

Creekview Realty

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LISTING INFORMATION

(Use this form for McAllen 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*: House Garden/Patio Home Townhouse Condo
 Manufactured/Mobile Duplex (One Side)

Subdivision Name* _____ Map Grid _____ ETJ?* Yes No Unknown

Elementary School* _____

Junior/Middle School* _____

High School* _____

School District* _____

Zoning _____ Lot Dimensions* _____

Lot Sq Ft (if less than 1 acre)* _____ Acreage (if over 1 acre)* _____

100yr Flood Zone?* Yes No Unknown

100yr Flood Zone Source*: Appraisal Builder City County FEMA Maps HCAD
 Seller Subdivision Plat Survey Tax Office Unknown

House Style*: # Bedrooms* _____
____ Colonial Maid Quarters?* Yes No
____ Contemporary # Full Baths* _____
____ English Tudor # Half Baths* _____
____ French Provincial # Living Areas* _____
____ Other Style # Dining Areas* _____
____ Spanish/Mediterranean
____ Traditional
____ Victorian

Foundation*: Foyer?* Yes No
____ Pier and Beam
____ Slab
____ Other

Laundry Location*

- Area
- Garage
- Room
- None

No of Stories*

- Bi-Level
- One Story
- Other
- Split Level
- Two Story

Sq Ft* _____ (Areas W/ heat & A/C)

Sq Ft Source*

- Appraisal
- HCAD
- House Plans
- Seller

Year Built* _____

Year Built Source*

- Agent
- Appraisal
- Builder
- City Permit
- HCAD
- Seller
- Year Unknown

Preferred Title Co _____

Tax ID Number* _____

Possession*

- After Closing/Funding
- Immediate (before Closing)
- Negotiable
- Other: _____

Base Taxes* _____

Tax Year* _____

Mandatory HOA?* Yes No NA

HOA Amount* _____

Pmt Frequency* Annual Monthly

Items that do not convey*: _____

If it is a new home, what is the estimated completion date? _____

Property Features

*Roof (Maximum 2)

- Built-up/Gravel
- Clay Tile
- Composition Shingle
- Concrete Tile
- Metal
- Slate
- Wood Shingle/Shake
- Other Roof

*Framing (Maximum 2)

- Concrete Block
- Load Bearing/Double Brick
- Steel Frame
- Wood Frame
- Other Framing

*Exterior Siding (Maximum 3)

- Adobe
- Aluminum Siding
- Brick
- Concrete Block
- Hardy/Concrete Plank
- Pressboard
- Stone/Rock
- Stucco
- Wood
- Vinyl Siding
- 25% Masonry
- 50% Masonry
- 75% Masonry
- 100% Masonry
- Other Exterior Siding

*Flooring (Maximum 4)

- Carpet
- Ceramic Tile
- Granite
- Hardwood
- Laminate
- Marble
- Parquet
- Porcelain Tile
- Sattilo Tile
- Slate
- Stained Concrete
- Terrazzo Tile
- Travertine
- Vinyl/Linoleum
- Other Floor

*Window Coverings (Maximum 3)

- Aluminum Foil
- Custom Drapes
- Drapes/Curtains
- Mini Blinds
- Partial Window Coverings
- Plantation Shutters
- Wood/Faux Blinds
- No Window Coverings

***Conveying Appliances (Maximum 12)**

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Built-in Refrigerator | <input type="checkbox"/> Convection Oven | <input type="checkbox"/> Cooktop-Coil | <input type="checkbox"/> Cooktop-Gas |
| <input type="checkbox"/> Cooktop-Smooth | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Disposal | <input type="checkbox"/> Double Oven |
| <input type="checkbox"/> Dryer | <input type="checkbox"/> Ice Maker | <input type="checkbox"/> Microwave Oven | <input type="checkbox"/> Single Oven |
| <input type="checkbox"/> Stainless Steel Appliances | <input type="checkbox"/> Standard Refrigerator | <input type="checkbox"/> Stove/Range-Coil | <input type="checkbox"/> Stove/Range-Gas |
| <input type="checkbox"/> Stove/Range-Smooth | <input type="checkbox"/> Trash Compactor | <input type="checkbox"/> Warming Oven | <input type="checkbox"/> Washer |
| <input type="checkbox"/> Wine Cooler | <input type="checkbox"/> No Conveying Appliances | | <input type="checkbox"/> Other Conveying Appliances |

***Interior Features (Maximum 10)**

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Bay Window | <input type="checkbox"/> Bonus Room | <input type="checkbox"/> Built-ins | <input type="checkbox"/> Ceiling Fans |
| <input type="checkbox"/> Central Vacuum | <input type="checkbox"/> Crown/Cove Molding | <input type="checkbox"/> Decorative/High Ceilings | <input type="checkbox"/> Office |
| <input type="checkbox"/> Other Walk-in Closet(s) | <input type="checkbox"/> Skylight | <input type="checkbox"/> Study | <input type="checkbox"/> Wet/Dry Bar |
| <input type="checkbox"/> Wood Window | <input type="checkbox"/> None | <input type="checkbox"/> Other | |

***Master Suite (Maximum 8)**

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Bidet | <input type="checkbox"/> Double Vanity | <input type="checkbox"/> Downstairs Master | <input type="checkbox"/> Garden Tub |
| <input type="checkbox"/> His/Her Closet(s) | <input type="checkbox"/> Outside Access | <input type="checkbox"/> Private Commode | <input type="checkbox"/> Separate Shower |
| <input type="checkbox"/> Shower Only | <input type="checkbox"/> Sitting Area | <input type="checkbox"/> Split Bedrooms | <input type="checkbox"/> Tub Only |
| <input type="checkbox"/> Tub/Shower Combo | <input type="checkbox"/> Upstairs Master | <input type="checkbox"/> Walk-in Closet(s) | <input type="checkbox"/> Whirlpool Jets |
| <input type="checkbox"/> None | <input type="checkbox"/> Other-See Remarks | | |

***Special Features (Maximum 7)**

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> 1 Year Warranty | <input type="checkbox"/> 2-10 Year Warranty | <input type="checkbox"/> Audio/Video Wiring | <input type="checkbox"/> Automated Lighting |
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> Fire Detection System | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Handicap Access |
| <input type="checkbox"/> Intercom | <input type="checkbox"/> In-Wall Pest Control System | <input type="checkbox"/> New Construction | <input type="checkbox"/> Satellite System |
| <input type="checkbox"/> Security System | <input type="checkbox"/> Underslab Termite System | <input type="checkbox"/> Video Surveillance | <input type="checkbox"/> None |
| <input type="checkbox"/> Other Special Features | | | |

***Cooling System (Maximum 4)**

- | | | | |
|-------------------------------------|---|-----------------------------------|---|
| <input type="checkbox"/> Central | <input type="checkbox"/> Central Zoned | <input type="checkbox"/> Window | <input type="checkbox"/> Wall |
| <input type="checkbox"/> No Cooling | <input type="checkbox"/> Other Cooling Type | <input type="checkbox"/> Electric | <input type="checkbox"/> Electric Heat Pump |
| <input type="checkbox"/> Solar | <input type="checkbox"/> Other Cooling Source | | |

***Heating System (Maximum 4)**

- | | | | |
|---|--|--|-----------------------------------|
| <input type="checkbox"/> Central | <input type="checkbox"/> Central Zoned | <input type="checkbox"/> Floor | <input type="checkbox"/> Space |
| <input type="checkbox"/> Wall | <input type="checkbox"/> No Heat | <input type="checkbox"/> Other Heat Type | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Electric Heat Pump | <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Propane/Butane | <input type="checkbox"/> Oil |
| <input type="checkbox"/> Solar | <input type="checkbox"/> Other Heat Source | | |

***Energy Features (Maximum 6)**

- | | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Attic Fans | <input type="checkbox"/> Double Pane Windows | <input type="checkbox"/> Solar Screen | <input type="checkbox"/> Storm Doors |
| <input type="checkbox"/> Storm Windows | <input type="checkbox"/> Window Tinting | <input type="checkbox"/> None | <input type="checkbox"/> Other Energy Features |

***Water Heater (Maximum 2)**

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> 2+ Water Heater | <input type="checkbox"/> Electric | <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Propane/Butane |
| <input type="checkbox"/> Solar-Combination | <input type="checkbox"/> No Water Heater | <input type="checkbox"/> Other Water Heater Type | |

***Water/Sewer (Maximum 4)**

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Public Water | <input type="checkbox"/> Public Water Available | <input type="checkbox"/> Private Well | <input type="checkbox"/> Shared Well |
| <input type="checkbox"/> Other Water Source | <input type="checkbox"/> City Sewer | <input type="checkbox"/> Septic 500 gal or less | <input type="checkbox"/> Septic 750-1500 gal |
| <input type="checkbox"/> Septic over 1500 gal | <input type="checkbox"/> Septic unknown size | <input type="checkbox"/> Sewer Avail Not Connected | <input type="checkbox"/> MUD |
| <input type="checkbox"/> Other Sewer Type | | | |

***Garage (Maximum 5)**

- | | | | |
|--------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> One Car | <input type="checkbox"/> Two Cars | <input type="checkbox"/> Three Cars | <input type="checkbox"/> 4+ Cars |
| <input type="checkbox"/> Golf Cart | <input type="checkbox"/> No Garage | <input type="checkbox"/> Attached | <input type="checkbox"/> Detached |
| <input type="checkbox"/> Front Entry | <input type="checkbox"/> Side Entry | <input type="checkbox"/> Rear Entry | <input type="checkbox"/> Opener/Control |

***Carport (Maximum 5)**

- | | | | |
|--|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> One Car | <input type="checkbox"/> Two Cars | <input type="checkbox"/> Three Cars | <input type="checkbox"/> 4+ Cars |
| <input type="checkbox"/> Golf Cart | <input type="checkbox"/> No Carport | <input type="checkbox"/> Attached | <input type="checkbox"/> Detached |
| <input type="checkbox"/> Front Entry | <input type="checkbox"/> Side Entry | <input type="checkbox"/> Rear Entry | <input type="checkbox"/> Opener/Control |
| <input type="checkbox"/> Other Carport | | | |

***Street Type (Maximum 2)**

- | | | | |
|-----------------------------------|---------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Blacktop | <input type="checkbox"/> Brick | <input type="checkbox"/> Caliche | <input type="checkbox"/> Concrete |
| <input type="checkbox"/> Dirt | <input type="checkbox"/> Gravel | <input type="checkbox"/> Other Street Type | |

***Exterior Features (Maximum 6)**

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Balcony | <input type="checkbox"/> BBQ Pit/Grill | <input type="checkbox"/> Covered Patio | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Detached Quarters | <input type="checkbox"/> Enclosed Patio | <input type="checkbox"/> Gazebo | <input type="checkbox"/> Gutters/Spouting |
| <input type="checkbox"/> Horse Stables/Barn | <input type="checkbox"/> Patio Slab | <input type="checkbox"/> Private Tennis | <input type="checkbox"/> Sauna |
| <input type="checkbox"/> Screened Patio | <input type="checkbox"/> Steam Room | <input type="checkbox"/> Storage Building | <input type="checkbox"/> Workshop |
| <input type="checkbox"/> None | <input type="checkbox"/> Other | | |

***Location Features (Maximum 6)**

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Alley | <input type="checkbox"/> Boat Dock | <input type="checkbox"/> Corner Lot | <input type="checkbox"/> Cul-de-Sac Lot |
| <input type="checkbox"/> Curb & Gutter | <input type="checkbox"/> Electronic Gate | <input type="checkbox"/> Irregular Lot | <input type="checkbox"/> Irrigation |
| <input type="checkbox"/> Mature Trees | <input type="checkbox"/> On Golf Course | <input type="checkbox"/> On Waterfront | <input type="checkbox"/> Professional Landscaping |
| <input type="checkbox"/> RV Parking | <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Yard Lighting |
| <input type="checkbox"/> None | <input type="checkbox"/> Other | | |

***Fence Type (Maximum 4)**

- | | | | |
|--------------------------------------|--|---|---|
| <input type="checkbox"/> Barbed Wire | <input type="checkbox"/> Chain Link | <input type="checkbox"/> Cross Fence | <input type="checkbox"/> Electric Fence |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Partial Fence | <input type="checkbox"/> Privacy | <input type="checkbox"/> Smooth Wire |
| <input type="checkbox"/> Wood | <input type="checkbox"/> None | <input type="checkbox"/> Other Fence Type | |

***Private Pool (Maximum 5)**

- | | | | |
|------------------------------------|--|--|---|
| <input type="checkbox"/> No Pool | <input type="checkbox"/> Above Ground | <input type="checkbox"/> Diving Board | <input type="checkbox"/> Exercise Pool |
| <input type="checkbox"/> Heated | <input type="checkbox"/> In Ground | <input type="checkbox"/> Indoor Hot Tub | <input type="checkbox"/> Indoor Pool |
| <input type="checkbox"/> Lap Pool | <input type="checkbox"/> Outdoor Hot Tub | <input type="checkbox"/> Pool Area Fence | <input type="checkbox"/> Other Private Pool |
| <input type="checkbox"/> Barracuda | <input type="checkbox"/> Polaris | <input type="checkbox"/> Valet/Caretaker | <input type="checkbox"/> No Cleaning System |
| <input type="checkbox"/> Other | | | |

***Community Amenities (Maximum 5)**

- | | | |
|---|--|---|
| <input type="checkbox"/> No Special Amenities | <input type="checkbox"/> Certified 55+ Community | <input type="checkbox"/> Country Club |
| <input type="checkbox"/> Gated Entrance | <input type="checkbox"/> Golf Privileges | <input type="checkbox"/> Guarded Entrance |
| <input type="checkbox"/> HOA | <input type="checkbox"/> Horse/Livestock Allowed | <input type="checkbox"/> Planned Unit Development (PUD) |
| <input type="checkbox"/> Pool Privileges | <input type="checkbox"/> Tennis Privileges | |

***Proposed Financing (Maximum 8)**

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Assumption | <input type="checkbox"/> Buydown | <input type="checkbox"/> Cash | <input type="checkbox"/> Conventional |
| <input type="checkbox"/> Exchange/Trade | <input type="checkbox"/> Federal Land Bank | <input type="checkbox"/> FHA | <input type="checkbox"/> FMHA |
| <input type="checkbox"/> Lease Option | <input type="checkbox"/> Lease Purchase | <input type="checkbox"/> Owner Financing | <input type="checkbox"/> Texas Veterans |
| <input type="checkbox"/> VA | <input type="checkbox"/> Other-See Remarks | | |

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 350 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 100 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 12/24/08