

# 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 - LEASE

(Use this form for San Antonio MLS Residential Lease Listings 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

Mapsco Grid (if known) \_\_\_\_\_ List Price \_\_\_\_\_

Monthly Lease \_\_\_\_\_

Property Address \_\_\_\_\_ Unit # \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

**Type:**  Single Family Detached  Patio/Garden Home Detached  Townhouse/Attached

Duplex  Condominium  Apartment  Manufactured Home  Modular Home

**Subdivision Name:** \_\_\_\_\_ **Condo Name:** \_\_\_\_\_

**Year Built:** \_\_\_\_\_ **Sq Ft of Dwelling:** \_\_\_\_\_ (Heated Areas Only)

**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:** \_\_\_\_\_

### Rent Includes

- 1 No Inclusions
- 2 Electricity
- 3 Gas
- 4 Water/Sewer
- 5 Condo/HOA Fees
- 6 No Furnishings
- 7 Some Furnishings
- 8 Security Monitoring
- 9 Water Softener
- 10 Yard Maintenance
- 11 Garbage Pickup
- 12 HOA Amenities

### Tenant Pays

- 1 Gas/Electric
- 2 Water/Sewer
- 3 Interior Maintenance
- 4 Yard Maintenance
- 5 Pool Maintenance
- 6 Exterior Maintenance
- 7 Garbage Pickup
- 8 HOA fees
- 9 Security Monitoring
- 10 Other
- 11 None

**Restrictions**

- 1 Pets Allowed
- 2 Pet Restrictions
- 3 No Pets Allowed
- 4 Pets Negotiable
- 5 No RV Parking
- 6 Dogs Allowed Only
- 7 Cats Allowed Only
- 8 Pets Under 25 lbs Only
- 9 Pets Outside Only
- 10 Smoking Outside Only
- 11 Not Applicable/None
- 12 Other

**Common Area Amenities**

- 1 Elevator
- 2 Party Room
- 3 Clubhouse
- 4 Pool
- 5 Sauna
- 6 Exercise Room
- 7 Jogging Trail
- 8 Playground
- 9 BBQ/Picnic
- 10 Golf
- 11 Tennis Court
- 12 Extra Storage
- 13 RV Parking
- 14 Near Shopping
- 15 Other
- 16 None

**Accessibility**

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

**Section 8 Qualified?**   Yes   No

**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 Other

**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
- 10 Other

**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 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

**# of Parking Spaces:** \_\_\_\_\_

**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 Over 1/2 – 1 Acre
- 13 1-2 Acres
- 14 2-5 Acres

- 15 5-10 Acres
- 16 Multiple Parcels
- 17 Street Gutters
- 18 Zero Lot Line

Lot Dimensions: \_\_\_\_\_

**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

**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 Cooking
- 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

**Security**

- 1 Controlled Access
- 2 Closed Circuit TV
- 3 Pre-Wired
- 4 Security System
- 5 Not Applicable
- 6 Other

**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

# of 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

**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 \_\_\_\_\_

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

**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
- 6 Other

**Water/Sewer**

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

Utility Suppliers:

Electric \_\_\_\_\_

Gas \_\_\_\_\_

Water \_\_\_\_\_

Sewer \_\_\_\_\_

Garbage \_\_\_\_\_

Other \_\_\_\_\_

**Financial**

Date Available \_\_\_\_\_

Min # of Months \_\_\_\_\_

Max # of Months \_\_\_\_\_

Security Deposit \_\_\_\_\_

Cleaning Deposit \_\_\_\_\_

Pet Deposit \_\_\_\_\_

Apply At \_\_\_\_\_

Application Form \_\_\_\_\_

Application Fee \_\_\_\_\_

Personal Checks Accepted? Yes No

Cash Accepted? Yes No

Phone number to call for Showings (one number only): \_\_\_\_\_

Occupancy: Vacant Tenant Owner Other Home Tender

**Miscellaneous:**

- 1 Owner-Manager
- 2 Broker-Mangaer
- 3 Also for Sale
- 4 Lease Option
- 5 City Bus
- 6 N/A

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](mailto: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*