

Creekview Realty

John Prell, Broker Lic. #0493630
Web: www.creekviewrealty.com
Email: listing@creekviewrealty.com

Austin: 512-444-8778
Other areas: 800-219-9444
Fax: 972-612-9955

LISTING INFORMATION

(Use this form for Austin residential lease listings.)

The following information is required when a listing is entered into the MLS database. Mandatory items are underlined, in bold, and marked with an asterisk (*).

***Property Address** _____

***City** _____ ***County** _____ TEXAS ***Zip** _____

If you have a preferred title company, enter here. If you have no preferred title company, leave this blank.

Title Co _____ Phone _____ Contact Name _____

Please choose one of the 3 showing options instructing Realtors how they should give notification and have access to the property. The first 2 options require an Electronic Memory Keybox (highly recommended).

- Show Any Time - No notice required (Typically used for vacant homes.)
- "Courtesy Call" - Call or leave message to inform of planned showing. No confirmation required.
- Confirmed Appointment Only (Note: This option will reduce your number of showings)

Special Showing Instructions _____

HOA? Yes No Section 8? Yes No FEMA 100yr Flood Plain? Yes No Partial
 Unknown

Subdivision Name* _____

Mapsco Map page (if known) _____ Mapsco Map Grid _____

School District* _____

Elementary School(s)* _____ Bus? Yes No NA

Middle School* _____ Bus? Yes No NA

Jr. High School* _____ Bus? Yes No NA

9 Gr/High School* _____ Bus? Yes No NA

High School* _____ Bus? Yes No NA

Property Type:

- Apartment
- Condo Attached
- Condo Detached
- Attached 1/2 Duplex
- Duplex
- Triplex
- Fourplex
- Multi-plex
- Efficiency
- Garage Apartment
- Garden Home
- House
- Loft
- Manufactured
- Mobile Home
- Townhouse
- Other

Number of Stories*

- 1 Story
- 2 Story
- 3 Story
- Multiple Stories

No. of Living Areas*

No. of Dining Areas*

No. of Main Level Bedrooms*

No. of Bedrooms on Other Level(s)*

No. of Bedrooms*

Full Baths*

Half Baths*

of Parking Spaces*

Parking Description (Select up to 3)

- 1 Car Carport
- 1 RSVP Space
- 2 Car Carport
- 2 RSVP Space
- 3 Car Carport
- 3 RSVP Space
- 4 Car Carport
- 4 RSVP Space
- Access Gate
- Carport
- Garage
- Garage Door Opener
- Golf Cart
- Parking Garage
- Other
- Outside
- Reserved Space

Dining Description (Select up to 2)

- Breakfast Area
- Dining "L"
- Formal Dining
- Living/Dining Combo
- Kitchen/Dining Combo
- Other

Disability Features? Yes No N/A

Construction of Dwelling* (Select up to 5)

- Aluminum Siding
- Brick Veneer
- Composition Shingle
- Concrete Block
- Double Wide
- Frame
- Frame/Brick Veneer
- Frame/Stone
- HardiPlank Type

- Industrial
- Log
- Manufactured
- Metal Siding
- Mobile Home
- Modular
- Single Wide
- Steel
- Stone Veneer
- Stucco
- Triple Wide
- Vertical Siding
- Vinyl Siding
- Wood Shingle

Waterfront:* Yes No

Waterfront Description* (Select up to 2)

- Canal
- Creek/Stream
- Lake
- Pond
- River
- Other

Roof Description* (select up to 2)

- Aluminum
- Asphalt Shingles
- Built up
- Composition Shingles
- Concrete
- Fiber Cement
- Fiberglass
- Flat
- Green/Garden
- Mansard
- Metal
- Mixed
- Overlay
- Other
- Rubber
- S-Tile
- Slate/Imitation Slate
- Tar/Gravel
- Tile
- Wood Shingle
- Wood Shake

View From Property* (select up to 4)

- City
- Creek/Stream
- Fields
- Golf Course
- Green Belt
- Hill Country
- Lake/River
- No View
- Other
- Panoramic
- Pond
- Woods

Year Built*

Square Feet*

Square Foot Source*

- Appraisal
- Builder
- Tax Record
- Owner

Foundation Description* (select up to 2)

- Basement
- Block & Beam
- Bois D'Arc Post
- Crawlspace
- On Stilts
- Pier & Beam
- Pilings
- Slab
- Other

Blocks to UT Shuttle _____

Blocks to Metro Bus _____

Lot Size / Dimensions:

Acres*:

Furnished (Select 1)

- Yes
- Negotiable
- Partially
- No

Lot Description (select up to 4)

- Alley Access
- Backs to Golf Course
- Backs to Greenbelt
- Canal (Man Made)
- Corner Lot
- Cul-De-Sac
- Cultivated
- Flag Lot
- In Golf Course Community
- Interior
- Irregular Lot
- Lake on Lot
- Level Lot
- No Backyard Grass
- On Golf Course
- Open Lot
- Partially Cultivated
- Pond on Lot
- Private Road
- Public Maintained Road
- Sloped
- Stream on Lot
- Wooded Lot
- Xeriscape

Trees on Property (Select up to 3)

- Heavily Treed
- Large (Over 40')
- Medium (20'-40')
- Moderate
- Small (Under 20')
- Sparse
- None

Fence* (Select up to 4)

- Cedar
- Chain Link
- Electric
- Goat Type
- Invisible
- Livestock
- Masonry
- Mesh
- Non-Privacy
- None
- Other
- Partial Fence
- Pipe
- Pike
- Privacy Fence
- Split Rail
- Vinyl
- Wire
- Wrought Iron
- Wood

Pets? Yes No

Pet Description (Select up to 2)

- Both Cats & Dogs
- Cats Only
- Dogs Only
- Negotiable
- Limited Number Allowed
- Weight Limit- Medium (under 35 lbs)
- Weight Limit- Small (under 20 lbs)

Master on Main Level? Yes No

Smoking Inside? Yes No

Flooring* (Select up to 4)

- Bamboo
- Brick/Adobe
- Carpet
- Concrete
- Cork
- Laminate
- Linoleum
- Marble
- Parquet
- Quarry Tile
- Slate
- Stained Concrete
- Stone
- Sheet Vinyl

- Terrazzo
- Hard Tile
- Vinyl Tile
- Wood
- Wood under carpet
- Other

Kitchen Area (Select up to 6)

- Breakfast Area
- Breakfast Bar
- Center Island
- Corian Type Counters
- Country Kitchen
- Galley Type
- Gourmet Kitchen
- Kitchenette
- Other
- Pantry Closet
- Second Kitchen
- Granite/Marble Counters
- Natural Stone Counters
- Tile Counters
- Open to Family Room
- Plumbed for Icemaker

Additional Rooms (Select up to 8)

- Bedroom/Office
- Conservatory
- Converted Garage
- Exercise Room
- Family Room
- Foyer
- Game Room
- Great Room
- Home Theater
- Library
- Living/Den
- Loft
- Media Room
- Office/Study
- Other
- Pantry
- Screened Porch/Patio
- Shared Bath
- Storage Room
- Sun Room
- Utility Room
- Wine Cellar
- Workshop
- Formal Living

Laundry Connections* (Select up to 3)

- Common Facilities
- Dryer Connection
- Electric & Gas Connections
- Electric Connections
- Gas Connections
- No Connections
- Stackable W/D Connections
- Washer/Dryer Connections
- Washer Connections

Laundry Location*(Select up to 3)

- Carport
- Chute
- Garage
- Hall
- Kitchen
- Main Level
- Upper Level
- Other
- Utility Room
- Closet
- Bathroom
- Community Facilities

Range(Select 1)

- Electric
- Gas
- Not Included

Appliances/Equipment (Select up to 12)

- Built-In Oven(s)
- Carbon Monoxide Detector
- Central Vacuum
- Cook Top
- Double Oven
- Dishwasher
- Disposal
- Dryer
- Energy Star Appliances
- Re-Circulated Exhaust Fan
- Vented Exhaust Fan
- Geotherm
- Bar Ice Maker
- Instant Hot Water
- Downdraft
- Microwave Oven
- Other
- Free Standing Range
- Refrigerator
- Refrigerator Sub-Zero Type
- Self Cleaning Oven
- Single Oven
- Solar Assisted
- Trash Compactor
- Tankless Water Heater
- Washer
- Stackable Washer/Dryer
- Water Filter Leased
- Water Filter Owned
- Water Softener Leased
- Water Softener Owned
- None
- Updated A/C unit (>13 Seer)
- Convection Oven

Interior Features (Select up to 12)

- Cedar Closets
- Beam Ceilings
- Cathedral Ceiling
- Coffered Ceiling
- High Ceilings

- Vaulted Ceiling
- Double Vanity
- Elevator
- Fire Alarm System
- Modified for Hearing Impaired
- Disabled Modified
- Modified Site
- Modified for Wheelchair
- Hand Rails
- High Speed Internet Connection
- Indoor Utilities
- In-Law Plan
- Intercom
- High Speed Connection
- Jetted Tub
- Master Downstairs
- Security System Leased
- Security System Owned
- Separate Shower
- Shutters
- Sliding Glass Door
- Skylight
- Smoke Detector
- Stereo System
- Track Lighting
- Natural Lighting
- Walk-In Closet
- Wet Bar
- Window Treatments
- Wired for Cable
- Wired for Security
- Wired for Stereo
- Garden Tub
- Carbon Monoxide Detector
- Dumbwaiter
- Flashing Light Notification
- Lower Fixtures
- Plumbed for Icemaker

- Formal Living
- Guest Accommodations
- Other

Exterior Features (Select up to 12)

- Barbecue
- Barn/Stable
- Cabana
- Curbs
- Patio - Covered
- Deck
- Decorative Pond
- Dock
- Dog Run
- Exterior Steps
- No Exterior Steps
- Ramp(s)
- Porch - Enclosed
- Gazebo
- Greenhouse
- Horse Facilities
- Hot Tub
- Intercom Entry
- Outbuilding(s)
- Porch - Open
- Porch - Enclosed
- Playscape
- RV/Boat Parking
- Satellite Dish Leased
- Satellite Dish Owned
- Security Lighting
- Sidewalk
- Sprinkler System
- Storage
- Tennis Court(s)
- Workshop
- Balcony
- Decorative Pond
- Waterfall
- Wheelchair Accesiable
- Patio Uncovered
- Sauna
- Other
- Private Back Yard
- Private Garden

Number of Fireplaces*

Fireplace Description* (Select up to 3)

- Bathroom
- Bedroom/Office
- Dining Room
- Family Room
- Game Room
- Gas Log Fireplace
- Great Room
- Heatilator
- Wood Stove Insert
- Kitchen
- Library
- Living Room
- Log Lighter
- Nonfunctional
- Other
- Pellet Stove
- See Through
- Wood Burning
- Wood Stove – Freestanding

Gated Community? Yes No N/A

Pool on Property?* Yes No

Pool Description* (Select up to 4)

- Above Ground
- Cabana
- Child Gate/Fence
- Perimeter Fence
- Heated
- Indoor Pool
- In-Ground Pool
- Lap Pool
- Diving
- Negative Edge

- Sport
- Attached Spa/Hot Tub
- Separate Spa/Hot Tub

- Chilled Water
- Other
- No A/C
- Wall Unit
- Window Unit

Area Amenities Available (Select up to 10)

- Billiard Rooms
- Club House
- Cluster Mailbox
- Common Grounds
- Elevator
- Equestrian Community
- Exercise Room
- Game Room
- Golf Course - Private
- Golf Course – Public
- Gym
- Jogging/Bike Path
- Kitchen Facilities
- Lake Privileges
- Other
- Overhead Utilities
- Park
- Play Ground
- Pool - Above Ground
- Pool - Community
- Pool - Diving
- Pool - Heated
- Pool - Indoor
- Pool – In Ground
- Pool - Sport
- Private Hangar
- Private Landing Strip
- Public Hangar
- Public Landing Strip
- Sauna
- Small Aircraft Airport
- Sport Court
- Sport Facility
- Storage
- Tennis Court(s)
- Underground Utilities

Utilities* (Select up to 2)

- Above Ground
- Electric
- Fuel Tank
- Natural Gas
- None Available
- Other – See Remarks
- Propane
- Propane Available
- Propane Needed
- Propane on Property
- Solar
- Underground

Water Supply* (Select up to 2)

- City
- Master Meter
- Municipality Utility District
- None Available
- Other
- Private
- Water District
- Well Needed
- Well On Property
- Well Shared

Sewer* (Select up to 2)

- City
- Municipality Utility District
- None Available
- Other
- Private
- Septic
- Septic On Property
- Septic Shared
- Water District

Type of Heating* (Select up to 2)

- Baseboard
- Boiler
- Central Heat
- Electric
- Floor Furnace
- Natural Gas
- Heat Pump
- No Heat
- Other
- Radiant
- Radiator
- Solar
- Space Heater
- Wall unit

Energy Savers (Select up to 8)

- Attic Fan
- Ceiling Fan(s)
- Compost Area/Bin
- Conditioned Space for HVAC
- Double Pane Windows
- Electrostatic Air Filter
- Energy Audit
- Gas Water Heater
- Geothermal
- Green/Garden Roof
- Heat Pump
- High Roof Window
- Humidifier
- Instant Hot Water Heater
- Insulated Doors
- Load Controller
- Programmable Thermostat

Air Conditioning* (Select up to 2)

- Central Air
- Chiller DX System

- Solar Assisted
- Solar Heat
- Solar Screen
- Solar Water Heater
- Storm Door(s)
- Storm Windows
- Straw Bale
- Tankless Water Heater
- Thermo Window(s)
- Tinted Window(s)
- Turbine
- Updated A/C Unit
- Whole House Fan
- Zone Air/Heat

Owner Pays: (Select up to 8)

- Association Fees
- All Bills
- Cable TV
- Cable/Satellite TV
- Electric
- Gas
- Gardening Service
- HOA
- Linen
- Maid Service
- None
- Other
- Parking Fees
- Pest Control
- Phone - Local
- Phone – Long Distance
- Pool Maintenance
- Repairs
- Security System Monitoring
- Trash
- Water
- Yard Maintenance

Application Fee*: _____

Fee Description*: _____

Security Deposit*: _____

Possession*: _____

Lease Guarantor?* Yes No

Certified Funds?* Yes No

Pet Deposit: _____

Per Pet? * Yes No

Min Lease (Months) *: _____

Max Lease (Months) *: _____

Additional Pet Fee: _____

Additional Pet Fee Description

- Month
- Other
- Per Pet

Occupancy*

- Owner
- Tenant
- Vacant

Misc Business Relationship (Select up to 2)

- Corporate Owned
- Familial Relationship
- Other Real Estate Owned (Bank)
- Owner/Agent
- Prospects Reserved
- Real Estate Owned (Lender)
- Variable Rate Commission
- Residential Service Contract

YOU'RE NOT DONE YET!

Please email the directions, a brief description, & photo(s) to listing@creekviewrealty.com.

Please be sure to reference the property address in the email, and include your last name.

1) Please email the directions of how to get to the property. Starting with some major cross streets is good enough. **The space for the description is limited to 150 characters WITH SPACES.** (MS Word will count characters for you: Go to "Tools" and select "Word Count".)

2) Please email a brief description of the property. The space for the description is limited to 250 characters WITH SPACES. (MS Word will count characters for you: Go to "Tools" and select "Word Count".)

Tips for writing description: Emphasize major selling points that aren't prominent in other parts of the listing. For example, "4 bedroom, 2 bath home on 1/4 acre . . ." is redundant and a waste of space. Stick to facts that relate to the property, and skip the flowery language that doesn't give any real information.

Avoid irrelevant details that nobody cares about. Please note that phone numbers, web sites, email addresses, etc. are not allowed in MLS descriptions and will be omitted.

Sample – Good description:

One story home with 3 car garage on quiet cul-de-sac with mature trees. Open floorplan, neutral colors, split floorplan. Master suite has sitting area and huge his & her walk-in closets. New roof 2004. Exemplary schools; walk to elementary.

Sample – Bad description:

Enjoy summer barbeques with family and friends and create lasting memories in the beautiful backyard of this 3 bedroom 2 bath 1800 square foot home in a nice neighborhood with good neighbors. Pull-down staircase to attic replaced 2 years ago.

3) Please email photo(s) in jpg format. At least 1 photo of the front is required by MLS. For Showcase listings, please email up to 9 additional photos. To get the best photos, please refer to the Photo Guide on our website at <http://www.creekviewrealty.com/photoguide.html>

****Please be sure photos do not exceed 640x480. For help with resizing & emailing photos, see <http://www.creekviewrealty.com/resizephotos.html>**

By submitting this form, I hereby certify that I am the Seller of the above property, and that all of the foregoing is true and accurate to the best of my knowledge. I agree to inform Creekview Realty in writing if there are any material changes to this information.

Seller Signature _____ Date _____

Seller Signature _____ Date _____

Please fax completed form to 972-612-9955. No cover page is necessary.