

# Creekview Realty

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## LISTING INFORMATION

(Use this form for San Antonio Multi-family 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

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

Property Address: \_\_\_\_\_

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

Type:  1 Story  2 Story  3 Story  4+story

Subdivision Name: \_\_\_\_\_

Year Built: \_\_\_\_\_ Sq Ft: \_\_\_\_\_

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: \_\_\_\_\_

#### 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

#### 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

Lot Size (Acres): \_\_\_\_\_

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

Exterior

- 1 Asbestos Shingles
- 2 Brick
- 3 Stone / Rock
- 4 Wood
- 5 Stucco
- 6 Siding
- 7 3 Sides Masonry
- 8 4 Sides Masonry

Roof

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

Foundation

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

Flooring

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

**Total Units:** \_\_\_\_\_

Meters:

- 1 Separate Electric
- 2 Separate Gas
- 3 Separate Water
- 4 Common Water
- 5 Common Electric
- 6 Common Gas
- 7 Other

Air Conditioning:

- 1 Multi-Unit
- 2 Unit Central
- 3 Window/Wall
- 4 None
- 5 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

**Water/Sewer**

- 1 Water System
- 2 Private Well
- 3 Sewer System
- 4 Septic
- 5 Other

Utility Suppliers:

Electric \_\_\_\_\_ Gas \_\_\_\_\_ Water \_\_\_\_\_  
 Sewer \_\_\_\_\_ Garbage \_\_\_\_\_ Other \_\_\_\_\_

**Financial :**

**Gross Annual Income:** \_\_\_\_\_ **Net Operating Expense:** \_\_\_\_\_  
**Annual Operating Expense:** \_\_\_\_\_ **% Vacancy Rate:** \_\_\_\_\_

**Op Exp Includes:**

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> 1 Taxes       | <input type="checkbox"/> 5 Licenses/ Permits | <input type="checkbox"/> 9 Misc      |
| <input type="checkbox"/> 2 Insurance   | <input type="checkbox"/> 6 All Utilities     | <input type="checkbox"/> 10 Reserves |
| <input type="checkbox"/> 3 Maintenance | <input type="checkbox"/> 7 Equipment         | <input type="checkbox"/> 11 N/A      |
| <input type="checkbox"/> 4 Management  | <input type="checkbox"/> 8 Services          | <input type="checkbox"/> 12 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:** \$ \_\_\_\_\_ **Assoc. Transfer Fee:** \$ \_\_\_\_\_

**Payment Frequency:** Annual Quarterly Monthly Semi-Annual

**Proposed Terms**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 1 Conventional                  | <input type="checkbox"/> 7 Lease Option    | <input type="checkbox"/> 14 VA Substitution  |
| <input type="checkbox"/> 2 FHA                           | <input type="checkbox"/> 8 Buydown         | <input type="checkbox"/> 15 Release Required |
| <input type="checkbox"/> 3 VA                            | <input type="checkbox"/> 9 Wraparound      | <input type="checkbox"/> 16 Investors OK     |
| <input type="checkbox"/> 4 Seller will carry 1st         | <input type="checkbox"/> 10 TX Veterans    | <input type="checkbox"/> 17 Other            |
| <input type="checkbox"/> 5 Seller will carry 2nd         | <input type="checkbox"/> 11 Cash           |  |
| <input type="checkbox"/> 6 Seller Requires Qualification | <input type="checkbox"/> 12 Trade          |  |
|  | <input type="checkbox"/> 13 100% Financing |  |

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

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.**