

Creekview Realty

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LISTING INFORMATION

(Use this form for San Antonio area MLS only)

The following information is required to enter a listing into the MLS database. It is to your benefit to be as complete and accurate as possible, because agents often run searches based on criteria you enter.

Property Information

Type: Single Family Detached Patio/Garden Home Detached Manufactured Home
 Modular Home Townhome

Mapsco Grid (if known): _____ List Price: _____

Property Address: _____

City: _____ County: _____ Zip: _____

Subdivision Name: _____

Home Faces: North East West South

Year Built: _____ **Sq Ft of Dwelling:** _____

Sq Ft Information Source: Appraiser Appraisal Dist (Tax Records) Builder Plans Survey

School District _____

Elementary School _____

Middle School _____

High School _____

Construction: New Pre-Owned

Builder's Name: _____

Neighborhood Amenities

- 1 Controlled Access
- 2 Waterfront Access
- 3 Pool
- 4 Tennis
- 5 Golf Course
- 6 Clubhouse
- 7 Park / Playground
- 8 Jogging Trails
- 9 Sport Court
- 10 None

Accessibility

- 1 Ramped Entrance
- 2 Level Lot
- 3 Level Drive
- 4 Near Bus Line
- 5 Hallways 42" Wide
- 6 Low Pile Carpet
- 7 Interior Door Openings 32"+
- 8 Exterior Door Openings 36"+
- 9 No Stairs
- 10 First Floor Bath
- 11 First Floor Bedroom
- 12 Stall Shower
- 13 No Steps Down
- 14 Full Bath / Bed on 1st Floor

Miscellaneous

- 1 Latent Defects
- 2 Flood Plain Insurance
- 3 Lender Owned
- 4 Corporate Owned
- 5 Company Relocation
- 6 Estate Sale / Probate
- 7 Home Service Plan
- 8 Builder 10-Year Warranty
- 9 Commercial Potential
- 10 M.U.D.
- 11 City Bus
- 12 Taxes not Yet Assessed
- 13 Under Construction
- 14 No City Tax
- 15 Variable Rate Commission
- 16 VA Foreclosure
- 17 HUD Foreclosure
- 18 Virtual Tour
- 19 Additional Builder Warranty
- 20 Historic District
- 21 Investor Potential

Green Certification

- 1 HERS Rated
- 2 HERS 0-85
- 3 HERS86-100
- 4 HERS 101+
- 5 Energy star Certified
- 6 LEED Certified
- 7 LEED Silver
- 8 LEED Gold
- 9 LEED Platinum
- 10 NGBP-National Green
- 11 Build San Antonio Green

Green Features

- 1 Solar Electric System
- 2 Solar Hot Water
- 3 Geo-Thermal HVAC
- 4 Drought Tolerant Plants
- 5 Low Flow Commode
- 6 Low Flow Fixture
- 7 Rain/Freeze Sensors
- 8 EF Irrigation Control
- 9 Rain Water Catchment
- 10 Energy Recovery Ventilator
- 11 Mechanical Fresh Air
- 12 Enhanced Air Filtration

Energy Efficiency

- 1 Tankless Water Heater
- 2 Smart Electric Meter
- 3 13-15 SEER AX
- 4 16+ SEER AC
- 5 Programmable Thermostat
- 6 12"+ Attic Insulation
- 7 Double Pane Windows
- 8 Variable Speed HVAC
- 9 Energy Star Appliances
- 10 Radiant Barrier

- 11 Low E Windows
- 12 Dehumidifier
- 13 90% Efficient Furnace
- 14 High Efficiency Water Heater
- 15 Foam Insulation
- 16 Cellulose Insulation
- 17 Storm Windows
- 18 Storm Doors
- 19 Ceiling Fans
- 20 Wind Power
- 21 Recirculating Hot Water

Style

- 1 One Story
- 2 Two Story
- 3 Three or more Story
- 4 Split Level
- 5 Contemporary
- 6 Colonial
- 7 Tudor
- 8 Spanish
- 9 Ranch
- 10 Historical / Older
- 11 Traditional
- 12 Mediterranean
- 13 Texas Hill Country
- 14 A-Frame
- 15 Log Cabin
- 16 Victorian
- 17 Other

Stories: _____

Exterior

- 1 Asbestos Shingles
- 2 Brick
- 3 Three Sides Masonry
- 4 Four Sides Masonry
- 5 Stone / Rock
- 6 Wood
- 7 Stucco
- 8 Siding
- 9 Cement Fiber
- 10 Aluminum
- 11 Vinyl
- 12 Other

Roof

- 1 Built-Up / Gravel
- 2 Composition
- 3 Heavy Composition
- 4 Metal
- 5 Wood Shingle / Shake
- 6 Tile
- 7 Slate
- 8 Concrete
- 9 Clay

Foundation

- 1 Slab
- 2 Cedar Post
- 3 Pier & Beam
- 4 Basement
- 5 Other

Parking

- 1 One Car Carport
- 2 Two Car Carport
- 3 Three or more Car Carport
- 4 Detached
- 5 Attached
- 6 Rear Entry
- 7 Side Entry
- 8 Circular Drive
- 9 Pad Only (Off Street)
- 10 Street Parking Only
- 11 Converted Garage
- 12 RV/Boat Parking
- 13 Bus/RV Garage
- 14 Oversized
- 15 Golf Cart
- 16 Unpaved Drive
- 17 None / Not Applicable

of Garage Spaces): _____

Pool? Yes No

Pool/Spa Features

- 1 In Ground Pool
- 2 Above Ground Pool
- 3 Adjoining Pool/Spa
- 4 Hot tub
- 5 Pool is Heated
- 6 Pool is Solar Heated
- 7 Fenced Pool
- 8 Enclosed Pool
- 9 Diving Board
- 10 Pool Sweep
- 11 None
- 12 Other

Exterior Features

- 1 Private Tennis
- 2 Patio Slab
- 3 Covered Patio
- 4 BBQ Pit/Grill
- 5 Gas Grill
- 6 Deck/Balcony
- 7 Privacy Fence
- 8 Chain Link Fence
- 9 Wrought Iron Fence
- 10 Partial Fence
- 11 Sprinkler System
- 12 Partial Sprinkler System
- 13 Storm Windows
- 14 Double Pane Windows
- 15 Solar Screens
- 16 Decorative Security Bars on Windows

- 17 Storage Building / Shed
- 18 Gazebo
- 19 Has Gutters
- 20 Special Yard Lighting
- 21 Mature Trees
- 22 Detached Quarters
- 23 Additional Dwelling
- 24 Horse Stalls / Barn
- 25 Dog Run / Kennel
- 26 Wire Fence
- 27 Stone Fence
- 28 Outdoor Kitchen

Lot Size (Acres): _____

Lot Description

- 1 Corner
- 2 Cul-de-Sac / Dead End
- 3 On Golf Course
- 4 On Waterfront
- 5 On Greenbelt
- 6 Bluff View
- 7 City View
- 8 Country View
- 9 Water View
- 10 Horses Allowed
- 11 Irregular
- 12 Less than 1/4 Acre
- 13 1/4 – 1/2 Acre
- 14 1/2 – 1 Acre
- 15 1 – 2 Acres
- 16 2 – 5 Acres
- 17 5 – 14 Acres
- 18 15+ Acres
- 19 Zero Lot Line

Lot Dimensions/Acreage: _____

Lot Improvements

- 1 Street Paved
- 2 Curbs
- 3 Street Gutters
- 4 Sidewalks
- 5 Streetlights
- 6 Alley
- 7 Fire Hydrant within 500'

Interior Features

- 1 One Living Area
- 2 Two Living Areas
- 3 Three Living Areas
- 4 Living Room / Dining Room Combo
- 5 Separate Dining Room
- 6 Eat-In Kitchen
- 7 Auxiliary Kitchen
- 8 Two Eating Areas
- 9 Island Kitchen
- 10 Breakfast Bar
- 11 Walk-in Pantry
- 12 Study-Office
- 13 Atrium

- 14 Sunroom / Florida Room
- 15 Game Room
- 16 Media Room
- 17 Workshop
- 18 Loft
- 19 Sauna
- 20 Utility Room Inside
- 21 Utility Area in Garage
- 22 All Bedrooms Upstairs
- 23 Secondary Bedroom Downstairs
- 24 First Floor Level – No Steps
- 25 Converted Garage
- 26 High Ceilings
- 27 Open Floor Plan
- 28 Guest Suite
- 29 Maid's Quarters
- 30 Pull Down Storage
- 31 Skylights
- 32 Cable TV Available
- 33 High Speed Internet
- 34 Not Applicable

Inclusions

- 1 Ceiling Fan(s)
- 2 Chandelier
- 3 Central Vacuum
- 4 Washer Connection
- 5 Dryer Connection
- 6 Washer
- 7 Dryer
- 8 Stacked Washer/Dryer
- 9 Cook Top
- 10 Built-In Oven
- 11 Self-Cleaning Oven
- 12 Microwave Oven
- 13 Stove/Range
- 14 Gas Cooking
- 15 Gas Grill
- 16 Refrigerator
- 17 Disposal
- 18 Dishwasher
- 19 Trash Compactor
- 20 Ice Maker Connection
- 21 Water Softener - Owned
- 22 Water Softener - Leased
- 23 Wet Bar
- 24 Vent Fan
- 25 Intercom
- 26 Smoke Alarm
- 27 Security System - Owned
- 28 Security System – Leased
- 29 Pre-Wired for Security
- 30 Attic Fan
- 31 Electric Water Heater
- 32 Gas Water Heater
- 33 Wood Stove
- 34 Satellite Dish – Owned
- 35 Garage Door Opener
- 36 Whole House Fan
- 37 In Wall Pest Control
- 38 Plumbing for Water Softener

- 39 Smooth Cooktop
- 40 Down Draft
- 41 Not Applicable

Flooring

- 1 Carpeting
- 2 Saltillo Tile
- 3 Ceramic Tile
- 4 Marble
- 5 Linoleum
- 6 Parquet
- 7 Wood
- 8 Vinyl
- 9 Laminate
- 10 Slate
- 11 Stained Concrete
- 12 Other

Fireplaces: _____

Fireplace

- 1 One Fireplace
- 2 Two Fireplaces
- 3 Three plus Fireplaces
- 4 Living Room
- 5 Dining Room
- 6 Family Room
- 7 Master Bedroom
- 8 Gas Logs Included
- 9 Mock Fireplace
- 10 Wood Burning
- 11 Gas
- 12 Not Applicable
- 13 Other

Window Coverings

- 1 All Remain
- 2 Some Remain
- 3 None Remain

Bedrooms: _____

Master Bedroom

- 1 Split
- 2 Downstairs
- 3 Upstairs
- 4 Outside Access
- 5 Dual Masters
- 6 Sitting Room
- 7 Walk-in Closet
- 8 Multiple Closets
- 9 Ceiling Fan
- 10 Full Bath
- 11 Half Bath
- 12 Other

Full Baths: _____

#Half Baths: _____

Master Bathroom

- 1 Tub/Shower separate
- 2 Tub/Shower combo
- 3 Tub only
- 4 Shower only
- 5 His & Her Baths
- 6 Single vanity
- 7 Separate vanity
- 8 Double vanity
- 9 Tub has whirlpool
- 10 Bidet
- 11 Garden tub
- 12 None

Room Dimensions:

- Entry Room _____ X _____
- Living Room _____ X _____
- Family Room _____ X _____
- Study/Office _____ X _____
- Kitchen*** _____ X _____
- Breakfast Rm _____ X _____
- Dining Room _____ X _____
- Utility Room _____ X _____
- Master BR*** _____ X _____
- Master Bath** _____ X _____
- 2nd Bedroom*** _____ X _____
- 3rd Bedroom _____ X _____
- 4th Bedroom _____ X _____
- 5th Bedroom _____ X _____

Utility Suppliers:

Electric _____ Gas _____ Water _____
 Sewer _____ Garbage _____ Other _____

Taxed by more than 1 county? Yes No Total Tax (Without Exemptions): _____

HOA?: Mandatory Voluntary None More than 1 HOA? Yes No

HOA Name: _____

HOA Fee: \$ _____ Payment Frequency: Annual Quarterly Monthly Semi-Annual

Assoc. Transfer Fee: \$ _____

Other Room 1 Use: _____

Other Room 1 _____ X _____

Other Room 2 Use: _____

Other Room 2 _____ X _____

Air Conditioning

- 1 One Central
- 2 Two Central
- 3 Three+ Central
- 4 One Window/Wall Unit
- 5 Two Window/Wall Units
- 6 Three+ Window/Wall Units
- 7 Heat Pump
- 8 Zoned
- 9 Not Applicable
- 10 Other

Heating

- 1 Central
- 2 Heat Pump
- 3 Floor Furnace
- 4 Jet
- 5 Panel
- 6 Window Unit
- 7 Other
- 8 None

Heating Fuel

- 1 Electric
- 2 Natural Gas
- 3 Propane
- 4 Solar
- 5 Propane Leased
- 6 Other

Water/Sewer

- 1 Water System
- 2 Private Well
- 3 Sewer System
- 4 Septic
- 5 Aerobic Septic
- 6 Water Storage
- 7 Other

Proposed Terms

- 1 Conventional
- 2 FHA
- 3 VA
- 4 Seller will carry 1st
- 5 Seller will carry 2nd
- 6 Seller Requires Qualification
- 7 Lease Option
- 8 Buydown
- 9 Wraparound
- 10 TX Veterans
- 11 Cash
- 12 Trade
- 13 100% Financing

- 14 VA Substitution
- 15 Release Required
- 16 Investors OK
- 17 Assumption with Qualifying
- 18 Assumption Non-Qualifying
- 19 Other

Possession:

- 1 Before Closing
- 2 Closing/Funding
- 3 Specific Date
- 4 Current Lease Agreement
- 5 Tenant Will Vacate
- 6 Negotiable

Phone number to call for Showings (one number only): _____

Occupancy: Vacant Tenant Owner Other Home Tender

Currently Being Leased: Yes No

Owner LREAL/LREB? Yes No

Preferred Title Company (please leave blank if you have no preference): _____

YOU'RE NOT DONE YET!

Please email the directions, 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 255 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 500 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. 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.

3) Please email photo(s) in jpg format. All listings include at least a photo of the front. For Showcase listings, please email 6 to 10 photos. 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 _____

Please fax completed form to 972-612-9955. No cover page is necessary.

Updated 1/9/09