

Creekview Realty

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LISTING INFORMATION
(Use this form for the El Paso 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 underlined, in bold, and marked with an asterisk (*). MLS system will not accept listing without these items filled in.

Property Address* _____ Unit No. _____

City* _____ **County*** _____ **State*** _____ **Zip*** _____

Special Showing Instructions _____

Preferred Title Company: _____

Property Information

Area*:

- _____ Anthony
- _____ Canutillo
- _____ Central
- _____ Chamberino
- _____ Chaparral
- _____ Clint
- _____ Country Club
- _____ Deming
- _____ East
- _____ Fabens
- _____ Ft Bliss
- _____ Horizon
- _____ Hudspeth
- _____ La Mesa
- _____ Las Cruces
- _____ Lower Valley
- _____ Mesilla Park
- _____ Mesquite
- _____ Mexico
- _____ Northeast
- _____ Out of State
- _____ Rest of State
- _____ Ruidoso
- _____ Santa Teresa
- _____ Sedona Hills
- _____ Sierra Blanca

- _____ Socorro
- _____ Sunland Park
- _____ Tornillo
- _____ Tularosa
- _____ Upper Valley
- _____ West

Mapsco Page #: _____ Grid letter: _____

Property Class*

- _____ Attached (i.e. Condo, Duplex, Multi family)
- _____ Detached (Separate Structure/Single Family)
- _____ Manufactured
- _____ To be built
- _____ Lot

Square Ft*: _____

Sq Ft Measurement by*:

- _____ Agent
- _____ Appraiser CAD
- _____ Builder
- _____ Seller
- _____ Other: _____

Approx Acres: _____

Acres (Range)*:

- Zero to .5 acre
- .5 to 1 acre
- 1 to 3 acres
- 3 to 5 acres
- 5 to 10 acres
- 10 to 20 acres
- Over 20 acres

Subdivision*: _____

Property Taxes*: _____

Tax Year*: _____

Exemption*:

- Homestead
- Veterans
- 65 & over
- Agricultural
- Veterans
- Other

Defects*:

- Owner Aware
- Owner Not Aware

House Faces:

- North
- East
- South
- West

Total Bedrooms*: _____

Full Baths*: _____

Three Quarter baths*: _____

Half baths*: _____

Maids Room*: Yes No

of Fireplaces: _____

Year Built*: _____

Builder: _____

Water District*: _____

School District*: _____

Grade School*: _____

Middle School*: _____

High School*: _____

Lot Size: _____

Laundry Location*:

- Common Area
- Garage
- Hall
- Kitchen
- None
- Room
- Stacked
- Closet
- Separate Room

HOA?* Yes No

Dues (Monthly)*: _____

Mandatory?* Yes No

Rented? Yes No

Monthly Rent: _____

Occupancy:

- Owner
- Tenant
- Vacant

PROPERTY FEATURES

STYLE (Max 2)

- 1 Story
- 2 Story
- Axle and Hitch
- Custom
- Double Wide
- HUD
- Model
- Multi Level
- Patio Home
- Single Wide
- Territorial
- Triple Wide
- Victorian
- Zero Lot
- Santa Fe

LAND USE (Max 3)

- Adult Community
- Gated Community
- Horses Allowed
- Irrigation
- PUD
- Restricted
- Subdivided

ROOF (Max 2)

- Composition
- Flat
- Metal
- Mixed
- Pitched
- Pitched/Flat
- Rolled Roofing
- Shake
- Slate
- Tar & Gravel
- Tile
- Rubber Membrane

CONSTRUCTION

(Max 3)

- Adobe
- Adobe-Part
- Aluminum Siding
- Block
- Brick
- Brick Veneer
- Brick Veneer Front
- Frame
- Masonite
- Masonry
- Metal
- See Plans

- Slump Rock
- Stucco
- Vinyl
- Wood Siding
- Energy Star

INTERIOR FEATURES

(Max 15)

- 2+ Living Areas
- 2+ MBR
- Alarm System
- Atrium
- Attic
- Bar in Kitchen
- Basement
- Breakfast Area
- Built Ins
- Cable TV
- Cathedral Ceilings
- Cedar Closet(s)
- Ceiling Fan(s)
- Country Kitchen
- Cove Ceiling
- Den
- Dining Rm
- Dressing Area
- Formal DR/LR
- Foyer
- Game/Hobby Room
- Great Room
- Handicap Access
- High Speed Internet
- Hot Tub
- In Law Qtrs
- Intercom
- Kitchen Island
- Live In Room
- Loft
- LR/DR Combo
- Master Down
- Master Up
- MB Dbl Sink
- MB Jetted Tub
- MB Shower/Tub
- Pantry
- Skylight(s)
- Smoke Alarm(s)
- Zone MBR
- Study/Office
- Sunken LR
- Utility Room
- Walk In Closet(s)
- Wet Bar

EXTERIOR FEATURES

(Max 9)

- Back Yard Access
- Balcony
- Barn Stalls/Other
- Courtyard
- Deck
- Fenced All
- Fenced Backyard
- Fenced Front
- Fireplace
- Gazebo
- Grill
- Hot Tub
- In-law Qtr
- Patio Covered
- Patio Enclosed
- Patio Open
- Patio Screened
- Playground
- RV Hookup
- Satellite Dish
- Security Wrought Iron
- Skirting
- Storage
- Tennis Court
- Wall Privacy
- Walled Backyard
- Walled Front
- Workshop

APPLIANCES (Max 8)

- Built In Elec. Oven
- Built In Gas Oven
- Central Vac
- Compactor
- Convection Oven
- Cooktop
- Dbl. Oven
- Dishwasher
- Disposal
- Downdraft Range
- Dryer H/U
- Freestanding Gas Range
- Freestanding Elec. Range
- Grill
- Hot Water Tank
- Humidifier
- Microwave
- Range Hood
- Refrigerator
- Self Clean Oven
- Washer H/U
- Water Softr. Leased

- Water Softr. Owned
- Washer
- Dryer
- Cooktop-Electric
- Cooktop-Gas
- Drawer Warmer
- Other See Remarks

HEATING (Max 3)

- 2+ Units
- Baseboard
- Central Forced Air
- Electric
- Floor Furnace
- Gas
- Heat Pump
- Hot Water
- LP Gas
- LP Gas Leased
- LP Gas Owned
- Perimeter
- Radiant
- Solar
- Wall Unit
- Zoned
- Other See Remarks

COOLING (Max 3)

- 2+ Units
- Attic Fan
- Evaporative
- Heat Pump
- None
- Refrigerated
- Roof Turbine
- Window Unit(s)
- Other See Remarks

WATER/SEWER (Max 3)

- City Water
- Community Water
- Hauled Water
- Irrigation Well
- Septic Tank
- Sewer-City
- Sewer-Community
- Shared Well
- Well
- Other See Remarks

POOL (Max 3)

- Above Ground
- Automatic Cover
- Community Pool
- Enclosed
- Heated
- Inground Vinyl

- Inground Fiberglass
- Inground Gunite
- Solar Cover
- Solar Heated
- Yes
- No
- Other See Remarks

LANDSCAPE (Max 3)

- Allowance
- Auto Sprinklers
- Back
- Bubble Drip
- Common Area
- Front
- Front & Back
- Full Sprinklers
- Garden/Fruit Trees
- Lawn/Grass
- None
- Part Sprinklers
- Partial Landscape
- SW Gravel Lndscp
- Xeriscape
- Other See Remarks

GARAGE (Max 3)

- Sgl. Car Port
- Dbl. Car Port
- Sgl. Attached
- Dbl. Attached
- Trpl. Attached
- Sgl. Detached
- Dbl. Detached
- Trpl. Detached
- RV Parking
- Car Pad
- None
- Heated
- Opener(s)
- Outlet 220
- Oversized
- Storage
- Two Doors
- Workshop Area
- Converted
- Other See Remarks

FLOORING (Max 3)

- Brick
- Carpet
- Concrete
- Flagstone
- Hardwood
- Laminate
- Marble
- Parquet

- Terrazzo/Ceramic
- Vinyl
- Other See Remarks

WINDOWS/ TREATMENTS

(Max 5)

- Bars W/ Release
- Bars W/O Release
- Bay/Bow
- Beveled Glass
- Blinds
- Casement
- Clerestory
- Drapes
- Fixed
- Glass Block
- Metal
- Mini Blinds
- No Treatments
- Sash
- Shutters
- Single Pane
- Sliding
- Storm- Dbl Pane
- Thermal
- Vinyl
- Wood
- Security Bars
- Other See Remarks

HOA COVERS (Max 5)

- All Utilities
- Clubhouse
- Common Area
- Exterior of Residence
- Front Lndscp
- Greens
- Guard/Guardhouse
- Insurance
- Pool
- Security
- Some Utilities
- Streets
- Taxes
- Tennis Courts
- None
- Other See Remarks

FINANCE CONSIDERED

- ARM/VRM/GPM
- Balloon Payments
- Buy Down
- Cash
- Cash to Loan
- Contract of Sale
- Conventional
- Corporate Owner

- Deed Of Trust
- Exchange
- FHA
- Home Warranty
- Lease Option
- Lease/Purchase
- No FHA
- No VA
- Owner
- Seller Assisted
- Shared Equity
- Tx Veteran
- VA
- Assumable
- Other See Remarks

- LOT DESCRIPTION**
(Max 2)
- Corner
 - Cul De Sac
 - Golf Course
 - Leased
 - Planned Community
 - Standard Lot
 - Steep Slope
 - View Lot
 - Zero Lot Line

- SPECIAL NOTES**
(Max 6)
- Deed Restrictions
 - Environmental Hazards
 - Flood Plain
 - Landfill
 - None
 - Owner/Agent
 - Verify Flood Insurance
 - Guard Service/House
 - Historic Property
 - Fixer Upper
 - Foreclosure/Repo
 - Corporate Owned
 - Other See Remarks

YOU'RE NOT DONE YET!

Please write 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".) Please **email** your description to: **listing@creekviewrealty.com**. Please be sure to reference the property address in the email, and include your last name.

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.

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.

Revised 4/13/09