

LISTING INFORMATION (For Houston MLS Area Only)

Important: If your property is a Condo or Townhome, please DO NOT fill out this form. Instead, please fill out the form designed for Condos & Townhomes at <http://www.creekviewrealty.com/listinfoharcondoth.pdf>

The following information is required when a listing is entered into the MLS database. Much of the information is used in various property searches, so it is beneficial to be as complete and accurate as possible.

Street Number & Name _____

City _____ Zip _____ County _____

Property Type: ___ Single Family ___ Lots ___ Multi-Family ___ Acreage ___ Rentals

Also available for lease? ___ Yes ___ No Key Map Page & Grid _____

Subdivision name _____ Occupancy ___ Owner ___ Tenant ___ Vacant

Master Planned Community? ___ Yes ___ No Master Planned Community Name _____

Building Sq Ft _____ Sq Ft Source ___ Appraisal ___ Appraisal District ___ Builder ___ Seller

Year Built _____ Year Built Source ___ Appraisal ___ Appraisal District ___ Builder ___ Seller

School District _____

Elementary School _____

Middle School _____

High School _____

Property Details

Style (Check up to 2)

- ___ Colonial
- ___ Contemporary/Modern
- ___ English
- ___ French
- ___ Georgian
- ___ Mediterranean
- ___ Other Style
- ___ Ranch
- ___ Spanish
- ___ Split Level
- ___ Traditional
- ___ Victorian

Number of Unit Stories _____

New Construction? ___ Yes ___ No

New Construction (if applicable)

- ___ Never Lived In
- ___ To Be Built/Under Construction

Apprx Completion/Completed Date _____

Builder Name _____

Number of Bedrooms _____

Number of Full Baths _____

Number of Half Baths _____

Property Type (Check up to 2)

- ___ Duplex
- ___ Free Standing (typical single family home)
- ___ Historic
- ___ Manufactured
- ___ Patio Home

Lot Size (Sq Ft or Acres) _____

Lot Size Source (Check 1)

- Appraisal District
- Survey
- Unknown

Lot Dimensions _____

Acreage (Check 1)

- 0 Up To 1/4 Acre
- 1/4 Up to 1/2 Acre
- 1/2 Up to 1 Acre
- 1 Up to 2 Acres
- 2 Up to 5 Acres
- 5 Up to 10 Acres
- Over 10 Acres

Number of Garage Spaces _____

Garage Description (Check 1)

- Attached Garage
- Detached Garage
- Attached/Detached Garage
- Oversized Garage
- Tandem

Room Dimensions

- Living Room _____ X _____
- Den _____ X _____
- Gameroom _____ X _____
- Dining Room _____ X _____
- Kitchen _____ X _____
- Breakfast Room _____ X _____
- 1st Bedroom _____ X _____
- 2nd Bedroom _____ X _____
- 3rd Bedroom _____ X _____
- 4th Bedroom _____ X _____
- 5th Bedroom _____ X _____
- Study _____ X _____
- Extra Room _____ X _____
- Utility Room _____ X _____
- Media Room _____ X _____

Carport Description (Check 1)

- Attached & Detached
- Attached Carport
- Detached Carport

of Carport Spaces _____

Garage/Carport Description (Check up to 2)

- Additional Parking
- Auto Driveway Gate
- Auto Garage Door Opener
- Boat Parking
- Circle Driveway
- Converted Garage
- Driveway Gate
- Golf Cart Garage
- Porte-Cochere
- RV Parking
- Workshop

Access (Check 1)

- Automatic Gate
- Driveway Gate
- Intercom
- Manned Gate
- None of the above

Front Door Faces (Check up to 2)

- East
- North
- South
- West

Microwave Yes No N/A

Dishwasher Yes No N/A

Compactor Yes No N/A

Disposal Yes No N/A

Separate Ice Maker Yes No N/A

Oven Type (Check up to 2)

- Convection Oven
- Double Oven
- Electric Oven
- Freestanding Oven
- Gas Oven
- Single Oven

Range Type (Check up to 2)

- Electric Range
- Freestanding Range
- Gas Range
- Grill

No. of Fireplaces _____

Fireplace Description (Check up to 2)

- Freestanding
- Gas Connections
- Gaslog Fireplace
- Mock Fireplace
- Stove
- Wood Burning Fireplace

Utility Room Description/Location (Check 1)

- In Garage
- In House
- 1st Floor
- 2nd Floor
- 3rd Floor
- None

Washer Dryer Connections (Check up to 3)

- Electric Dryer Connections
- Gas Dryer Connections
- Washer Connections

Energy Features (Check up to 2)

- Attic Fan
- Attic Ventilator
- Energy Program
- Heatilator
- Insulated Window(s)
- Radiant Barrier
- Solar Power
- Storm Doors
- Storm Windows
- Suncreens
- Tinted Windows

Does home have any Green/Energy Certifications?
If so, please specify _____

Room Description (Check up to 5)

- 1 Living Area
- Breakfast Room
- Den
- Formal Dining
- Formal Living
- Gameroom Down
- Gameroom Up
- Garage Apartment
- Kitchen/Dining Combo
- Living Area-2nd Floor
- Living/Dining Combo
- Loft
- Media
- Quarters/Guest House
- Study/Library
- Sun Room
- Wine Room

Bedroom Description (Check up to 4)

- 1 Bedroom Down, Not Master BR
- 1 Bedroom Up
- 2 Bedrooms Down

- 2 Master Bedrooms
- All Bedrooms Down
- All Bedrooms Up
- Master Bedroom 1st Floor
- Master Bedroom 2nd Floor
- Master Bedroom 3rd Floor
- Master Bedroom 4th Floor
- Split Plan

Master Bath Description (Check up to 3)

- Bidet
- Double Sinks
- Half Bath
- Master Bath + Separate Shower
- Master Bath Shower Only
- Master With Tub
- No Master
- Tub with Shower
- 2 Master Baths
- Whirlpool/Tub

Interior Features (Check up to 10)

- 2 Staircases
- Alarm System – Leased
- Alarm System – Owned
- Atrium
- Breakfast Bar
- Central Vacuum
- Country Kitchen
- Drapes/Curtains/Window Coverings
- Dry Bar
- Dryer Included
- Elevator
- Elevator Shaft
- Fire/Smoke Alarm
- Handicap Access
- High Ceiling
- Hollywood Bath
- Intercom System
- Island Kitchen
- Pre-wired for Alarm System
- Refrigerator Included
- Spa/Hot Tub
- Tile Floors
- Washer Included
- Wet Bar

Flooring (Check up to 5)

- Brick
- Carpet
- Concrete
- Laminate
- Marble Floors
- Slate
- Stone
- Terrazo
- Tile
- Vinyl
- Wood

Countertops: _____

Area Pool ____Yes ____No ____N/A

Exterior Construction (Check up to 2)

- ____ Aluminum
- ____ Asbestos
- ____ Brick & Wood
- ____ Brick/Veneer
- ____ Cement Board
- ____ Log Home
- ____ Other
- ____ Stone
- ____ Stone & Wood
- ____ Stucco
- ____ Synthetic Stucco
- ____ Unknown
- ____ Vinyl
- ____ Wood

Exterior Description (Check up to 10)

- ____ Airplane Hangar
- ____ Back Green Space
- ____ Back Yard
- ____ Barn/Stable
- ____ Controlled Subdivision Access
- ____ Cross Fenced
- ____ Detached Garage Apt/Quarters
- ____ Fully Fenced
- ____ Greenhouse
- ____ Partially Fenced
- ____ Patio/Deck
- ____ Porch
- ____ Private Tennis Court
- ____ Satellite Dish
- ____ Screened Porch
- ____ Spa/Hot Tub
- ____ Sprinkler System
- ____ Storage Shed
- ____ Subdivision Tennis Court
- ____ Wheelchair Access
- ____ Workshop

Roof Description (Check up to 2)

- ____ Aluminum
- ____ Built Up
- ____ Composition
- ____ Other
- ____ Slate
- ____ Tile
- ____ Wood Shingle

Foundation Description (Check up to 2)

- ____ Block & Beam
- ____ On Stilts
- ____ Other
- ____ Pier & Beam
- ____ Slab
- ____ Slab on Builders Pier

Private Pool ____Yes ____No

Private Pool Description

- ____ Above Ground
- ____ Enclosed
- ____ Fiberglass
- ____ Gunitite
- ____ Heated
- ____ In Ground
- ____ Vinyl Lined

Lot Description (Check up to 3)

- ____ Airpark
- ____ Cleared
- ____ Corner
- ____ Cul-De-Sac
- ____ Greenbelt
- ____ In Golf Community
- ____ On Golf Course
- ____ Other
- ____ Patio Lot
- ____ Subdivision Lot
- ____ Wooded

Golf Course Name _____

Waterfront Features (Check up to 10)

- ____ Bay Front
- ____ Bay View
- ____ Bayou Frontage
- ____ Bayou View
- ____ Beach View
- ____ Beachfront
- ____ Boat House
- ____ Boat Lift
- ____ Boat Ramp
- ____ Boat Slip
- ____ Bulkhead
- ____ Canal Front
- ____ Gulf View
- ____ Lake View
- ____ Lakefront
- ____ Pier
- ____ Pond
- ____ River View
- ____ Riverfront
- ____ Water View
- ____ Waterfront
- ____ None

Street Surface (Check up to 3)

- ____ Asphalt
- ____ Concrete
- ____ Curbs
- ____ Dirt
- ____ Gravel
- ____ Gutters
- ____ Shell

Heating System Description (Check up to 2)

- Butane
- Central Electric
- Central Gas
- Heat Pump
- No Heating
- Other Heating
- Propane
- Solar Assisted
- Space Heater
- Wall Heater
- Zoned

Cooling System Desc (Check up to 2)

- Central Electric
- Central Gas
- Heat Pump
- No Cooling/Vent
- Other Cooling
- Solar Assisted
- Window Unit(s)
- Zoned

Water / Sewer Description (Check up to 2)

- No Sewer
- No Water
- Other Water/Sewer
- Public Sewer
- Public Water
- Septic Tank
- Water District
- Well

Utility District N/A Yes No

Restrictions (Check up to 2)

- Deed Restrictions
- Historic Restrictions
- Horses Allowed
- Mobile Home Allowed
- No Restrictions
- Restricted

Defects (Check up to 2)

- Has Known Defects
- Known Defects Repaired
- No Known Defects
- Prior Foundation Repair
- Reports Available
- Prior Wood Destroying Infestation Treated

Disclosures (Check up to 5) *Seller's Disclosure required

- Approved Seniors Project
- Corporate Listing
- Exclusions

- Foreclosure
- Home Protection Plan
- Levee District
- Mi/Lenders Approval
- M.U.D.
- No Disclosures
- Other Disclosures
- Owner/Agent
- Sellers Disclosure
- Short Sale
- Special Addendum

Mandatory HOA/Mngmnt Co Yes No

HOA/Mngmnt Co Name _____

HOA/Mngmnt Co Phone _____

Financing Available (Check up to 5)

- Assumable 1st Lien
- Assumable 2nd Lien
- Cash Sale
- Conventional
- Exchange or Trade
- FHA
- Investor
- Lease/Purchase
- Owner 2nd
- Owner Financing
- Release of Eligibility
- Release of Liability
- VA
- Wrap
- Other

Maintenance Fee / HOA Dues

Mandatory Voluntary None

Maintenance Fee Amount \$ _____

Maintenance Fee / HOA Dues Payable:

Monthly Quarterly Annually

Other Mandatory Fees? Yes No

Other Mandatory Fee Amount _____

Other Mandatory Fees Include _____

Property Tax Amount _____

Tax Year _____

Tax Exemptions _____

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 450 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. 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 photos in jpg format. 6 photos are required by MLS. For Showcase listings, email up to 6 additional photos for a total of 12. To get the best photos, 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 _____

When completed, please fax to 972-612-9955. No cover page is necessary