

## **Creekview Realty**

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

Dallas: 214-OWN-HOME (696-4663)  
Houston: 281-444-7071  
Austin: 512-444-8778  
San Antonio: 210-444-1233  
All other areas: 800-219-9444  
**Fax (for all): 972-612-9955**

### **LISTING INFORMATION**

(Use this form for Temple - Belton MLS only)

The following information is requested when a listing is entered into the MLS database. It is important to be as complete and accurate as possible, because agents often run property searches based on selection criteria provided by this form.

#### **Property Address**

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**City** \_\_\_\_\_ **County** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

Please choose one of the 3 showing options instructing Realtors how they should give notification and have access to the property. Note that the first 2 options require a keybox.

- \_\_\_\_\_ Show Any Time - No notice required (Typically used for vacant homes.)
- \_\_\_\_\_ "Courtesy Call" - Call or leave message to inform of planned showing. No confirmation required.
- \_\_\_\_\_ Confirmed Appointment Only (Note: This option will reduce your number of showings)

Special Showing Instructions \_\_\_\_\_

#### Property Type

- \_\_\_\_\_ Single Family
- \_\_\_\_\_ Condo
- \_\_\_\_\_ Townhouse
- \_\_\_\_\_ Patio / Garden Home
- \_\_\_\_\_ Home w/ Acreage
- \_\_\_\_\_ Mobile Home w/ Land
- \_\_\_\_\_ Recreational

No. of Bedrooms\* \_\_\_\_\_

No. of Full Baths\* \_\_\_\_\_

No. of Half Baths\* \_\_\_\_\_

#### Living Areas:

- \_\_\_\_\_ 1 Area/Room
- \_\_\_\_\_ 2 Area/Room
- \_\_\_\_\_ 3 Area/Room

#### Dining Area(s):

- \_\_\_\_\_ None
- \_\_\_\_\_ Informal Only
- \_\_\_\_\_ Formal & Informal
- \_\_\_\_\_ 3 Plus
- \_\_\_\_\_ Formal Only

#### Age:

- \_\_\_\_\_ New (Never lived in)
- \_\_\_\_\_ Less than 5 years
- \_\_\_\_\_ 5-10
- \_\_\_\_\_ 11-15
- \_\_\_\_\_ 16-25
- \_\_\_\_\_ 26-40
- \_\_\_\_\_ 41-60
- \_\_\_\_\_ 61-100
- \_\_\_\_\_ 100+
- \_\_\_\_\_ Unknown

Fireplace(s)? \_\_\_\_\_ Yes \_\_\_\_\_ No

#### Garage Spaces

\_\_\_\_\_ 0 \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3+

Approx Acres: \_\_\_\_\_

School District: \_\_\_\_\_

Occupancy

\_\_\_\_ Owner    \_\_\_\_ Tenant    \_\_\_\_ Vacant

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

Lot Size (sq ft or Acres) \_\_\_\_\_

Square Feet (heated living area) \_\_\_\_\_

Square Feet Source

\_\_\_\_ Tax Records  
\_\_\_\_ Appraisal  
\_\_\_\_ Building Plans  
\_\_\_\_ Seller  
\_\_\_\_ Other \_\_\_\_\_

Builder Name \_\_\_\_\_

Year Built \_\_\_\_\_

Year Built Source

\_\_\_\_ Tax Records  
\_\_\_\_ Appraisal  
\_\_\_\_ Builder  
\_\_\_\_ Seller  
\_\_\_\_ Other \_\_\_\_\_

Total Annual Taxes \_\_\_\_\_

**Room Dimensions**

Living Room \_\_\_\_\_ x \_\_\_\_\_

Dining Room \_\_\_\_\_ x \_\_\_\_\_

Den \_\_\_\_\_ x \_\_\_\_\_

Master Bedroom \_\_\_\_\_ x \_\_\_\_\_

Bedroom 2 \_\_\_\_\_ x \_\_\_\_\_

Bedroom 3 \_\_\_\_\_ x \_\_\_\_\_

Bedroom 4 \_\_\_\_\_ x \_\_\_\_\_

Other Room \_\_\_\_\_ x \_\_\_\_\_

Zoning \_\_\_\_\_

Water System \_\_\_\_\_

Keybox Location \_\_\_\_\_

**Features**

**A. BASIC ROOMS**

- \_\_\_\_ 1. Formal Living
- \_\_\_\_ 2. Formal Dining
- \_\_\_\_ 3. Formal Living/Dining Combo
- \_\_\_\_ 4. Living Room
- \_\_\_\_ 5. Breakfast Room
- \_\_\_\_ 6. Liv/Dining Combo
- \_\_\_\_ 7. Kitchen/Dining Combo

**B. OTHER ROOMS**

- \_\_\_\_ 1. Game Room
- \_\_\_\_ 2. Study/Office
- \_\_\_\_ 3. Loft
- \_\_\_\_ 4. Enclosed Porch
- \_\_\_\_ 5. Workshop
- \_\_\_\_ 6. Basement
- \_\_\_\_ 7. Media Room
- \_\_\_\_ 8. Flex Room
- \_\_\_\_ 9. Other

**C. KITCHEN**

- \_\_\_\_ 1. Galley
- \_\_\_\_ 2. U-Shaped
- \_\_\_\_ 3. Country
- \_\_\_\_ 4. Breakfast Bar
- \_\_\_\_ 5. Breakfast Area
- \_\_\_\_ 6. Eat in
- \_\_\_\_ 7. Other

**D. KITCHEN FEATURES**

- \_\_\_\_ 1. Garbage Disposal
- \_\_\_\_ 2. Trash Compactor
- \_\_\_\_ 3. Refrigerator included
- \_\_\_\_ 4. Vent Hood
- \_\_\_\_ 5. Built-in Dishwasher
- \_\_\_\_ 6. Pantry
- \_\_\_\_ 7. Island
- \_\_\_\_ 8. Gas Appliances
- \_\_\_\_ 9. Electric Appliances
- \_\_\_\_ 10. Double Oven
- \_\_\_\_ 11. Microwave
- \_\_\_\_ 12. Granite countertops

**E. UTILITY AREA**

- \_\_\_\_ 1. None
- \_\_\_\_ 2. In Garage
- \_\_\_\_ 3. In Kitchen
- \_\_\_\_ 4. In Closet Area
- \_\_\_\_ 5. Separate Room
- \_\_\_\_ 6. Gas Dryer Connection
- \_\_\_\_ 7. Electric Dryer Connection
- \_\_\_\_ 8. Washer Connection
- \_\_\_\_ 9. Freezer Space
- \_\_\_\_ 10. Laundry Sink
- \_\_\_\_ 11. Other

F. WATER HEATER

- 1. Gas
- 2. Electric
- 3. Other

G. HEATING TYPE

- 1. Gas
- 2. Electric
- 3. Space
- 4. Central
- 5. Window Unit
- 6. Heat Pump
- 7. 2 or more
- 8. Other
- 9. None

H. AIR CONDITIONING

- 1. Gas
- 2. Electric
- 3. Heat Pump
- 4. Central
- 5. Window/Wall Unit
- 6. Other
- 7. None

I. INTERIOR FEATURES

- 1. Security System
- 2. Smoke/Heat Alarm
- 3. Intercom
- 4. Garage Door Opener
- 5. Central Vacuum
- 6. Blinds/Shades
- 7. Drapes/Curtains
- 8. Skylight
- 9. Ceiling Fan(s)
- 10. Wet Bar
- 11. French Doors
- 12. Raised Ceiling
- 13. Water Softener

J. FIREPLACE

- 1. None
- 2. One
- 3. 2 or More
- 4. Brick
- 5. Other

K. FLOORS

- 1. Carpet
- 2. Vinyl
- 3. Tile or Terrazzo
- 4. Laminate
- 5. Wood
- 6. Other

L. FOUNDATION

- 1. Slab
- 2. Pier-Beam

M. ROOF

- 1. Composition
- 2. Wood Shingle
- 3. Tile
- 4. Metal
- 5. Other

N. CONSTRUCTION

- 1. Brick
- 2. Brick Veneer
- 3. Wood
- 4. Stone/Rock
- 5. Stucco
- 6. Siding

O. EXTERIOR FEATURES

- 1. Above Ground Pool
- 2. In Ground Pool
- 3. Storage Shed Portable
- 4. Storage Shed Slab
- 5. Barn/Stable
- 6. Greenhouse
- 7. Satellite
- 8. Cable Access
- 9. Covered Patio/Deck
- 10. Patio/Deck
- 11. BBQ Grill
- 12. Sprinkler System
- 13. Hot Tub/Spa
- 14. Screen Porch
- 15. Thermal Windows
- 16. Gutters

P. WATER ACCESS

- 1. Lake Access
- 2. Lake View
- 3. River/Creek Frontage

Q. TREES

- 1. No Trees
- 2. Young Trees
- 3. Large Trees
- 4. Fruit Trees
- 5. Native Trees
- 6. Garden Area

R. FENCE/TYPE

- 1. Wood
- 2. Chain Link
- 3. Brick
- 4. Privacy
- 5. Partial
- 6. Combination
- 7. Other
- 8. None

S. LEVELS

- 1. One story
- 2. Two Story or More
- 3. Master Down
- 4. Basement
- 5. Split Level
- 6. Other

T. STYLE

- 1. Ranch
- 2. Traditional
- 3. Spanish
- 4. Contemporary
- 5. Victorian
- 6. Texas
- 7. Other

U. GARAGE TYPE

- 1. None
- 2. Attached Garage
- 3. Detached Garage
- 4. Attached Carport
- 5. Detached Carport
- 6. Converted Garage
- 7. Garage + Carport

V. Utility

- 1. City Water
- 2. City Sewer
- 3. Septic
- 4. Private
- 5. Co/Op Water
- 6. Co/Op Electric
- 7. Other

X. SCHOOLS

- 1. Academy
- 2. Troy
- 3. Rogers
- 4. Dixon
- 5. Bethune
- 6. Cater
- 7. Emerson
- 8. Jefferson
- 9. Reagan
- 10. Scott
- 11. Thornton

- 12. Vandiver
- 13. Western Hills
- 14. Travis
- 15. Bonham
- 16. Merideth
- 17. Lamar
- 18. Salado
- 19. Holland
- 20. Lakewood
- 21. Leon Heights
- 22. Miller Heights
- 23. Southwest
- 24. Sparta
- 25. Garcia
- 26. Kennedy-Powell
- 27. Raye-Allen
- 28. Pirtle
- 29. Other
- 30. Temple ISD
- 31. Belton ISD

Y POSSESSION

- 1. Immediate
- 2. Negotiable
- 3. Closing
- 4. Subject to Lease

Z. TERMS

- 1. Conventional
- 2. Assume Existing Loan
- 3. Cash
- 4. VA
- 5. FHA
- 6. Texas Veterans
- 7. Negotiable
- 8. Other
- 9. Seller Finance

ZA. DOCUMENTS AVAILABLE

- 1. Sellers Disclosure
- 2. Survey
- 3. Homeowners Association
- 4. Home Inspection Reports
- 5. Lead Based Paint
- 6. Pest Inspection Reports
- 7. Relocation Addendum
- 8. Other

# YOU'RE NOT DONE YET! . . . . .

**Please email the directions, a 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 100 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 450 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. At least 1 photo of the front is required by MLS.** For Showcase listings, please email up to 5 additional photos. To get the best photos, please 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.**