

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 Condo/Townhome
 Multi-Family (2-8 units) Lots/Acreage Farm/Ranch Mobile Home Manufactured Home

Mapsc0 Grid (if known) _____ List Price _____

Property Address _____

City _____ County _____ Zip _____

Preferred Title Company _____ (If you have no preferred title company, leave this blank.)

Utility Suppliers:

Gas _____ Electric _____ Garbage _____

Water _____ Sewer _____ Other _____

Bedrooms _____ # Full Baths _____ #Half Baths _____ Approx Age: _____ year(s)

Subdivision Name _____

Sq Ft of Dwelling _____ (Only areas that have heat & A/C qualify as square footage.)

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

Lot Dimensions / Acreage _____ Builder's Name _____

No. of Garage Spaces _____ Pool? Yes No # Stories _____ # Fireplaces _____

Room Dimensions:

Living Room _____ X _____ Master BR _____ X _____

Dining Room _____ X _____ Master Bath _____ X _____

Family Room _____ X _____ 2nd Bedroom _____ X _____

Kitchen _____ X _____ 3rd Bedroom _____ X _____

Breakfast Rm _____ X _____

4th Bedroom _____ X _____

Utility Room _____ X _____

5th Bedroom _____ X _____

Study/Office _____ X _____

Entry Room _____ X _____

Other Room 1 Use: _____

Other Room 1 _____ X _____

Other Room 2 Use: _____

Other Room 2 _____ X _____

School District _____

Elementary School _____

Middle School _____

High School _____

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

Property Taxes

County \$ _____

Taxed by more than 1 county? Yes No

City: \$ _____

School: \$ _____

Other: \$ _____

Homeowner's Association Information:

Mandatory? Yes No

More than 1 HOA? Yes No

HOA Name: _____ Assoc. Transfer Fee: \$ _____

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

2nd HOA Name: _____ Assoc. Transfer Fee: \$ _____

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

Please check all of the following items that apply:

A. Home Faces

- North
- East
- West
- South

- 10 Bidet
- 11 Garden Tub
- 12 None

B. Master Bath Features

- 1 Tub/Shower Separate
- 2 Tub/Shower Combined
- 3 Tub Only
- 4 Shower Only
- 5 His/Her Baths
- 6 Single Vanity
- 7 Separate Vanity
- 8 Double Vanity
- 9 Tub has Whirlpool

C. 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

D. 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

E. 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/Library
- 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 Mother-In-Law Suite
- 29 Maid's Quarters
- 30 Pull Down Storage
- 31 Skylights
- 32 Cable TV Available
- 33 High Speed Internet
- 34 Not Applicable

F. 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 1/4 – 1/2 Acre
- 13 1/2 – 1 Acre
- 14 1 – 2 Acres
- 15 2 – 5 Acres
- 16 5 – 14 Acres
- 17 15+ Acres
- 18 Zero Lot Line

G. Occupancy

- 1 Vacant
- 2 Tenant
- 3 Owner
- 4 Other
- 5 Home Tender

H. 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

I. Possession

- 1 Before Closing
- 2 Closing / Funding (best choice)
- 3 Specific Date (rare circumstances)
- 4 Current Lease Agreement
- 5 Tenant Will Vacate
- 6 Negotiable

J. 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 Cooktop
- 10 Built-In Oven
- 11 Self-Cleaning Oven
- 12 Microwave Oven
- 13 Stove/Range
- 14 Gas Range/Oven
- 15 Gas Grill
- 16 Refrigerator
- 17 Disposal
- 18 Dishwasher
- 19 Trash Compactor
- 20 Water to Fridge for Ice Maker
- 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

K. 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

L. Parking

- 1 One Car Carport
- 2 Two Car Carport
- 3 Three or more Car Carport
- 4 Detached
- 5 Rear Entry

- 6 Side Entry
- 7 Circular Drive
- 8 Pad Only (Off Street)
- 9 Street Parking Only
- 10 Converted Garage
- 11 RV/Boat Parking
- 12 Bus/RV Garage
- 13 Oversized
- 14 Golf Cart
- 15 Attached
- 16 Unpaved Drive
- 17 None / Not Applicable

M. 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

N. 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

O. Roof

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

P. Foundation

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

Q. 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

R. 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

S. Water/Sewer

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

T. Window Coverings

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

U. 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
- 15 Other

V. Lot Improvements

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

W. Heating Fuel

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

X. Heating

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

Y. 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

Z. 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

ZA. 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

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 80 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 350 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.