

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 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

- No View
- Other
- Panoramic
- Pond
- Woods

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

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

- 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

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

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

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

- | <u>UA</u> | <u>UB</u> | <u>UC</u> | <u>UD</u> | |
|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trash Compactor |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Walk-in Closet |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wall Unit |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wet Bar |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Whole House Fan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Window Treatments |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Window Unit |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water Softener-Leased |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water Softener-Owned |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Zone Air/Heat |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Balcony |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | High Speed Connection |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Patio Uncovered |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Porch Open |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wired for Cable |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wired for Security |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wired for Surround Sound |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Concrete |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Stained Concrete |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Kitchen Open to Family Room |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor-Laminate |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Washer |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Convection Oven |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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

Possession*

- Funding
- Immediate

- Lease Back
- Negotiable

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

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.