

Creekview Realty

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LISTING INFORMATION

(Use this form for Central Hill Country MLS only)

The following information is requested when a listing is entered into the MLS database. Some items are required, and others are optional. 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. Required items are marked with an asterisk (*).

***Property Address** _____ **Unit #** _____

Area*:		
<input type="checkbox"/> City-Southeast	<input type="checkbox"/> City-Southwest	<input type="checkbox"/> City-Northeast
<input type="checkbox"/> City-Northwest	<input type="checkbox"/> County-Southeast	<input type="checkbox"/> County-Southwest
<input type="checkbox"/> County-Northeast	<input type="checkbox"/> County-Northwest	<input type="checkbox"/> Other

***Subdivision Name:** _____

***County** _____ ***City** _____ ***State** _____ ***Zip** _____

In City Limits Outside City(w/ Acreage)

Acreage*: _____ **Flood Plain*:** Yes No **Estimated Taxes*:** _____

HOA*: Yes No **HOA Fee*:** _____ **HOA Payment Frequency*:** Yearly Monthly Quarterly

Rental Property: Yes No **Rental \$:** _____ **Deed Restrictions*:** Yes No

No. of Bedrooms: _____ **No. of Full Baths:** _____ **No. of Half Baths:** _____

Year Built: _____ **Sq Feet:** _____ **Sq Ft Source*:** Appraisal District Builder Seller

Guest House*: Yes No **Guest House Sq Ft:** _____

Roof Type:		
<input type="checkbox"/> Built-up	<input type="checkbox"/> Corrugtd Mtl	<input type="checkbox"/> Flat
<input type="checkbox"/> Gravel	<input type="checkbox"/> Metal	<input type="checkbox"/> Other
<input type="checkbox"/> Polyurthn Fm	<input type="checkbox"/> Shingle-Comp	<input type="checkbox"/> Shingle-Wood
<input type="checkbox"/> Slate	<input type="checkbox"/> Standg Seam	<input type="checkbox"/> Tile
<input type="checkbox"/> Unknown	<input type="checkbox"/> Hardy Shake	

Foundation:		
<input type="checkbox"/> Concrete Slab	<input type="checkbox"/> Combo	<input type="checkbox"/> Other
<input type="checkbox"/> Pier & Beam	<input type="checkbox"/> Stone	<input type="checkbox"/> Unknown

If you have a preferred title company, enter here. If you don't have a preferred title company, leave this blank.

Title Co _____ Phone _____ Contact Name _____

Address _____

Room Dimensions:			
Living Room	_____ X _____	Den	_____ X _____
Family Room	_____ X _____	Great Room	_____ X _____
Kitchen	_____ X _____	Dining Room	_____ X _____
Breakfast Room	_____ X _____	Office	_____ X _____
Utility Room	_____ X _____	Other Room	_____ X _____
Extra Room	_____ X _____	Guest Quarters	_____ X _____
Detached Workshop	_____ X _____	Master Bedroom	_____ X _____
Bedroom 2	_____ X _____	Bedroom 3	_____ X _____
Bedroom 4	_____ X _____		

Features

Type & Style* (2)			
<input type="checkbox"/> Historical	<input type="checkbox"/> Victorian	<input type="checkbox"/> Traditional	<input type="checkbox"/> Ranch
<input type="checkbox"/> Current B&B	<input type="checkbox"/> Pioneer Stone	<input type="checkbox"/> Conventional	<input type="checkbox"/> Early Fbg
<input type="checkbox"/> Sunday House	<input type="checkbox"/> Cottage	<input type="checkbox"/> Spanish/Mediterranean	<input type="checkbox"/> Log
<input type="checkbox"/> Patio Home	<input type="checkbox"/> Garden Home	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Condominium
<input type="checkbox"/> Bungalow	<input type="checkbox"/> Hill Country Style	<input type="checkbox"/> Contemporary	<input type="checkbox"/> Mobile Pre 1976
<input type="checkbox"/> Manufactured 1977+	<input type="checkbox"/> Modular Home	<input type="checkbox"/> Other	

# Stories* (1)			
<input type="checkbox"/> 1 Story	<input type="checkbox"/> 1 ½ Story	<input type="checkbox"/> 2 Story	<input type="checkbox"/> 3 Story
<input type="checkbox"/> Split-Level	<input type="checkbox"/> Other		

Construction* (4)			
<input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Brick Veneer & Other	<input type="checkbox"/> Frame	<input type="checkbox"/> Log
<input type="checkbox"/> Aluminum/Vinyl Sid	<input type="checkbox"/> Asbestos Siding	<input type="checkbox"/> Masonite Siding	<input type="checkbox"/> Basse/Concrete Block
<input type="checkbox"/> Wood	<input type="checkbox"/> Log	<input type="checkbox"/> 1-Side Masonry	<input type="checkbox"/> 3-Side Masonry
<input type="checkbox"/> 4-Sides Masonry	<input type="checkbox"/> Brick	<input type="checkbox"/> Metal Structure	<input type="checkbox"/> None
<input type="checkbox"/> Other			

Flooring* (4)			
<input type="checkbox"/> Carpet	<input type="checkbox"/> Carpet over Wood	<input type="checkbox"/> Tile	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Wood	<input type="checkbox"/> Parquet	<input type="checkbox"/> Brick	<input type="checkbox"/> Slate
<input type="checkbox"/> Ceramic	<input type="checkbox"/> Concrete	<input type="checkbox"/> Sattilo	<input type="checkbox"/> Terazzo
<input type="checkbox"/> D'Hanis Tile	<input type="checkbox"/> Laminate Wood	<input type="checkbox"/> Other	

Heating* (4)			
<input type="checkbox"/> Central Gas	<input type="checkbox"/> Central Electric	<input type="checkbox"/> Floor Furnace	<input type="checkbox"/> Electric Heat Pump
<input type="checkbox"/> Butane-Propane	<input type="checkbox"/> Electric Baseboard	<input type="checkbox"/> Wall Heater	<input type="checkbox"/> Solar
<input type="checkbox"/> Space Heater	<input type="checkbox"/> Zoned H/A	<input type="checkbox"/> Gas Jets	<input type="checkbox"/> None
<input type="checkbox"/> Other			

Air Conditioning* (3)			
<input type="checkbox"/> Central Electric	<input type="checkbox"/> Window unit(s)	<input type="checkbox"/> Wall unit(s)	<input type="checkbox"/> Zoned
<input type="checkbox"/> None	<input type="checkbox"/> Other		

Utilities* (5)			
<input type="checkbox"/> Electric-CTEC	<input type="checkbox"/> Electric-City	<input type="checkbox"/> Electric-PEC	<input type="checkbox"/> Electric-None
<input type="checkbox"/> Electric-Other	<input type="checkbox"/> Propane Tank-Leased	<input type="checkbox"/> Propane Tank-Owned	<input type="checkbox"/> Water Heater-Elec
<input type="checkbox"/> Water Heater-Gas	<input type="checkbox"/> Water Heater-Solar/Combo	<input type="checkbox"/> Water Heater-Zoned	<input type="checkbox"/> None
<input type="checkbox"/> Other			

Garage/Carport* (5)			
<input type="checkbox"/> Garage Single Attached	<input type="checkbox"/> Garage Single Detached	<input type="checkbox"/> Garage Double Attached	<input type="checkbox"/> Garage Double Detached
<input type="checkbox"/> Garage Triple Attached	<input type="checkbox"/> Garage Triple Detached	<input type="checkbox"/> None-Garage	<input type="checkbox"/> Other Garage
<input type="checkbox"/> Carport Single Attached	<input type="checkbox"/> Carport Single Detached	<input type="checkbox"/> Carport Double Attached	<input type="checkbox"/> Carport Double Detached
<input type="checkbox"/> Carport Triple Attached	<input type="checkbox"/> Carport Triple Detached	<input type="checkbox"/> None-Carport	<input type="checkbox"/> Other-Carport

Site Features* (12)			
<input type="checkbox"/> Storm Doors	<input type="checkbox"/> Storm Windows	<input type="checkbox"/> Double Pane Windows	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Satellite TV	<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Privacy Fence	<input type="checkbox"/> Guest Quarters	<input type="checkbox"/> Storage Shed
<input type="checkbox"/> RV Storage	<input type="checkbox"/> Wired for High Speed Internet	<input type="checkbox"/> Other	

Appliances* (14)			
<input type="checkbox"/> Compactor	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Disposal	<input type="checkbox"/> Double Oven
<input type="checkbox"/> Surface Unit/Oven	<input type="checkbox"/> Electric Air Filter	<input type="checkbox"/> Microwave	<input type="checkbox"/> Range
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Water Softener	<input type="checkbox"/> Food Prep Center	<input type="checkbox"/> Separate Ice Maker
<input type="checkbox"/> Washer	<input type="checkbox"/> Dryer	<input type="checkbox"/> Conveyed	<input type="checkbox"/> None
<input type="checkbox"/> Other			

Interior Features* (20)			
<input type="checkbox"/> High Ceilings	<input type="checkbox"/> Vaulted Ceilings	<input type="checkbox"/> Window Treatments	<input type="checkbox"/> Washer-Dryer Conn
<input type="checkbox"/> Skylight	<input type="checkbox"/> Wet Bar	<input type="checkbox"/> Basement	<input type="checkbox"/> Formal Dining Room
<input type="checkbox"/> Country Kitchen	<input type="checkbox"/> Attic Storage	<input type="checkbox"/> Storage	<input type="checkbox"/> Jacuzzi-Whirlpool
<input type="checkbox"/> Sauna	<input type="checkbox"/> Handicap Access	<input type="checkbox"/> Attic Fan	<input type="checkbox"/> Ceiling Fan(s)
<input type="checkbox"/> Garage Door Opener	<input type="checkbox"/> Intercom	<input type="checkbox"/> Security System	<input type="checkbox"/> Smoke Detector
<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Walk-in Closet(s)	<input type="checkbox"/> Cedar Closet	<input type="checkbox"/> Drywall
<input type="checkbox"/> Paneling	<input type="checkbox"/> Wallpaper	<input type="checkbox"/> Jetted Tub	<input type="checkbox"/> Other

Fireplace/Woodstove* (8)			
<input type="checkbox"/> Masonry	<input type="checkbox"/> Pre-Fab	<input type="checkbox"/> Wood Burning Stove	<input type="checkbox"/> Stove Insert
<input type="checkbox"/> Heatilator	<input type="checkbox"/> Gas Logs	<input type="checkbox"/> Gas Starter	<input type="checkbox"/> Great Room
<input type="checkbox"/> Living Room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Den	<input type="checkbox"/> Rec Room
<input type="checkbox"/> Bedroom	<input type="checkbox"/> Glass Door Enclosure	<input type="checkbox"/> Outside	<input type="checkbox"/> None
<input type="checkbox"/> Other			

Topography* (4)			
<input type="checkbox"/> Level	<input type="checkbox"/> Sloping	<input type="checkbox"/> Gently Rolling	<input type="checkbox"/> Rough Rolling
<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Wooded	<input type="checkbox"/> Partially Wooded	<input type="checkbox"/> Open
<input type="checkbox"/> Exceptional View	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Den	<input type="checkbox"/> Rec Room

Surface Water* (2)			
<input type="checkbox"/> Wet Weather Creek	<input type="checkbox"/> Year Round Creek	<input type="checkbox"/> Seasonal Creek	<input type="checkbox"/> Springs
<input type="checkbox"/> Pond	<input type="checkbox"/> Lake	<input type="checkbox"/> Lake Front	<input type="checkbox"/> Lake View
<input type="checkbox"/> River	<input type="checkbox"/> None	<input type="checkbox"/> Other	

Location Description* (4)			
<input type="checkbox"/> Concrete Drive	<input type="checkbox"/> Asphalt Drive	<input type="checkbox"/> Gravel Drive	<input type="checkbox"/> Dirt Drive
<input type="checkbox"/> No Drive	<input type="checkbox"/> Historic District	<input type="checkbox"/> Hunting Privileges	<input type="checkbox"/> Horses Permitted
<input type="checkbox"/> Mobile Homes Permitted	<input type="checkbox"/> Cul-De-Sac	<input type="checkbox"/> Gated Development	<input type="checkbox"/> Other

Access* (4)			
<input type="checkbox"/> Interstate Highway	<input type="checkbox"/> US Highway	<input type="checkbox"/> State Highway	<input type="checkbox"/> State Farm/Ranch Rd
<input type="checkbox"/> County Road	<input type="checkbox"/> City Street	<input type="checkbox"/> Easement Road	<input type="checkbox"/> Private Road
<input type="checkbox"/> Paved Road	<input type="checkbox"/> Gravel Road	<input type="checkbox"/> Dirt Road	<input type="checkbox"/> Other

Distance From City* (1)			
<input type="checkbox"/> In City Limits	<input type="checkbox"/> Less than 6 Miles	<input type="checkbox"/> 6-9 miles	<input type="checkbox"/> 10-15 miles
<input type="checkbox"/> 16-20 miles	<input type="checkbox"/> Over 20 miles	<input type="checkbox"/> Other	

Documents on File (17)			
<input type="checkbox"/> Survey/Plat	<input type="checkbox"/> Perc Test	<input type="checkbox"/> Topographical Map	<input type="checkbox"/> Soil Survey
<input type="checkbox"/> Site Plane	<input type="checkbox"/> Feasibility	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Maps
<input type="checkbox"/> Appraisal	<input type="checkbox"/> Deed Restrictions	<input type="checkbox"/> Legal Description	<input type="checkbox"/> Aerial Photo
<input type="checkbox"/> New Survey Lines	<input type="checkbox"/> Well Log	<input type="checkbox"/> Septic Permit	<input type="checkbox"/> None
<input type="checkbox"/> Other			

Terms/Financing* (5)			
<input type="checkbox"/> Cash	<input type="checkbox"/> Conventional	<input type="checkbox"/> FHA	<input type="checkbox"/> VA
<input type="checkbox"/> Assumable	<input type="checkbox"/> Owner Carry	<input type="checkbox"/> Lease/Purchase	<input type="checkbox"/> Trade
<input type="checkbox"/> Other			

Possession* (2)			
<input type="checkbox"/> Immediate	<input type="checkbox"/> Negotiable	<input type="checkbox"/> Closing/Funding	<input type="checkbox"/> Tenant

Possession* (1)			
<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> Vacant	<input type="checkbox"/> Other

Schools* (3)			
<input type="checkbox"/> Fredericksburg S/D	<input type="checkbox"/> Harper S/D	<input type="checkbox"/> Doss S/D	<input type="checkbox"/> Kerrville S/D
<input type="checkbox"/> Blanco S/D	<input type="checkbox"/> Comfort S/D	<input type="checkbox"/> Llano S/D	<input type="checkbox"/> Mason S/D
<input type="checkbox"/> Kimble S/D	<input type="checkbox"/> Ingram S/D	<input type="checkbox"/> Johnson City S/D	<input type="checkbox"/> Cherokee S/D
<input type="checkbox"/> Marble Falls S/D	<input type="checkbox"/> Junction S/D	<input type="checkbox"/> Comal S/D	<input type="checkbox"/> Dripping Springs S/D
<input type="checkbox"/> Burnet ISD	<input type="checkbox"/> Benter Point S/D	<input type="checkbox"/> Eagle Pass S/D	<input type="checkbox"/> Lake Travis ISD
<input type="checkbox"/> Van Vleck ISD	<input type="checkbox"/> Houston ISD	<input type="checkbox"/> Brenham ISD	<input type="checkbox"/> Hunt ISD
<input type="checkbox"/> Navarro S/D	<input type="checkbox"/> Medina S/D	<input type="checkbox"/> Northside ISH	<input type="checkbox"/> Bandera ISD
<input type="checkbox"/> Wimberly ISD	<input type="checkbox"/> Boerne S/D	<input type="checkbox"/> Other	

YOU'RE NOT DONE YET!

Please email a brief description, the directions, & 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 a brief description of the property. The space for the description is limited to 400 characters WITH SPACES. (MS Word will count characters for you: Go to "Tools" and select "Word Count".)

2) 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 400 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 a minimum of one photo in jpg format. For Showcase listings, please email 6 or 25 photos, depending on the package. 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 972-881-9955. No cover page is necessary.

Updated 1/12/2015