

Creekview Realty

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LISTING INFORMATION MULTI FAMILY

(Use this form for Austin Multi-Family properties only. Use separate form for Single Family and vacant land.)

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** _____

Subdivision** _____ **HOA Requirement Mandatory Voluntary

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 _____

FEMA 100 yr Flood Plain? Yes No Partial Unknown

Subdivision Name* _____

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

School District* _____

Elementary School(s)* _____

Middle School* _____

Jr. High School* _____

High School* _____

Type of Property*

- Duplex
- Triplex
- Fourplex

- 3 Story
- Multiple Stories

Number of Stories*

- 1 Story
- 2 Story

Unit Mix*

- 1/1
- 1/1.5
- 2/1
- 2/1.5

- 2/2
- 2/2.5
- 3/1
- 3/1.5
- 3/2
- 3/2.5
- 3/3
- 3/3.5
- Other

Disability Features? Yes No

Construction of Dwelling* (Select up to 5)

- Masonry on 1 side
- Masonry on 2 sides
- Masonry on 3 sides
- Aluminum Siding
- Masonry on All sides
- Brick Veneer
- Clapboard
- 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

Roof Description* (select up to 2)

- Built-Up
- Composition Shingle
- Metal
- Other
- Slate/Imitation Slate
- Tile
- Wood Shake
- Wood Shingle

View From Property* (select up to 3)

- City
- Creek/Stream
- Fields
- Golf Course
- Green Belt
- Hill Country
- Lake/River

- No View
- Other
- Panoramic
- Pond
- Woods

Year Built* _____

Year Built Description* (Select 1)

- Approximate
- Historic Design
- New – vacant & never occupied
- Resale
- To Be Built
- Under Construction
- Unknown
- Updated/Remodeled

Square Feet* _____

Square Foot Source*

- Appraisal
- Builder
- Tax Record
- Owner

Foundation Description* (select up to 2)

- Pier & Beam
- Slab
- Other

Blocks to UT Shuttle _____

Blocks to Metro Bus _____

Property Condition* (Select 1)

- As-Is
- Latent Defect(s)
- New Construction
- Not Applicable
- Other
- See Seller's Disclosure Notice

Note: Providing a Seller's Disclosure Notice to your buyer is required by law.

Lot Size: _____

Acres: _____

Trees on Property (Select up to 3)

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

Lot Description (select up to 3)

- Backs to Golf Course
- Backs to Greenbelt
- Corner Lot
- Cul-De-Sac
- Curbs
- Flag Lot
- Irregular Lot
- Lake on Lot
- Lakefront
- Level Lot
- Open Lot
- Other
- Pond on Lot
- Private Road
- Public Maintained Road
- Stream on Lot
- Wooded Lot
- Xeriscape

Fencing on Property* (Select up to 4)

- 3 Strand
- 5 Strand
- Barb Wire
- Cedar
- Chain Link
- Cross Bars
- Electric
- Exotic Style
- Goat Type
- Invisible
- Livestock
- Masonry
- Mesh
- Non-Privacy
- None
- Other
- Partial Fence
- Pipe
- Pike
- Post
- Privacy Fence
- Split Rail
- Vinyl
- Wire
- Wrought Iron
- Wood

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
- Play Ground
- Pool - Above Ground
- Pool - Community
- Pool - Diving
- Pool - Heated
- Pool - Indoor
- Pool – In Ground
- Pool - Sport
- Private Hanger
- Private Landing Strip
- Public Hanger
- Public Landing Strip
- Sauna
- Small Aircraft Airport
- Sport Court
- Sport Facility
- Storage
- Tennis Court(s)
- Underground Utilities

Gated Community? Yes No N/A

Pool on Property?* Yes No

Owner Pays* (Select up to 8)

- All Bills
- Cable TV
- Electric
- Gas
- HOA
- None
- Other
- Pest Control
- Pool Maintenance
- Trash Pick-up
- Water
- Yard Maintenance

Utilities* (Select up to 2)

- Electric
- Natural Gas
- Other – See Remarks
- Propane

Water Supply* (Select up to 2)

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

Sewer* (Select up to 2)

- City

- Municipality Utility District
- None Available
- Other
- Private
- Septic

Laundry Location*(Select 1)

- Common
- Separate
- None

Meter Description* (Select up to 3)

- Electric Common
- Electric Separate
- Gas Common
- Gas Separate
- Water Common
- Water Separate

Unit Information

***Unit A:**

Unit # _____

Leased* Yes No

No. of Living Areas* _____

No. of Dining Areas* _____

No. of Bedrooms* _____

No. of Main Level Bedrooms* _____

Bedrooms on Other Level(s)* _____

Full Baths* _____

Half Baths* _____

No. of Garage Spaces _____

No. of Carport Spaces: _____

Fireplace*:Yes No

Rooms* (1 Req'd: Choose Up To 5)

- Breakfast Area
- Converted Gar
- Family/Den
- Formal Dining
- Game
- Kitchenette
- Liv/Din Combo
- Other
- Porch
- Storage
- Sunroom
- Utility

- Workshop
- Formal Living
- Kit/Din Combo
- Office/Study

Furnished (choose 1)

- Furnished
- Partially
- Unfurnished

Actual Rent\$** _____

***Unit B:**

Unit # _____

Leased* Yes No

No. of Living Areas* _____

No. of Dining Areas* _____

No. of Bedrooms* _____

No. of Main Level Bedrooms* _____

Bedrooms on Other Level(s)* _____

Full Baths* _____

Half Baths* _____

No. of Garage Spaces _____

No. of Carport Spaces: _____

Fireplace*:Yes No

Rooms* (1 Req'd: Choose Up To 5)

- Breakfast Area
- Converted Gar
- Family/Den
- Formal Dining
- Game
- Kitchenette
- Liv/Din Combo
- Other
- Porch
- Storage
- Sunroom
- Utility
- Workshop
- Formal Living
- Kit/Din Combo
- Office/Study

Furnished (choose 1)

- Furnished
- Partially
- Unfurnished

Actual Rent*\$ _____

Unit C:

Unit # _____

Leased* Yes No

No. of Living Areas* _____

No. of Dining Areas* _____

No. of Bedrooms* _____

No. of Main Level Bedrooms* _____

Bedrooms on Other Level(s)* _____

Full Baths* _____

Half Baths* _____

No. of Garage Spaces _____

No. of Carport Spaces: _____

Fireplace*: Yes No

Rooms* (Choose Up To 5)

- Breakfast Area
- Converted Gar
- Family/Den
- Formal Dining
- Game
- Kitchenette
- Liv/Din Combo
- Other
- Porch
- Storage
- Sunroom
- Utility
- Workshop
- Formal Living
- Kit/Din Combo
- Office/Study

Furnished (choose 1)

- Furnished
- Partially
- Unfurnished

Actual Rent*\$ _____

Unit D:

Unit # _____

Leased* Yes No

No. of Living Areas* _____

No. of Dining Areas* _____

No. of Bedrooms* _____

No. of Main Level Bedrooms* _____

Bedrooms on Other Level(s)* _____

Full Baths* _____

Half Baths* _____

No. of Garage Spaces _____

No. of Carport Spaces: _____

Fireplace*: Yes No

Rooms* (Choose Up To 5)

- Breakfast Area
- Converted Gar
- Family/Den
- Formal Dining
- Game
- Kitchenette
- Liv/Din Combo
- Other
- Porch
- Storage
- Sunroom
- Utility
- Workshop
- Formal Living
- Kit/Din Combo
- Office/Study

Furnished (choose 1)

- Furnished
- Partially
- Unfurnished

Actual Rent*\$ _____

Unit A:

Tenant* : No Owner Yes

Unit A Lease Exp. ___/___/___

Month to Month: Yes No

Showing Instructions*

Access*

- Alarm
- Combo lockbox
- Key w/ Listing Agent
- Key w/ Listing Office
- Key w/ Occupant
- MLS Lockbox
- Pet(s) on Premises
- Animal(s) on Property
- See Remarks

Deposit* \$ _____

Pet* Yes No

Pet Deposit \$ _____

Unit B:

Tenant*: No Owner Yes

Unit A Lease Exp. ____/____/____

Month to Month: Yes No

Showing Instructions*

Access*

- Alarm
- Combo lockbox
- Key w/ Listing Agent
- Key w/ Listing Office
- Key w/ Occupant
- MLS Lockbox
- Pet(s) on Premises
- Animal(s) on Property
- See Remarks

Deposit* \$ _____

Pet* Yes No

Pet Deposit \$ _____

Unit C:

Tenant*: No Owner Yes

Unit A Lease Exp. ____/____/____

Month to Month: Yes No

Showing Instructions*

Access*

- Alarm

- Combo lockbox
- Key w/ Listing Agent
- Key w/ Listing Office
- Key w/ Occupant
- MLS Lockbox
- Pet(s) on Premises
- Animal(s) on Property
- See Remarks

Deposit* \$ _____

Pet* Yes No

Pet Deposit \$ _____

Unit D:

Tenant*: No Owner Yes

Unit A Lease Exp. ____/____/____

Month to Month: Yes No

Showing Instructions*

Access*

- Alarm
- Combo lockbox
- Key w/ Listing Agent
- Key w/ Listing Office
- Key w/ Occupant
- MLS Lockbox
- Pet(s) on Premises
- Animal(s) on Property
- See Remarks

Deposit* \$ _____

Pet* Yes No

Pet Deposit \$ _____

UNIT INCLUSIONS AND FEATURES

UA UB UC UD (1req'd; choose up to 14)

- Central Air
- No A/C
- Carbon Monoxide Detector
- Ceiling Fan(s)
- Central Vacuum
- Cook Top

UA UB UC UD

- Patio-Covered
- Double Pane Windows
- Deck
- Dishwasher

- Disposal
- Dryer
- Porch-Enclosed
- Energy Audit
- Fire Alarm System
- Floor-Carpet
- Floor-Marble
- Floor-Parquet
- Floor-Stone
- Floor-Sheet Vinyl
- Floor-Hard Tile
- Floor-Vinyl Tile
- Floor-Wood
- Garage Door Opener
- Heat Pump
- High Ceilings
- Hot Tub
- Heat-Central
- Heat-Electric
- Heat-Floor Furnace
- Heat-Natural Gas
- Heat-None
- Heat-Radiant
- Heat-Radiator
- Heat-Solar
- Heat-Space Heater
- In-Law Plan
- Intercom
- Jetted Tub
- Downdraft
- Microwave Oven
- Other
- Oven-Double
- Oven-Self Cleaning
- Oven-Single
- Programmable Thermostat
- Heat-Propane
- Range-Free Standing
- Refrigerator
- Patio-Uncovered
- Porch-Open
- Satellite Dish-Leased
- Satellite Dish-Owned
- Security System-Leased
- Security System-Owned
- Separate Shower
- Skylight
- Smoke Detector
- Solar Screen
- Solar Water Heater
- Sprinkler System
- Storm Door(s)
- Storm Windows
- Storage Shed

UA UB UC UD

- Trash Compactor
- View
- Walk-in Closet
- Wall Unit

- Wet Bar
- Whole House Fan
- Window Treatments
- Window Unit
- Water Softener-Leased
- Water Softener-Owned
- Zone Air/Heat
- Balcony
- High Speed Connection
- Patio Uncovered
- Porch Open
- Wired for Cable
- Wired for Security
- Wired for Surround Sound
- Floor-Concrete
- Floor-Stained Concrete
- Kitchen Open to Family Room
- Floor-Laminate
- Washer
- Convection Oven
- Garden Tub

HOA Requirement Mandatory Voluntary

Homeowner Assoc. Dues? Yes No

HOA Amount \$_____

Payment Frequency

- Annually
- Monthly
- Quarterly

HOA Fee Includes (Select up to 5)

- Cable
- Common Area Maintenance
- Common Insurance
- Electric
- Exterior Maintenance
- Gas
- Heat
- Hot Water
- Insurance
- Landscaping
- Security System
- Sewer Fees
- Trash Collection
- Water Fees

HOA Transfer Fee \$_____

Estimated Taxes* \$_____

Actual Tax \$_____

Tax Year* _____

Tax Rate \$_____

Title (Choose 1)

- Buyer
- Negotiable
- Seller

Title Co _____

Special Assessment? Yes No

Exemptions* (Select up to 3)

- Agricultural
- Disability
- Historical
- Homestead
- None
- Over 65
- Wildlife
- Other

How to Sell / Proposed Financing* (Select up to 5)

- Assumable – Non-Qualifying
- Assumable – Qualify
- Buyer Assistance Programs
- Cash
- Committed Money
- Conventional
- Court Approval
- Exchange
- FHA
- Lease Purchase
- Lender Approval
- Owner Financing - 1st Mortgage
- Owner Financing – 2nd Mortgage
- Texas Vet
- VA
- Zero Down

Possession*

- Funding
- Immediate
- Lease Back
- Negotiable

Occupancy*

- Owner
- Tenant
- Vacant

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.