

Accessibility		
<input type="checkbox"/> Ramped Entrance	<input type="checkbox"/> Low Pile Carpet	<input type="checkbox"/> First Floor Bedroom
<input type="checkbox"/> Level Lot	<input type="checkbox"/> Interior Door Openings 32"+	<input type="checkbox"/> Stall Shower
<input type="checkbox"/> Level Drive	<input type="checkbox"/> Exterior Door Openings 36"+	<input type="checkbox"/> No Steps Down
<input type="checkbox"/> Near Bus Line	<input type="checkbox"/> No Stairs	<input type="checkbox"/> Full Bath / Bed on 1st Floor
<input type="checkbox"/> Hallways 42" Wide	<input type="checkbox"/> First Floor Bath	

Miscellaneous		
<input type="checkbox"/> Latent Defects	<input type="checkbox"/> Builder 10-Year Warranty	<input type="checkbox"/> Variable Rate Commission
<input type="checkbox"/> Flood Plain Insurance	<input type="checkbox"/> Commercial Potential	<input type="checkbox"/> VA Foreclosure
<input type="checkbox"/> Lender Owned	<input type="checkbox"/> M.U.D.	<input type="checkbox"/> HUD Home
<input type="checkbox"/> Corporate Owned	<input type="checkbox"/> City Bus	<input type="checkbox"/> Virtual Tour
<input type="checkbox"/> Company Relocation	<input type="checkbox"/> Taxes Not Assessed	<input type="checkbox"/> Additional Builder Warranty
<input type="checkbox"/> Estate Sale / Probate	<input type="checkbox"/> Under Construction	<input type="checkbox"/> Historic District
<input type="checkbox"/> Home Service Plan	<input type="checkbox"/> No City Tax	<input type="checkbox"/> Investor Potential

Green Certification		
<input type="checkbox"/> HERS Rated	<input type="checkbox"/> Energy star Certified	<input type="checkbox"/> LEED Platinum
<input type="checkbox"/> HERS 0-85	<input type="checkbox"/> LEED Certified	<input type="checkbox"/> NGBP-National Green
<input type="checkbox"/> HERS 86-100	<input type="checkbox"/> LEED Silver	<input type="checkbox"/> Build San Antonio Green
<input type="checkbox"/> HERS 101+	<input type="checkbox"/> LEED Gold	

Green Features		
<input type="checkbox"/> Solar Electric System	<input type="checkbox"/> Low Flow Commode	<input type="checkbox"/> Rain Water Catchment
<input type="checkbox"/> Solar Hot Water	<input type="checkbox"/> Low Flow Fixture	<input type="checkbox"/> Energy Recovery Ventilator
<input type="checkbox"/> Geo-Thermal HVAC	<input type="checkbox"/> Rain/Freeze Sensors	<input type="checkbox"/> Mechanical Fresh Air
<input type="checkbox"/> Drought Tolerant Plants	<input type="checkbox"/> EF Irrigation Control	<input type="checkbox"/> Enhanced Air Filtration

Energy Efficiency		
<input type="checkbox"/> Tankless Water Heater	<input type="checkbox"/> Variable Speed HVAC	<input type="checkbox"/> Foam Insulation
<input type="checkbox"/> Smart Electric Meter	<input type="checkbox"/> Energy Star Appliances	<input type="checkbox"/> Cellulose Insulation
<input type="checkbox"/> 13-15 SEER AX	<input type="checkbox"/> Radiant Barrier	<input type="checkbox"/> Storm Windows
<input type="checkbox"/> 16+ SEER AC	<input type="checkbox"/> Low E Windows	<input type="checkbox"/> Storm Doors
<input type="checkbox"/> Programmable Thermostat	<input type="checkbox"/> Dehumidifier	<input type="checkbox"/> Ceiling Fans
<input type="checkbox"/> 12"+ Attic Insulation	<input type="checkbox"/> 90% Efficient Furnace	<input type="checkbox"/> Wind Power
<input type="checkbox"/> Double Pane Windows	<input type="checkbox"/> High Efficiency Water Heater	<input type="checkbox"/> Recirculating Hot Water

Style		
<input type="checkbox"/> One Story	<input type="checkbox"/> Tudor	<input type="checkbox"/> Texas Hill Country
<input type="checkbox"/> Two Story	<input type="checkbox"/> Spanish	<input type="checkbox"/> A-Frame
<input type="checkbox"/> 3+ Story	<input type="checkbox"/> Ranch	<input type="checkbox"/> Log Cabin
<input type="checkbox"/> Split Level	<input type="checkbox"/> Historical / Older	<input type="checkbox"/> Victorian
<input type="checkbox"/> Contemporary	<input type="checkbox"/> Traditional	<input type="checkbox"/> Other
<input type="checkbox"/> Colonial	<input type="checkbox"/> Mediterranean	

Stories: _____

Exterior		
<input type="checkbox"/> Asbestos Shingles	<input type="checkbox"/> Stone / Rock	<input type="checkbox"/> Cement Fiber
<input type="checkbox"/> Brick	<input type="checkbox"/> Wood	<input type="checkbox"/> Aluminum
<input type="checkbox"/> Three Sides Masonry	<input type="checkbox"/> Stucco	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Four Sides Masonry	<input type="checkbox"/> Siding	<input type="checkbox"/> Other

Roof		
<input type="checkbox"/> Built-Up / Gravel	<input type="checkbox"/> Metal	<input type="checkbox"/> Slate
<input type="checkbox"/> Composition	<input type="checkbox"/> Wood Shingle / Shake	<input type="checkbox"/> Concrete
<input type="checkbox"/> Heavy Composition	<input type="checkbox"/> Tile	<input type="checkbox"/> Clay

Foundation		
<input type="checkbox"/> Slab	<input type="checkbox"/> Pier & Beam	<input type="checkbox"/> Other
<input type="checkbox"/> Cedar Post	<input type="checkbox"/> Basement	

Parking		
<input type="checkbox"/> 1 Car Garage	<input type="checkbox"/> Attached	<input type="checkbox"/> RV/Boat Parking
<input type="checkbox"/> 2 Car Garage	<input type="checkbox"/> Rear Entry	<input type="checkbox"/> Bus/RV Garage
<input type="checkbox"/> 3+ Garage	<input type="checkbox"/> Side Entry	<input type="checkbox"/> Oversized
<input type="checkbox"/> 1 Car Carport	<input type="checkbox"/> Circular Drive	<input type="checkbox"/> Golf Cart
<input type="checkbox"/> 2 Car Carport	<input type="checkbox"/> Pad Only (Off Street)	<input type="checkbox"/> Unpaved Drive
<input type="checkbox"/> 3+ Carport	<input type="checkbox"/> Street Parking Only	<input type="checkbox"/> None / Not Applicable
<input type="checkbox"/> Detached	<input type="checkbox"/> Converted Garage	

of Spaces: _____

Pool? Yes No

Pool/Spa Features		
<input type="checkbox"/> In Ground Pool	<input type="checkbox"/> Pool is Heated	<input type="checkbox"/> Diving Board
<input type="checkbox"/> Above Ground Pool	<input type="checkbox"/> Pool Solar Heated	<input type="checkbox"/> Pool Sweep
<input type="checkbox"/> Adjoining Pool/Spa	<input type="checkbox"/> Fenced Pool	<input type="checkbox"/> None
<input type="checkbox"/> Hot tub	<input type="checkbox"/> Enclosed Pool	<input type="checkbox"/> Other

Exterior Features		
<input type="checkbox"/> Private Tennis	<input type="checkbox"/> Sprinkler System	<input type="checkbox"/> Mature Trees
<input type="checkbox"/> Patio Slab	<input type="checkbox"/> Partial Sprinkler System	<input type="checkbox"/> Detached Quarters
<input type="checkbox"/> Covered Patio	<input type="checkbox"/> Storm Windows	<input type="checkbox"/> Additional Dwelling
<input type="checkbox"/> BBQ Pit/Grill	<input type="checkbox"/> Double Pane Windows	<input type="checkbox"/> Horse Stalls/Barn
<input type="checkbox"/> Gas Grill	<input type="checkbox"/> Solar Screens	<input type="checkbox"/> Dog Run Kennel
<input type="checkbox"/> Deck/Balcony	<input type="checkbox"/> Decorative Bars	<input type="checkbox"/> Wire Fence
<input type="checkbox"/> Privacy Fence	<input type="checkbox"/> Storage Building/Shed	<input type="checkbox"/> Stone/Masonry Fence
<input type="checkbox"/> Chain Link Fence	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Outdoor Kitchen
<input type="checkbox"/> Wrought Iron Fence	<input type="checkbox"/> Has Gutters	
<input type="checkbox"/> Partial Fence	<input type="checkbox"/> Special Yard Lighting	

Lot Size (Acres): _____

Lot Description		
<input type="checkbox"/> Corner	<input type="checkbox"/> County View	<input type="checkbox"/> 1 – 2 Acres
<input type="checkbox"/> Cul-de-Sac/Dead End	<input type="checkbox"/> Water View	<input type="checkbox"/> 2 – 5 Acres
<input type="checkbox"/> On Golf Course	<input type="checkbox"/> Horses Allowed	<input type="checkbox"/> 5 – 14 Acres
<input type="checkbox"/> On Waterfront	<input type="checkbox"/> Irregular	<input type="checkbox"/> 15+ Acres
<input type="checkbox"/> On Greenbelt	<input type="checkbox"/> Less than 1/4 Acre	<input type="checkbox"/> Zero Lot Line
<input type="checkbox"/> Bluff View	<input type="checkbox"/> 1/4 – 1/2 Acre	
<input type="checkbox"/> City View	<input type="checkbox"/> 1/2 – 1 Acre	

Lot Dimensions/Acreage: _____

Lot Improvements		
<input type="checkbox"/> Street Paved	<input type="checkbox"/> Sidewalks	<input type="checkbox"/> Fire Hydrant within 500'
<input type="checkbox"/> Curbs	<input type="checkbox"/> Streetlights	
<input type="checkbox"/> Street Gutters	<input type="checkbox"/> Alley	

Interior Features		
<input type="checkbox"/> 1 Living Area	<input type="checkbox"/> Atrium	<input type="checkbox"/> Converted Garage
<input type="checkbox"/> 2 Living Areas	<input type="checkbox"/> Florida Room	<input type="checkbox"/> High Ceilings
<input type="checkbox"/> 3 Living Areas	<input type="checkbox"/> Game Room	<input type="checkbox"/> Open Floor Plan
<input type="checkbox"/> Living/Dining Room Combo	<input type="checkbox"/> Media Room	<input type="checkbox"/> Guest Suite
<input type="checkbox"/> Separate Dining Room	<input type="checkbox"/> Workshop	<input type="checkbox"/> Maid's Quarters
<input type="checkbox"/> Eat-In Kitchen	<input type="checkbox"/> Loft	<input type="checkbox"/> Pull Down Storage
<input type="checkbox"/> Auxiliary Kitchen	<input type="checkbox"/> Sauna	<input type="checkbox"/> Skylights
<input type="checkbox"/> 2 Eating Areas	<input type="checkbox"/> Utility Room Inside	<input type="checkbox"/> Cable TV Available
<input type="checkbox"/> Island Kitchen	<input type="checkbox"/> Utility Area in Garage	<input type="checkbox"/> High Speed Internet
<input type="checkbox"/> Breakfast Bar	<input type="checkbox"/> All Bedrooms Upstairs	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Walk-in Pantry	<input type="checkbox"/> Secondary Bedroom Down	
<input type="checkbox"/> Study/Office	<input type="checkbox"/> 1st Floor Level – No Steps	

Inclusions		
<input type="checkbox"/> Ceiling Fan(s)	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Electric Water Heater
<input type="checkbox"/> Chandelier	<input type="checkbox"/> Disposal	<input type="checkbox"/> Gas Water Heater
<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Wood Stove
<input type="checkbox"/> Washer Connection	<input type="checkbox"/> Trash Compactor	<input type="checkbox"/> Satellite Dish – Owned
<input type="checkbox"/> Dryer Connection	<input type="checkbox"/> Ice Maker Connection	<input type="checkbox"/> Garage Door Opener
<input type="checkbox"/> Washer	<input type="checkbox"/> Water Softener - Owned	<input type="checkbox"/> Whole House Fan
<input type="checkbox"/> Dryer	<input type="checkbox"/> Water Softener - Leased	<input type="checkbox"/> In Wall Pest Control
<input type="checkbox"/> Stacked Washer/Dryer	<input type="checkbox"/> Wet Bar	<input type="checkbox"/> Plumbing for Water Softener
<input type="checkbox"/> Cook Top	<input type="checkbox"/> Vent Fan	<input type="checkbox"/> Smooth Cooktop
<input type="checkbox"/> Built-In Oven	<input type="checkbox"/> Intercom	<input type="checkbox"/> Down Draft
<input type="checkbox"/> Self-Cleaning Oven	<input type="checkbox"/> Smoke Alarm	<input type="checkbox"/> Solid Counter Tops
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> Security System - Owned	<input type="checkbox"/> 2nd Floor Utility Room
<input type="checkbox"/> Stove/Range	<input type="checkbox"/> Security System – Leased	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Gas Cooking	<input type="checkbox"/> Pre-Wired for Security	
<input type="checkbox"/> Gas Grill	<input type="checkbox"/> Attic Fan	

Flooring		
<input type="checkbox"/> Carpeting	<input type="checkbox"/> Linoleum	<input type="checkbox"/> Laminate
<input type="checkbox"/> Saltillo Tile	<input type="checkbox"/> Parquet	<input type="checkbox"/> Slate
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Wood	<input type="checkbox"/> Stained Concrete
<input type="checkbox"/> Marble	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Other

Fireplaces: _____

Fireplace		
<input type="checkbox"/> 1 Fireplace	<input type="checkbox"/> Family Room	<input type="checkbox"/> Gas
<input type="checkbox"/> 2 Fireplaces	<input type="checkbox"/> Master Bedroom	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> 3+ Fireplaces	<input type="checkbox"/> Gas Logs Included	<input type="checkbox"/> Other
<input type="checkbox"/> Living Room	<input type="checkbox"/> Mock Fireplace	
<input type="checkbox"/> Dining Room	<input type="checkbox"/> Wood Burning	

Window Coverings		
<input type="checkbox"/> All Remain	<input type="checkbox"/> Some Remain	<input type="checkbox"/> None Remain

Bedrooms: _____

Master Bedroom		
<input type="checkbox"/> Split	<input type="checkbox"/> Dual Masters	<input type="checkbox"/> Ceiling Fan
<input type="checkbox"/> Downstairs	<input type="checkbox"/> Sitting Room	<input type="checkbox"/> Full Bath
<input type="checkbox"/> Upstairs	<input type="checkbox"/> Walk-in Closet	<input type="checkbox"/> Half Bath
<input type="checkbox"/> Outside Access	<input type="checkbox"/> Multiple Closets	<input type="checkbox"/> Other

Full Baths: _____

#Half Baths: _____

Master Bathroom		
<input type="checkbox"/> Tub/Shower separate	<input type="checkbox"/> His & Her Baths	<input type="checkbox"/> Tub has whirlpool
<input type="checkbox"/> Tub/Shower combo	<input type="checkbox"/> Single vanity	<input type="checkbox"/> Bidet
<input type="checkbox"/> Tub only	<input type="checkbox"/> Separate vanity	<input type="checkbox"/> Garden tub
<input type="checkbox"/> Shower only	<input type="checkbox"/> Double vanity	<input type="checkbox"/> 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		
<input type="checkbox"/> 1 Central	<input type="checkbox"/> 2 Window/Wall Units	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> 2 Central	<input type="checkbox"/> 3+ Window/Wall Units	<input type="checkbox"/> Other
<input type="checkbox"/> 3+ Central	<input type="checkbox"/> Heat Pump	
<input type="checkbox"/> 1 Window/Wall Unit	<input type="checkbox"/> Zoned	

Heating		
<input type="checkbox"/> Central	<input type="checkbox"/> Jet	<input type="checkbox"/> Other
<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Panel	<input type="checkbox"/> None
<input type="checkbox"/> Floor Furnace	<input type="checkbox"/> Window Unit	

Heating Fuel		
<input type="checkbox"/> Electric	<input type="checkbox"/> Propane	<input type="checkbox"/> Propane Leased
<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Solar	<input type="checkbox"/> Other

Water/Sewer		
<input type="checkbox"/> Water System	<input type="checkbox"/> Septic	<input type="checkbox"/> Other
<input type="checkbox"/> Private Well	<input type="checkbox"/> Aerobic Septic	
<input type="checkbox"/> Sewer System	<input type="checkbox"/> Water Storage	

Utility Suppliers:

Electric _____ Gas _____ Water _____

Sewer _____ Garbage _____ Other _____

Taxed by more than 1 county? Yes No

Total Tax (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		
<input type="checkbox"/> Conventional	<input type="checkbox"/> Buydown	<input type="checkbox"/> Release Required
<input type="checkbox"/> FHA	<input type="checkbox"/> Wraparound	<input type="checkbox"/> Investors OK
<input type="checkbox"/> VA	<input type="checkbox"/> TX Veterans	<input type="checkbox"/> Assumption with Qualifying
<input type="checkbox"/> Seller will carry 1st	<input type="checkbox"/> Cash	<input type="checkbox"/> Assumption Non-Qualifying
<input type="checkbox"/> Seller will carry 2nd	<input type="checkbox"/> Trade	<input type="checkbox"/> Other
<input type="checkbox"/> Seller Requires Qualification	<input type="checkbox"/> 100% Financing	
<input type="checkbox"/> Lease Option	<input type="checkbox"/> VA Substitution	

Possession:		
<input type="checkbox"/> Before Closing	<input type="checkbox"/> Specific Date	<input type="checkbox"/> Tenant Will Vacate
<input type="checkbox"/> Closing/Funding	<input type="checkbox"/> Current Lease Agreement	<input type="checkbox"/> Negotiable

Phone number to call for Showings (one number only): _____

Occupancy: Vacant Tenant Owner Other Home Tender

Currently Being Leased: Yes No

Owner LREA/LREB? 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 972-881-9955. No cover page is necessary.

Updated 5/24/12