

# Creekview Realty

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## LISTING INFORMATION

(Use this form for Central Texas MLS only)

The following information is requested when a listing is entered into the MLS database. Some items are required, and others are optional. It is important to be as complete and accurate as possible, because agents often run property searches based on selection criteria provided by this form. Required items are marked with an asterisk (\*).

**\*Property Address** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**\*City** \_\_\_\_\_ **\*County** \_\_\_\_\_ **\*State** \_\_\_\_\_ **\*Zip** \_\_\_\_\_

Property Type\*: \_\_\_\_\_ Single Family \_\_\_\_\_ Condo \_\_\_\_\_ Townhouse  
\_\_\_\_\_ Manufactured Home w/ real property \_\_\_\_\_ Manufactured Home - NO real property

Waterfront\* Yes No Has the residence ever been flooded?\* Yes No Unknown

Manufactured Homes Allowed?\* Yes No NA ETJ? Yes No Unknown

School District\* \_\_\_\_\_

HOA?\* Yes No Is HOA Mandatory?\* Yes No NA

HOA Name\* \_\_\_\_\_ HOA Amount\* \_\_\_\_\_

HOA Payment Frequency\*:  Annual  Monthly  Quarterly  Semi-Annually

Vacant? Yes No NA Approx Acreage\* \_\_\_\_\_ Lot Dimensions\* \_\_\_\_\_

Subdivision Name\* \_\_\_\_\_ Year Built\* \_\_\_\_\_

Total Sq Ft\* \_\_\_\_\_ Sq Ft Source\*: Appraisal District Appraisal Bldg Plans Builder Owner

Builder Name \_\_\_\_\_ Owner Name on Deed\*: \_\_\_\_\_

If you have a preferred title company, enter here. If you don't have a preferred title company, leave this blank.

Title Co \_\_\_\_\_ Phone \_\_\_\_\_ Contact Name \_\_\_\_\_

No. of Bedrooms\* \_\_\_\_\_

Guest House?\* Yes No

No. of Full Baths\* \_\_\_\_\_

Garage/Carport?\* Yes No

No. of Half Baths\* \_\_\_\_\_

Map Grid \_\_\_\_\_

No. of Living Areas\* \_\_\_\_\_

Map Source \_\_\_\_\_

No. of Dining Areas\* \_\_\_\_\_

School Tax\* \_\_\_\_\_

City Tax\* \_\_\_\_\_  
County Tax\* \_\_\_\_\_  
Other Tax\* \_\_\_\_\_  
Total Tax\* \_\_\_\_\_

**Room Dimensions:**

Living Room 1 \_\_\_\_\_  
Living Room 2 \_\_\_\_\_  
Office \_\_\_\_\_  
Game Room \_\_\_\_\_  
Kitchen \_\_\_\_\_

Breakfast Room \_\_\_\_\_  
Dining Room \_\_\_\_\_  
Utility/Laundry \_\_\_\_\_  
Master Bedroom \_\_\_\_\_  
Bedroom 2 \_\_\_\_\_  
Bedroom 3 \_\_\_\_\_  
Bedroom 4 \_\_\_\_\_  
Other Room 1 \_\_\_\_\_  
Other Room 2 \_\_\_\_\_  
Other Room 3 \_\_\_\_\_  
Workshop \_\_\_\_\_

**Property Features**

**Style\***

\_\_\_\_ A-Frame  
\_\_\_\_ Contemporary  
\_\_\_\_ Craftsman  
\_\_\_\_ Dome  
\_\_\_\_ Garden Home  
\_\_\_\_ Hill Country  
\_\_\_\_ Log  
\_\_\_\_ Manufactured-Double Wide  
\_\_\_\_ Manufactured-Single Wide  
\_\_\_\_ Mediterranean/Spanish  
\_\_\_\_ Prefab/Modular  
\_\_\_\_ Ranch  
\_\_\_\_ Traditional  
\_\_\_\_ Victorian  
\_\_\_\_ None  
\_\_\_\_ Other: \_\_\_\_\_

**# Stories\***

\_\_\_\_ One  
\_\_\_\_ Two  
\_\_\_\_ Three  
\_\_\_\_ Split/Multi Level  
\_\_\_\_ None  
\_\_\_\_ Other: \_\_\_\_\_

**Exterior\***

\_\_\_\_ Asbestos Siding  
\_\_\_\_ Concrete/Fiber Plank  
\_\_\_\_ Masonry & Steel  
\_\_\_\_ Metal/Aluminum  
\_\_\_\_ Rock/Stone/Veneer  
\_\_\_\_ Steel Frame  
\_\_\_\_ Stucco

\_\_\_\_ Vinyl  
\_\_\_\_ Wood  
\_\_\_\_ Log  
\_\_\_\_ 1-Side Masonry  
\_\_\_\_ 3-Sides Masonry  
\_\_\_\_ 4-Sides Masonry  
\_\_\_\_ Brick  
\_\_\_\_ Other: \_\_\_\_\_

**Roof/Attic\***

\_\_\_\_ Concrete Tile  
\_\_\_\_ Flat  
\_\_\_\_ Gravel  
\_\_\_\_ Metal  
\_\_\_\_ Shingle-Composition  
\_\_\_\_ Shingle-Wood  
\_\_\_\_ Slate  
\_\_\_\_ Tile  
\_\_\_\_ None-Roof  
\_\_\_\_ Other Roof  
\_\_\_\_ Access Only  
\_\_\_\_ Expandable  
\_\_\_\_ Finished  
\_\_\_\_ Partially Finished  
\_\_\_\_ Floored  
\_\_\_\_ Partially Floored  
\_\_\_\_ Permanent Stairs  
\_\_\_\_ Pull Down Stairs  
\_\_\_\_ Radiant Barrier Decking  
\_\_\_\_ Storage Only  
\_\_\_\_ None-Attic

**Foundation\***

- Basement
- Pier
- Pier & Beam
- Cedar Post
- Slab
- Other: \_\_\_\_\_

**Flooring\***

- Brick
- Carpet
- Concrete
- Marble
- Parquet
- Wood
- Laminate
- Slate
- Stone
- Terrazzo
- Tile
- Vinyl
- Other: \_\_\_\_\_

**Heating\***

- Baseboard
- Central
- Electric
- Floor Furnace
- Gas
- Gas Jets
- Heat Pump
- Propane/Butane
- Space Heaters
- Window/Wall Unit(s)
- Wood Stove
- 1 Unit
- 2 Units
- 3+ Units
- Zoned
- Other: \_\_\_\_\_

**Air Conditioning\***

- Attic Fan
- Central
- Electric
- Heat Pump
- Window/Wall unit(s)
- Zoned
- One Unit
- Two Units
- Three or More Units
- None
- Other: \_\_\_\_\_

**Water/ Sewer\***

- City Water
- Co-Op Water
- Well
- None-Water
- Other Water

- Public Sewer
- Septic
- Aerobic
- None-Sewer
- Other: \_\_\_\_\_

**Water Heater\***

- Electric
- Gas
- Propane
- Solar Combo
- 2+ Units
- None
- Other: \_\_\_\_\_

**Utilities\***

- Cable TV
- Satellite Dish
- City Garbage
- Private Garbage Service
- Telephone
- High Speed Internet
- Co-Op Electric
- City Electric
- Gas Available
- Gas Installed
- Natural Gas
- Propane/Butane Tank-Leased
- Propane/Butane Tank-Owned
- None
- Other: \_\_\_\_\_

**Fireplace\***

- Bedroom
- Great/Family Room
- Kitchen
- Living Room
- Game Room
- Prefab
- Gas Starter
- Electric
- Gas Logs
- Heatilator
- Wood Burning
- Stove Insert
- Stone/Rock/Brick
- Glass/Enclosed Screen
- One
- Two
- Three+
- None
- Other: \_\_\_\_\_

**Kitchen Features\***

- Breakfast Bar
- Breakfast Area
- Dishwasher
- Disposal
- Trash Compactor

- Refrigerator
- Ice Maker
- Ice Maker Connection
- Built-In Microwave
- Cook Top
- Built-In Oven
- Range
- Double Ovens
- Down Draft
- Vent Hood
- Island
- Custom Cabinets
- Pantry
- Gas
- Electric
- None
- Other: \_\_\_\_\_

**Fencing\***

- Wood Fence
- Privacy Fence
- Chain Link Fence
- Partial Fence
- Wrought Iron Fence
- Cross Fence
- Ranch Fence
- None
- Other: \_\_\_\_\_

**Laundry\***

- Laundry Room
- Closet
- Basement
- In Garage
- In Kitchen
- Inside
- Washer Connection
- Dryer Connection
- Lower Level
- Main Level
- Upper Level
- Gas
- Electric
- None
- Other: \_\_\_\_\_

**Interior Features\***

- High Ceilings
- Ceiling Fans
- Attic Fan
- Central Vacuum
- Skylights
- Central Distribution Plumbing System
- Water Softener - Owned
- Water Softener – Leased
- Walk In Closets
- Wet Bar
- Window Treatments
- Split Bedrooms
- Game Room

- Finished Basement
- Unfinished Basement
- Multiple Living Areas
- Separate Showers
- Shower/Tub Combo
- Shower Only
- Garden Tub
- Whirlpool Tub
- Sauna
- Multiple Dining Areas
- In-Law Suites
- Office
- Handicap Design
- Master Up
- Master Down
- Wheelchair Access
- Intercom
- Security System
- Smoke Detector
- Carbon Monoxide Detector
- None
- Other: \_\_\_\_\_

**Exterior Features\***

- BBQ / Grill
- Deck
- Patio
- Covered Porch
- Glassed in Porch
- Screened Porch
- Detached Guest House
- Storage Building
- Boat House
- Dock
- Workshop
- Tennis Court
- Improved Waterfront
- Unimproved Waterfront
- Above Ground Pool
- In Ground Pool
- Spa/Hot Tub
- Sprinkler System
- Wheelchair Access
- Xeriscaped
- Storm Windows
- Storm Doors
- Double Pane Windows
- Gutters
- Electric Lift
- Solar Screens
- None
- Other: \_\_\_\_\_

**Garage/Carport\***

- 1 Car Garage
- 2 Car Garage
- 3 or more Car Garage
- Attached Garage
- Detached Garage
- Oversized Garage

- Rear Entry Garage
- Side Entry Garage
- Circular Drive
- Converted to Living Space
- RV parking available
- Garage Door Opener(s)
- No Garage
- 1 Car Carport
- 2 Car Carport
- 3+ Car Carport
- Oversized Carport
- Rear Entry Carport
- Side Entry Carport
- No Carport

**Water Features/View\***

- Waterfront
- Creek
- Creek Seasonal
- Canal
- Pond/Stock Tank
- Lake Dunlap
- Canyon Lake
- Lake McQueeney
- Lake Placid
- Lake Seguin
- Meadow Lake
- Comal River
- Gaudalupe River
- San Marcos River
- Blanco River
- Water Access
- Hill Country
- City Skyline
- Countryside
- Water View
- None
- Other: \_\_\_\_\_

**Land Description\***

- Mobile Home Park
- On Golf Course
- Ag Exempt
- Borders State Park/Game Ranch
- Ranch
- Horse Property
- Hunting Permitted
- Corner Lot
- Cul-de-Sac
- Partially Wooded
- Wooded
- Mature Trees
- Secluded
- Flood Plain
- Gentle Rolling
- Sloping
- Level
- Open
- Greenbelt
- None

\_\_\_\_ Other: \_\_\_\_\_

**Neighborhood Amenities\***

- Golf Course Access
- Walking/Jogging Trail
- Bike Trails
- Park Access
- Club House
- Swimming Pool
- BBQ/Grill
- Tennis Court
- Basketball Court
- Volleyball Court
- Lake/River Park
- Boat Ramp
- Fishing Pier
- Boat Dock
- Controlled Access
- Bridle Path
- None
- Other: \_\_\_\_\_

**Access/Road Surface\***

- Asphalt
- Gravel
- Dirt
- Paved
- Sidewalks
- Curbs
- Private Road
- Easement Road
- Country Road
- City Street
- State Highway
- Interstate Highway-1 mile or Less
- US Highway
- None
- Other: \_\_\_\_\_

**Documents Available\***

- Appraisal
- Floor Plans
- Aerial Photos
- Plat
- Survey
- Topo map
- Flood Certificate
- Boundary Survey
- Deed Restrictions
- Subdivision Restrictions
- Inspection -Home
- Inspection- Pest
- Inspection- Septic
- Seller's Disclosure
- On-Site Sewer Disclosure
- Lead Based Paint Addendum
- Engineer's Report
- Special Contract/Addendum Req
- Field Notes
- None

**Special Notes**

- \_\_\_\_ Right of First Refusal
- \_\_\_\_ Owner/Agent
- \_\_\_\_ School Bus
- \_\_\_\_ On College Bus Route
- \_\_\_\_ Home Protection Plan
- \_\_\_\_ Lender Owned
- \_\_\_\_ Handyman Special
- \_\_\_\_ Tenants Rights/Possession
- \_\_\_\_ M.U.D.
- \_\_\_\_ Latent Defects

\_\_\_\_ Repaired Defects

**Proposed Terms**

- \_\_\_\_ Cash
- \_\_\_\_ Conventional Loan
- \_\_\_\_ FHA Loan
- \_\_\_\_ VA Loan
- \_\_\_\_ Owner Finance
- \_\_\_\_ Lease Option
- \_\_\_\_ Assumption

# YOU'RE NOT DONE YET! . . . . .

**Please email a brief description, the directions, & 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 a brief description of the property. The space for the description is limited to 400 characters WITH SPACES.** (MS Word will count characters for you: Go to "Tools" and select "Word Count".)

**2) 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 400 characters WITH SPACES.** (MS Word will count characters for you: Go to "Tools" and select "Word Count".)

**3) Please email a minimum of one photo in jpg format.** For Showcase listings, please email up to 5 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.**

**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.

*Updated 9/16/08*