

Creekview Realty

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LISTING INFORMATION (Use this form for Tyler 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 Condominiums Garden Homes Town Homes
 Manufactured Home Modular Homes

List Price _____ Map Grid (if known) _____

Property Address _____

City _____ County _____ Zip _____

Waterfront Yes No Waterview Yes No Gated Subdivision/Community Yes No

of Bedrooms: _____ # of Full Baths: _____ # of Half Baths: _____

of Garage Spaces _____ # of Carport Spaces : _____

Year Built: _____ Year Built Source: Tax Records Builder Seller

Approx Sq Ft: _____ (Living areas that are heated only; do not include garage, covered patio, etc)

Source of Sq Ft: Tax Records Builder Seller

Approx Lot Dimensions: _____

Lot Size Source: Survey Tax Records Builder Seller Approx Acres: _____

Lake Name (if applicable) _____

Approx Shore Line _____ Shore Line Source _____

Subdivision Name _____

School District _____

Elementary School _____

Middle School _____

High School _____

Room Dimensions:

Bedroom #1: _____X_____ Bedroom #2: _____X_____ Bedroom #3: _____X_____

Bedroom #4: _____X_____ Living Room: _____X_____ Dining Room: _____X_____

Family Room: _____X_____ Kitchen: _____X_____ Breakfast Room: _____X_____

Den/Study: _____X_____ Other Room: _____X_____ Outbuilding: _____X_____

Possession: Upon Closing/Funding Negotiable (possible move-in before close)

Utility Suppliers: Power _____ Gas _____

Phone _____ Water _____

HOA/Club: Yes No Initiation fee: Yes No Initiation fee Amount: _____

Fee Amount: _____ Occurrence of Fee: Monthly Annually Once

Taxes _____ Tax Year _____ Exemptions: Yes No

Occupancy: Owner Tenant Vacant

Please check all of the following items that apply:

A. AVAILABLE FINANCING

- _____ 1. Assumption
- _____ 2. Credit Check Required
- _____ 3. Conventional
- _____ 4. FHA
- _____ 5. VA
- _____ 6. Must Qualify
- _____ 7. Non Qualifying
- _____ 8. Cash
- _____ 9. Owner Carry 1st
- _____ 10. Owner Carry 2nd
- _____ 11. Lease Purchase
- _____ 12. Trade or Exchange
- _____ 13. Interest Buy-down
- _____ 14. Land Bank
- _____ 15. USDA

- _____ 10. Separate Dressing Areas
- _____ 11. Jack & Jill
- _____ 12. Separate Lavatories
- _____ 13. Double Lavatory
- _____ 14. Bidet
- _____ 15. Separate Water Closet
- _____ 16. Walk-In Closet
- _____ 17. Separate Walk-In Closets
- _____ 18. Linen Closet
- _____ 19. Vinyl Tile
- _____ 20. Ceramic Tile
- _____ 21. Tile
- _____ 22. Carpet
- _____ 23. Marble

B. BATH DESCRIPTION

- _____ 1. Shower Only
- _____ 2. Tub Only
- _____ 3. Shower and Tub
- _____ 4. Shower/Tub
- _____ 5. Shower and Jetted Tub
- _____ 6. Double Shower
- _____ 7. Garden Tub
- _____ 8. Steam Shower
- _____ 9. Dressing Area

C. BEDROOM DESCRIPITON

- _____ 1. Master Bedroom Split
- _____ 2. Guest Bedroom Split
- _____ 3. All Bedrooms Upstairs
- _____ 4. All Bedroom Downstairs
- _____ 5. Master BR Downstairs
- _____ 6. Guest BR Downstairs
- _____ 7. Master Bed Sitting Area
- _____ 8. Walk-in Closet
- _____ 9. Separate Walk-in Closet
- _____ 10. Fireplace in Master

D. CONSTRUCTION STAGE (New Construction)

- 1. Select All
- 2. Select Appliances
- 3. Select Flooring
- 4. Select Counter Tops
- 5. Select Cabinets
- 6. Select Wallpaper
- 7. Select Paint
- 8. Select Fixtures
- 9. Select Landscaping
- 10. All Done

E. CONSTRUCTION

- 1. Brick and Stone
- 2. Brick Veneer
- 3. Brick and Wood
- 4. Stone/Rock
- 5. Wood/Frame
- 6. Alum/Vinyl Siding
- 7. Siding
- 8. Shingles
- 9. Stucco
- 10. Metal
- 11. New Construction
- 12. Cedar
- 13. Modular
- 14. Log
- 15. Masonry
- 16. Wood Based Siding
- 17. Concrete Based Siding
- 18. Common Wall

F. COOLING

- 1. Central Electric
- 2. Central Gas
- 3. Zoned-3 or More
- 4. Zoned-2
- 5. Window Unit(s)
- 6. Attic Fan
- 7. Individual Controlled
- 8. Other

G. DEFECTS

- 1. None
- 2. Yes
- 3. Defects Repaired
- 4. Reports Available

H. DINING ROOM

- 1. Separate Formal Dining
- 2. Formal Living Combo
- 3. Kitchen/Eating Combo
- 4. Den/Dining Combo
- 5. Breakfast Room
- 6. Breakfast Bar

I. DOCUMENTS ON FILE

- 1. Survey Plat
- 2. Perc Test
- 3. Topo Map
- 4. Soil Survey
- 5. Owner Title Policy
- 6. Feasibility
- 7. Boundary Survey
- 8. Appraisal
- 9. Deed Restrictions
- 10. Legal Description
- 11. Aerial Photo
- 12. New Survey Lines Marked
- 13. Field Notes
- 14. Floor Plan
- 15. None
- 16. Other

J. DRIVEWAY

- 1. Concrete
- 2. Natural
- 3. Paved
- 4. Gravel
- 5. None Driveway
- 6. Other Driveway

K. ENERGY EFFICIENCY

- 1. 12+ Inch Attic Insulation
- 2. 13-15 SEER AC
- 3. 16+ SEER AC
- 4. 90% Efficient Furnace
- 5. Attic Fan
- 6. Dehumidifier
- 7. Double Pane Windows
- 8. Energy Star Appliances
- 9. Foam Insulation
- 10. High Efficiency Water Heater
- 11. Insulated Doors
- 12. Low E Windows
- 13. Programmable Thermostat
- 14. Radiant Barrier
- 15. Smart Electric Meter
- 16. Solar Panels
- 17. Solar Screens
- 18. Storm Door(s)
- 19. Storm Window(s)
- 20. Thermo Windows
- 21. Tinted Windows
- 22. Turbines
- 23. Variable Speed HVAC
- 24. Ventilator

L. EXTERIOR

- 1. Screened Porch
- 2. Porch

- ___ 3. Outside BBQ Grill
- ___ 4. Security Gate
- ___ 5. Pier & Deck
- ___ 6. Patio Open
- ___ 7. Patio Covered
- ___ 8. Deck Open
- ___ 9. Deck Covered
- ___ 10. Sprinkler System
- ___ 11. Tennis Courts
- ___ 12. Courtyard
- ___ 13. Balcony
- ___ 14. Security Lighting
- ___ 15. Gutter(s)
- ___ 16. Landscape Lighting
- ___ 17. Outside Kitchen Equipment

M. FENCING

- ___ 1. Wood Fence
- ___ 2. Metal Fence
- ___ 3. Cross Fence
- ___ 4. Barbwire Fence
- ___ 5. Brick Fence
- ___ 6. Partial Fence
- ___ 7. Chain Link Fence
- ___ 8. Vinyl
- ___ 9. Wrought Iron
- ___ 10. Stone
- ___ 11. Pipe
- ___ 12. Automatic Gate
- ___ 13. Dog Run/Kennel

N. FIREPLACE

- ___ 1. One Wood Burning
- ___ 2. Two or More
- ___ 3. Wood Burning Stove
- ___ 4. Insert Unit
- ___ 5. Gas Starter
- ___ 6. Blower Fan
- ___ 7. Glass Doors
- ___ 8. Gas Logs
- ___ 9. Gas Only
- ___ 10. Electric
- ___ 11. Exterior
- ___ 12. Brick
- ___ 13. Stone
- ___ 14. Decorative/Mock
- ___ 15. Direct Vent
- ___ 16. Freestanding
- ___ 17. See Through
- ___ 18. Other

O. FLOORING

- ___ 1. Carpet
- ___ 2. Wood
- ___ 3. Laminate
- ___ 4. Tile

- ___ 5. Concrete
- ___ 6. Stone
- ___ 7. Brick
- ___ 8. Marble
- ___ 9. Vinyl
- ___ 10. Parquet
- ___ 11. Slate
- ___ 12. Cork
- ___ 13. Terrazo
- ___ 14. Wood Under Carpet

P. FOUNDATION

- ___ 1. Slab
- ___ 2. Pier and Beam
- ___ 3. Combination
- ___ 4. Basement
- ___ 5. Pilings

Q. GARAGE

- ___ 1. Front Entry
- ___ 2. Rear Entry
- ___ 3. Side Entry
- ___ 4. Detached
- ___ 5. Garage Conversion
- ___ 6. Door with Opener w/Controls
- ___ 7. Attic Lift
- ___ 8. Golf Cart Storage
- ___ 9. Boat Storage
- ___ 10. Workshop Area
- ___ 11. RV Pad

R. GREEN

- ___ 1. Solar Electric System
- ___ 2. Solar Hot Water
- ___ 3. Geo-Thermal HVAC
- ___ 4. Drought Tolerant Plants
- ___ 5. Low Flow Commode
- ___ 6. Low Flow Fixtures
- ___ 7. Re-circulating Hot Water
- ___ 8. Rain/Freeze Sensors
- ___ 9. Wind Power
- ___ 10. EF Irrigation Control
- ___ 11. Rain Water Catchment
- ___ 12. Energy Recovery Ventilator
- ___ 13. Mechanical Fresh Air
- ___ 14. Enhanced Air Filtration

S. GREEN CERTIFICATION

- ___ 1. HERS Rated
- ___ 2. HERS 0-85
- ___ 3. HERS 86-100
- ___ 4. HERS 101+
- ___ 5. Energy Star Certified

T. HANDICAP AMENITIES

- ___ 1. Elevator

- 2. Hand Rails
- 3. Lower Fixtures
- 4. Meets ADA Requirements
- 5. Ramp
- 6. Wheelchair Access
- 7. Wide Doorways

U. HEATING

- 1. Central / Electric
- 2. Central / Gas
- 3. Zoned
- 4. Floor Furnance
- 5. Panel Heat
- 6. Space Heat
- 7. Wall Heat
- 8. Heat Pump

V. INTERIOR

- 1. Paneling
- 2. Wet Bar
- 3. Intercom
- 4. Central Vacuum
- 5. Ceiling Fan
- 6. Security System
- 7. Atrium
- 8. Skylights
- 9. Attic Stairs
- 10. Cable TV
- 11. TV Antenna
- 12. Blinds
- 13. Satellite Dish
- 14. Sauna
- 15. Surround Sound
- 16. Smoke Alarm
- 17. Elevator
- 18. Plantation Shutters
- 19. Smart Home Features
- 20. Vaulted Ceilings

W. INTERNET ACCESS

- 1. DSL
- 2. Dial-Up
- 3. Satellite
- 4. Cable
- 5. None

X. KITCHEN EQUIPMENT

- 1. Range/Oven-Gas
- 2. Range/Oven-Elec
- 3. Freestanding Range
- 4. Drop-in Range
- 5. Double Oven
- 6. Oven-Gas
- 7. Oven-Electric
- 8. Cooktop-Gas
- 9. Cooktop-Electric

- 10. Dishwasher
- 11. Disposal
- 12. Microwave
- 13. Trash Compactor
- 14. Indoor Grill
- 15. Pantry
- 16. Refrigerator
- 17. Ice Machine
- 18. Food Center
- 19. Island
- 20. Warming Drawer(s)
- 21. Instant Hot Water

Y. LEVELS

- 1. 1 Story
- 2. 2 Stories
- 3. 3 Stories
- 4. 1 ½ Stories
- 5. Split Level
- 6. Basement

Z. LOT OR LAND DESCRIPTION

- 1. Water/Lakefront
- 2. Waterview
- 3. Cul-de-Sac
- 4. Wooded
- 5. Golf Course
- 6. Corner
- 7. Subdivision Lot
- 8. Rectangular
- 9. Irregular
- 10. Zero Lot Line
- 11. Pasture
- 12. Cultivated
- 13. Equestrian

ZA. NEIGHBORHOOD AMENITIES

- 1. Common Areas (CA)
- 2. Tennis Courts
- 3. Pool
- 4. Golf
- 5. Stables – Horses
- 6. Fishing
- 7. Security – Gated
- 8. Dining – Country Club
- 9. Resort Property
- 10. Landing Strip
- 11. Boat Ramp
- 12. Boat Dock – Slip
- 13. Boat House
- 14. Green Belt
- 15. RV Parking
- 16. Playground

ZB. OUTBUILDINGS

- 1. Guest Quarters

- 2. Cabana
- 3. Gazebo
- 4. Storage Buildings
- 5. Metal Outbuildings
- 6. Greenhouse
- 7. Stables
- 8. Tack Room
- 9. Barn
- 10. Corrals
- 11. Boat Slip
- 12. Boat House
- 13. Work Shop

ZC. POOL/SPA

- 1. Heated Pool
- 2. Gunite Pool
- 3. Vinyl-Lined Pool
- 4. Above Ground Pool
- 5. In Ground Pool
- 6. Indoor/Covered Pool
- 7. Indoor Hot Tub/Spa
- 8. Outdoor Hot Tub/Spa
- 9. Chlorine
- 10. Saltwater
- 11. Cabana
- 12. Cleaning System
- 13. Custom Cover
- 14. Diving
- 15. Pool Perimeter Fence
- 16. None

ZD. ROOF

- 1. Composition
- 2. Wood Shingle
- 3. Tile
- 4. Slate
- 5. Aluminum/Metal
- 6. Built-Up
- 7. Concrete
- 8. Fiber Cement
- 9. Overlay
- 10. Metal Shake
- 11. Wood Shake
- 12. Tar/Gravel

ZE. ROOM DESCRIPTION

- 1. Separate Formal Living
- 2. Den
- 3. Game Room
- 4. Office
- 5. Family Room
- 6. Utility Room
- 7. Utility Closet
- 8. Library/Study
- 9. Sunroom
- 10. Mother-in-law Suite

- 11. 1 Living Area
- 12. 2 Living Areas
- 13. 3 Living Areas
- 14. 4 + Living Areas
- 15. Media Room

ZF. SEWER

- 1. Public Sewer
- 2. Conventional Septic
- 3. Aerobic Septic System
- 4. Private Sewer
- 5. Sewer Available

ZG. SHOWING INSTRUCTIONS

- 1. Lock Box
- 2. Combo Box
- 3. Vacant
- 4. Tenant
- 5. Show Anytime
- 6. Call But Show
- 7. Call Owner
- 8. By Appointment Only
- 9. Owner Occupied
- 10. Pets (See Remarks)
- 11. Livestock

ZH. SPECIAL CONDITIONS

- 1. Owner-Agent
- 2. Fees/Assessments Required
- 3. Requires Flood Insurance
- 4. Planned Unit Development
- 5. Homeowner's Assn Dues
- 6. HUD
- 7. Special Contract/ Provisions

ZI. STREET UTILITIES

- 1. Paved
- 2. Gravel
- 3. All Weather Surface
- 4. Dirt
- 5. Underground Utilities
- 6. Overhead Utilities
- 7. Curbs
- 8. Public Sidewalks
- 9. Private Street
- 10. Alley Way

ZJ. STYLE

- 1. Traditional
- 2. Spanish/Mediterranean
- 3. Colonial
- 4. French
- 5. Contemporary/Modern
- 6. English
- 7. Manufactured Housing
- 8. Dome House

- 9. Log House
- 10. Early American
- 11. Victorian
- 12. Cottage
- 13. Ranch

ZK. TELEVISION ACCESS

- 1. Antenna
- 2. Cable
- 3. Satellite

ZL. WARRANTY

- 1. As-Is (Implies problems)
- 2. See Seller's Disclosure (Best choice)
- 3. 1 Year Warranty Available
- 4. Builder Warranty Available
- 5. None

ZM. WATER

- 1. Public Water
- 2. Private Water
- 3. Well
- 4. Community
- 5. Municipal Utility District
- 6. Cooperative
- 7. Water Available
- 8. Water Onsite

ZN. WATER HEATER

- 1. Re-Circulating
- 2. Tankless-Gas
- 3. Tankless-Electric
- 4. Standard-Gas
- 5. Standard-Electric
- 6. 2 or more units

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 450 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 800 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. 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. 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 9/2/09