

SUMMARY SHEET Date _____

Time of Day _____

House # _____

2ND showing/visit Date _____

Time of Day _____

SCORE _____

Address: _____

1. MUST-HAVE FEATURES

YES

NO

COMMENTS

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

If any NOs, say "No Thank You" and move on.

2. IMPORTANT CONSIDERATIONS

PROs

CONs

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

3. NICE-TO-KNOW INFO

Interior: _____

Exterior: _____

Kitchen: _____

Dining: _____

Bedrooms: _____

Bathrooms: _____

Layout: _____

Flooring: _____

Colors: _____

Laundry: _____

Mechanical: _____
 Garage: _____
 Yard: _____
 Location: _____
 Features: _____

4. IMPROVEMENT PROJECTS	IMMEDIATE	CAN WAIT	COST (HIRE OUT or DIY?)
A. _____	_____	_____	\$ _____
B. _____	_____	_____	\$ _____
C. _____	_____	_____	\$ _____
D. _____	_____	_____	\$ _____
E. _____	_____	_____	\$ _____
F. _____	_____	_____	\$ _____

5. **QUESTIONS (i.e., Energy efficient? Cost for utilities? Traffic patterns? Safety? Noise? Etc.)**

_____ ? _____
 _____ ? _____
 _____ ? _____
 _____ ? _____
 _____ ? _____

6. **FINANCIALLY SOUND CHOICE?** Comments and Observations

RANKING on a SCALE of 1,2,3	1-Not good	2-Average	3-Good	TOTAL
1. <i>Must-haves are all there!</i>				
2. Important considerations	_____	_____	_____	_____
3. Nice-to-know info	_____	_____	_____	_____
4. Improvement projects	_____	_____	_____	_____
5. Answers to questions	_____	_____	_____	_____
6. Financially sound choice?	_____	_____	_____	_____
(TOTAL will be 5–15)			TOTAL	_____

Write the **TOTAL SCORE** on the first page under the House # _____ and on your Tally Sheet.
 File in binder under House # tab. Add other documentation or info behind this sheet. This can include the spec sheet from the MLS listing, info from the showing, other drawings, photos or notes.