

Creekview Realty
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LISTING INFORMATION (For Houston Residential Lease Listing)

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 Class: ___ Homes and/or Acreage ___ Mid/High Rise Condo ___ Multi-Family Detached
 ___ Lot ___ Single Family Detached ___ Townhome Condo

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

Subdivision Name _____

Occupancy ___ Owner ___ Tenant ___ Vacant

Building Name: _____ **Floor Location:** _____

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

Rental Type

- ___ Apartment
- ___ Condo
- ___ Duplex
- ___ Efficiency
- ___ Fourplex
- ___ Freestanding
- ___ Historic
- ___ Other
- ___ Patio Home
- ___ Townhome
- ___ Triplex

New Construction (if applicable)

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

Approx Completion/Completed Date _____

Front Door Faces (Check up to 2)

- ___ East
- ___ North
- ___ South
- ___ West

Number of Unit Stories _____

Loft? ___ Yes ___ No

Unit Level _____ Total # of Units _____

New Construction? ___ Yes ___ No

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 _____

Number of Bedrooms _____

Number of Full Baths _____

Number of Half Baths _____

Furnished? ___Yes ___No

Parking Description

- _____ Additional Parking
- _____ Assigned Parking
- _____ Auto Garage Door Opener
- _____ Boat Parking
- _____ Connecting
- _____ Controlled Entrance
- _____ Golf Cart
- _____ RV Parking
- _____ Unassigned Parking
- _____ Underground
- _____ Valet Parking

Number of Garage Spaces _____

Garage Description (Check 1)

_____ Attached Garage

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

Complex Access

- _____ Automatic Gate
- _____ Card/Code Access
- _____ Door Person
- _____ Driveway Gate
- _____ Intercom
- _____ Manned Gate
- _____ Receptionist

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

of Carport Spaces _____

Carport Description (Check 1)

- _____ Attached & Detached
- _____ Attached Carport
- _____ Detached Carport

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

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

Appliances

- ___ Dryer Included
- ___ Electric Dryer Connection
- ___ Full Size
- ___ Gas Dryer Connections
- ___ Refrigerator
- ___ Stacked
- ___ Washer Connections
- ___ Washer Included

Washer Dryer Connections (Check up to 3)

- ___ Electric Dryer Connections
- ___ Gas Dryer Connections
- ___ Washer Connections

Utility Room Description/Location (Check 1)

- ___ In Garage
- ___ In House
- ___ None

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

Interior Features (Check up to 10)

- ___ 2 Staircases
- ___ Alarm System – Leased
- ___ Alarm System – Owned
- ___ Atrium
- ___ Bedroom with Sitting Area
- ___ Breakfast Bar

- ___ Brick Walls
- ___ Central Vacuum
- ___ Chilled Water System
- ___ Concrete Walls
- ___ Country Kitchen
- ___ Drapes/Curtains/Window Coverings
- ___ Dry Bar
- ___ Dryer Included
- ___ Elevator
- ___ Fire/Smoke Alarm
- ___ Handicap Access
- ___ High Ceiling
- ___ Hollywood Bath
- ___ Intercom System
- ___ Intercom to Front Desk
- ___ Interior Storage Closet
- ___ Island Kitchen
- ___ Maid Service
- ___ Multilevel Bedroom
- ___ Open Ceiling
- ___ Partially Sprinkled
- ___ Pressurized Stairwell
- ___ Pre-wired for Alarm System
- ___ Private Elevator
- ___ Refrigerator Included
- ___ Spa/Hot Tub
- ___ Split Level
- ___ Steel Beams
- ___ Tile Floors
- ___ Washer Included
- ___ Wet Bar

Flooring (Check up to 5)

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

Countertops: _____

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

Paid

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

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/Dining Combo
- Loft
- Media
- Quarters/Guest House
- Study/Library
- Sun Room

No. of Fireplaces _____

Fireplace Description (Check up to 2)

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

Pool-Private? Yes No

Pool Area? Yes No

Private Pool Description

- Above Ground
- Enclosed
- Fiberglass
- Gunite
- Heated
- In Ground
- Vinyl Lined

Recreational Facilities Fees

- Not Paid
- Owner Pays
- Tenant Pays

Waterfront Amenities (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

Exterior Description

- Area Tennis Courts
- Balcony
- Balcony/Terrace
- Barn/Stable
- Clubhouse
- Controlled Subdivision Access
- Cross Fenced
- Detached Garage Apt/Quarters
- Dry Sauna
- Exercise Room
- Fenced
- Fully Fenced
- Greenhouse
- Guest Room Available
- Jogging Track
- Partially Fenced
- Party Room
- Patio/Deck
- Play Area
- Private Tennis Court
- Racquetball Court
- Satellite Dish
- Screened Porch
- Screens
- Service Elevator
- Spa
- Spa/Hot Tub
- Sprinkler System
- Steam Room
- Storage Room
- Storage Shed

- Storm Windows
- Subdivision Tennis Court
- Tennis
- Trash Chute
- Trash Pick Up
- Wheelchair Access
- Workshop

Lot Description (Check up to 3)

- Cleared
- Corner
- Court Yard
- Cul-De-Sac
- Greenbelt
- In Golf Community
- On Golf Course
- Other
- Over Pool
- Over Tennis Court(s)
- Patio Lot
- Street
- Subdivision Lot
- Wooded

Golf Course Name _____

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)

- Attic Fan
- 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

Cable Available? N/A Yes No

Utilities

- Cable
- Electricity
- Gas
- None
- Phone
- Pool Maintenance
- Trash Pickup
- Water/Sewer
- Yard Maintenance

Smoking Allowed? Yes No

Pets Allowed

- Case By Case
- No
- Yes

Pet Deposit Required? Yes No

Repair Deductible: _____

Application Fee: _____

Other Mandatory Fees? Yes No

Amount: _____

Management Company? Yes No

Co. Name _____

Co. Phone # _____

Rental Terms

- Lease/Purchase
- Long Term
- One Year
- Section 8
- Short Term
- Six Months

Approval Required? Yes No

Security Deposit _____

Date Available: _____

Recurring Comp? Yes No

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