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How to Complete Seller's Disclosure form

The State of Michigan requires all home sellers complete a Seller's Disclosure form which describes the condition of the property. Some sellers feel hesitant about completing this for fear of revealing too much may damage a sale. However, this form is designed to protect both the seller and the buyer. Being honest may protect you from litigation later by putting a buyer on notice to make further inspections for any concern disclosed. Undisclosed issues leave you unprotected from litigation.

All sellers must fill out this form in its entirety and explain to the best of their knowledge, the condition of the property and its amenities. In other words, you must disclose ALL known facts as mentioned on the form. Please follow the below instructions when completing the form.

Page 1:

There are four columns that indicate the condition of items in the home. Answering the condition of the items does not automatically include them in the sale. Personal property (i.e. washer, dryer, stove, etc.) remain with the seller. All personal property must be requested by the buyer in their purchase offer. At that point, the seller can decide to include those items or not.

Please refer to the below answer key when filling out page 1 of the Seller's Disclosure form.

ANSWER	MEANING
YES	Yes, it exists in the home and is in working condition
NO	No, it exists in the home but is not in working condition
UNKNOWN	It exists in the home, but seller does not know if it works or not
NOT AVAILABLE	It does not exist in the home and is therefore not available

Below the columns there is space for additional conditions regarding the property. It is important to check each item where there is a "yes" or "no", and to explain known facts. Even if there has been a problem in the past, but it has been repaired, you must state that on the form. For example:

1. **Basement/Crawl Space:** Has there been evidence of water? Yes X No ___
 If yes, please explain: Washer leaked, repaired 2013. No problems since

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Other items: Answer these questions to the best of your ability and according to what you know. There is space below this section to further explain any "yes" answers. For Example:

3. Any "common areas" (facilities like pools, tennis courts, walkways or other areas co-owned with others) or a homeowners association that has any authority over the property?

Unknown _____ Yes X No _____

If the answer to any of these questions is yes, please explain. Attach additional sheets, if necessary:

Property is in an HOA.

If you have any questions about any of these items, please contact your real estate agent.