

**SUMMARY SHEET**    Date \_\_\_\_\_

Time of Day \_\_\_\_\_

House # \_\_\_\_\_

2<sup>ND</sup> 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)			<b>TOTAL</b>	_____

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.