

Creekview Realty

John Prell, Broker Lic. #0493630
Web: www.creekviewrealty.com
Email: listing@creekviewrealty.com

San Antonio: 210-444-1233
Toll Free: 800-219-9444
Fax: 972-612-9955

LISTING INFORMATION

(Use this form for San Antonio Condo listings)

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: Low Rise(1-3 Stories) Mid-Rise(4-7 Stories)
 High Rise(8+stories) Townhome Style

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

Property Address: _____ Unit#: _____

City: _____ County: _____ Zip: _____

Subdivision Name: _____

Condo Name: _____ Year Built: _____

Total Units: _____ Sq Ft of Unit: _____

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: _____

Security

- 1 Controlled Access
- 2 Closed Circuit TV
- 3 Burglar Alarm
- 4 Pre-Wired
- 5 N/A
- 6 Other

- 6 Common Maintenance
- 7 Trash Removal
- 8 Pest Control
- 9 Other
- 10 None

Fee Includes

- 1 All Utilities
- 2 Some Utilities
- 3 Insurance Limited
- 4 Condo Mgmt
- 5 Common Area Liability

Condo Management

- 1 On-Site
- 2 Off-Site
- 3 Homeowner's ASN (Slf-Mgt)
- 4 Professional Mgmt Co.
- 5 Docs Available
- 6 Certificates Available
- 7 Docs Pending

Common Area Amenities

- 1 Elevator
- 2 Dumb Waiter
- 3 Party Room
- 4 Clubhouse
- 5 Pool
- 6 Spa Adj/Pool
- 7 Hot Tub
- 8 Sauna
- 9 Exercise Room
- 10 Jogging Trail
- 11 Playground/Park
- 12 BBQ/Picnic Area
- 13 Golf
- 14 Tennis Court
- 15 Extra Storage
- 16 Near Shopping
- 17 On Golf Course
- 18 On Waterfront
- 19 N/A

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 Pet Restrictions
- 9 VA/FHA Approved
- 10 Apartment Conversion.
- 11 Taxes not Yet Assessed
- 12 No City Tax
- 13 M.U.D.
- 14 Additional Builder Warranty
- 15 VA Foreclosure
- 16 HUD Foreclosure
- 17 Historic District

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 Other

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

Stories in Bldg: _____

Entry Level: _____

Unit Levels:

- 1 Level
- 2 levels
- 3 Levels
- 4+ Levels

Units Exterior Features

- 1 Ground Floor Unit
- 2 Hot Tub
- 3 Patio Slab
- 4 Covered Patio
- 5 Bar-b-q Pit/Grill
- 6 Deck/Balcony
- 7 Privacy Fence

- 8 Chain Link Fence
- 9 Partial Fence
- 10 Storm Windows
- 11 Double Pane Windows
- 12 Solar Screens
- 13 Decorative Bars
- 14 Storage Building/Shed
- 15 Has Gutters
- 16 Special Yard Lighting
- 17 Mature Trees
- 18 City View
- 19 Country View
- 20 Pool View
- 21 Stone/Masonry Fence
- 22 Outdoor Kitchen

Exterior

- 1 Asbestos Shingles
- 2 Brick
- 3 Stone / Rock
- 4 Wood
- 5 Stucco
- 6 Siding
- 7 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 Covered Spaces
- 2 Garage
- 3 Open Spaces
- 4 RV/Boat Parking
- 5 Street Parking Only
- 6 Bus/RV Garage
- 7 Oversized
- 8 Golf Cart
- 9 Unpaved Drive
- 10 N/A

of Parking Spaces: _____

Building: _____

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 Common Utility Area
- 23 All Bedrooms Upstairs
- 24 Secondary Bedroom Downstairs
- 25 First Floor Level – No Steps
- 26 Converted Garage
- 27 High Ceilings
- 28 Open Floor Plan
- 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 Stacked W/D Connection
- 7 Washer
- 8 Dryer
- 9 Stacked Washer/Dryer
- 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 Plumb for Water Softener
- 24 Wet Bar
- 25 Vent Fan
- 26 Smoke Alarm
- 27 Security System - Owned
- 28 Security System – Leased

- 29 Pre-Wired for Security
- 30 High Speed Internet Access
- 31 Intercom
- 32 Attic Fan
- 33 Satellite Dish (Owned)
- 34 Garage Door Opener
- 35 Electric Water Heater
- 36 Wood Stove
- 37 In Wall Pest Control
- 38 Smooth Cooktop
- 39 Down Draft
- 40 Cook Top
- 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 _____

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

Heating Fuel

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

Utility Suppliers:

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

Taxed by more than 1 county? Yes No

Total Tax & Year (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: \$_____

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

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.

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