the surrounding market
- ☐ Large additions / layout changes before listing
- ☐ Projects with long lead times or uncertain permits

07 QUESTIONS FOR YOUR PROFESSIONAL TEAM • Bring the unknowns into the open

- ☐ Which items should I investigate before listing?
- ☐ Which repairs are strategic — and which should I leave alone?
- ☐ Would a pre-sale inspection help in my situation?
- ☐ What current Wisconsin forms or disclosures apply to my property?
- ☐ What documents should be available before we launch?
- ☐ How should condition, timing and preparation affect our pricing and launch strategy?

YOUR NEXT RESPONSIBLE STEP

Bring this worksheet, your property records, and your questions to your strategy conversation. The goal is not to “pass” a condition test — it is to understand the home clearly enough to make smart preparation decisions.

Tyler Bair | Keller Williams Realty | WI License #57868-90 | Tyler.bair@kw.com | (414) 308-6430 | movewithbuff.com