

# Creekview Realty

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## LISTING INFORMATION

(Use this form for Galveston MLS Residential properties only)

**IMPORTANT:** If your property is a Condo or a Townhome, please DO NOT fill out this form. Instead, please fill out the form designed for Condos & Townhomes.

The following information is required 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. Required items are marked with an asterisk (\*).

**\*Property Address** \_\_\_\_\_ **Unit #** \_\_\_\_\_

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

<b>*Type:</b>			
<input type="checkbox"/> Single Family	<input type="checkbox"/> Single Family w/Apt	<input type="checkbox"/> Single Family Waterfront	<input type="checkbox"/> Single Family Beachside
<input type="checkbox"/> Single Family Beachfront	<input type="checkbox"/> Single Family Dry	<input type="checkbox"/> Single Family Bay Front	<input type="checkbox"/> Single Family Canal
<input type="checkbox"/> Seawall Blvd Residential			

Also for Lease:  Yes  No

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

**\*Historical Significance:**  Yes  No      Key Map: \_\_\_\_\_

Vacant:  Yes  No

**Year Built\*** \_\_\_\_\_      Year Built Source:       Appraisal District       Builder Plans       Seller

**# Bedrooms\*** \_\_\_\_\_      **# Total Baths\*** \_\_\_\_\_      Master Bath:  Yes  No

**Main Bldg Sq Ft\*** \_\_\_\_\_      Additional Lvg Area Sq Ft \_\_\_\_\_

**Sq Ft Source:**  Appraisal District       Appraisal (Private)       Builder Plans       Seller

Garage Capacity \_\_\_\_\_

<b>Garage Type:</b>			
<input type="checkbox"/> Attached	<input type="checkbox"/> Combination	<input type="checkbox"/> Converted	<input type="checkbox"/> Detached
<input type="checkbox"/> Detached Carport	<input type="checkbox"/> None		

Elevator:  Yes  No      Alarm:  Yes  No      **Gross Tax Total\*** \_\_\_\_\_

Membership Fee: \_\_\_\_\_      Maintenance Fee \_\_\_\_\_

Association Fee: \_\_\_\_\_      Transfer Fee: \_\_\_\_\_

MUD District: Yes No Unsure

Currently used as Vacation Rental under 30 days: Yes No

Furnished: Yes No

Cash/Conventional: Yes No

FHA/VA: Yes No

Owner Finance: Yes No

Assumable: Yes No

Wrap: Yes No

Distressed Property Type: REO

Foreclosure

N/A

Short Sale

Short Sale Approved

Room Sizes:					
Living Room		Master Bedroom		Utility Room	
Dining Room		2 <sup>nd</sup> Bedroom		Other Room	
Den/Family Room		3 <sup>rd</sup> Bedroom		Other Room 2	
Kitchen		4 <sup>th</sup> Bedroom		Other Room 3	
Breakfast		5 <sup>th</sup> Bedroom			

Master Bedroom level: Lower Mid Upper

Construction:			
<input type="checkbox"/> Brick	<input type="checkbox"/> Wood	<input type="checkbox"/> Siding Aluminum/Vinyl	<input type="checkbox"/> Siding Asbestos
<input type="checkbox"/> Stucco	<input type="checkbox"/> Concrete Brick	<input type="checkbox"/> Fiber Cement Siding	<input type="checkbox"/> Other

Level:			
<input type="checkbox"/> 1 Story	<input type="checkbox"/> 1.5 Story	<input type="checkbox"/> 2 Story	<input type="checkbox"/> 3 Story
<input type="checkbox"/> High Rise	<input type="checkbox"/> Other		

Foundation:			
<input type="checkbox"/> Concrete Slab	<input type="checkbox"/> Pier/Beam	<input type="checkbox"/> Pilings	<input type="checkbox"/> Other

Roof:			
<input type="checkbox"/> Composition Shingle	<input type="checkbox"/> Asbestos Shingle	<input type="checkbox"/> Wood Shingle	<input type="checkbox"/> Tar-Gravel B/U
<input type="checkbox"/> Rolled	<input type="checkbox"/> Metal	<input type="checkbox"/> Other	

Heating:			
<input type="checkbox"/> Central Gas	<input type="checkbox"/> Central Electric	<input type="checkbox"/> Wall Heater	<input type="checkbox"/> Gas Jets
<input type="checkbox"/> Space Heaters	<input type="checkbox"/> Floor Furnace	<input type="checkbox"/> Other	

Cooling:			
<input type="checkbox"/> Central Gas	<input type="checkbox"/> Central Electric	<input type="checkbox"/> Window Units	<input type="checkbox"/> Ceiling Fan(s)
<input type="checkbox"/> Other			

Floor Cover:			
<input type="checkbox"/> Wood	<input type="checkbox"/> Carpet	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Tile
<input type="checkbox"/> Laminate	<input type="checkbox"/> Other		

Appliances Remaining:			
<input type="checkbox"/> Ranger/Cooktop	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Microwave	<input type="checkbox"/> Garbage Disposal
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Trash Compactor	<input type="checkbox"/> Washer	<input type="checkbox"/> Dryer
<input type="checkbox"/> Washer Connection-Elect	<input type="checkbox"/> Washer Connection-Gas	<input type="checkbox"/> Dryer Connection-Elec	<input type="checkbox"/> Dryer Connection-Gas
<input type="checkbox"/> Other			

Interior Features:			
<input type="checkbox"/> Fireplace	<input type="checkbox"/> Handicap Access	<input type="checkbox"/> Wet Bar	<input type="checkbox"/> Garage Door Opener
<input type="checkbox"/> Spa/Hot Tub	<input type="checkbox"/> Sauna Room	<input type="checkbox"/> Whirlpool Tub	<input type="checkbox"/> Security System Owned
<input type="checkbox"/> Security System Leased	<input type="checkbox"/> Furniture Remain	<input type="checkbox"/> Elevator	<input type="checkbox"/> Exclusions
<input type="checkbox"/> Other			

Fencing:			
<input type="checkbox"/> Chain Link	<input type="checkbox"/> Cyclone/Chain	<input type="checkbox"/> Wood	<input type="checkbox"/> Brick
<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Ornamental Iron	<input type="checkbox"/> Partially Fenced	<input type="checkbox"/> Fully Fenced
<input type="checkbox"/> None	<input type="checkbox"/> Other		

Exterior Features:			
<input type="checkbox"/> Patio	<input type="checkbox"/> Storm Doors	<input type="checkbox"/> Deck	<input type="checkbox"/> Storm Blinds
<input type="checkbox"/> Balcony	<input type="checkbox"/> Manual Blinds	<input type="checkbox"/> Electric Blinds	<input type="checkbox"/> Wood Shutters
<input type="checkbox"/> Shutters Electric	<input type="checkbox"/> Shutters Manual	<input type="checkbox"/> Lawn Sprinklers	<input type="checkbox"/> Spa/Hot Tub
<input type="checkbox"/> Swim Pool	<input type="checkbox"/> Guest House	<input type="checkbox"/> Storage Buildings	<input type="checkbox"/> Greenhouse
<input type="checkbox"/> Boat House	<input type="checkbox"/> Boat Dock	<input type="checkbox"/> Boat Ramp	<input type="checkbox"/> Boat Lift
<input type="checkbox"/> Bulkhead	<input type="checkbox"/> Rock/Riprap	<input type="checkbox"/> None	<input type="checkbox"/> Other

Lot/Acreage:			
<input type="checkbox"/> Corner Lot	<input type="checkbox"/> Cul-de-sac	<input type="checkbox"/> Irregular Shape	<input type="checkbox"/> Acreage
<input type="checkbox"/> Landscaped	<input type="checkbox"/> Cleared	<input type="checkbox"/> Natural Shoreline	<input type="checkbox"/> Curbs & Gutters
<input type="checkbox"/> Storm Drains	<input type="checkbox"/> Sidewalks	<input type="checkbox"/> Waterfront	<input type="checkbox"/> Other

Location:			
<input type="checkbox"/> Lake Front	<input type="checkbox"/> Bayou Front	<input type="checkbox"/> Harbor Front	<input type="checkbox"/> Beachfront
<input type="checkbox"/> Bayfront	<input type="checkbox"/> Canal Front	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Beachside
<input type="checkbox"/> Historic District	<input type="checkbox"/> Other		

View:			
<input type="checkbox"/> Lake	<input type="checkbox"/> Lakefront	<input type="checkbox"/> Waterfront	<input type="checkbox"/> Bayou Front
<input type="checkbox"/> Offatts Bayou	<input type="checkbox"/> Bay	<input type="checkbox"/> Bayfront	<input type="checkbox"/> Harbor
<input type="checkbox"/> Harbor Front	<input type="checkbox"/> Beach	<input type="checkbox"/> Beach Front	<input type="checkbox"/> Golf Course
<input type="checkbox"/> Canal Front	<input type="checkbox"/> Water	<input type="checkbox"/> Other	

Utilities:			
<input type="checkbox"/> Cable TV Available	<input type="checkbox"/> Cable TV on Site	<input type="checkbox"/> City Water	<input type="checkbox"/> Commercial Water Avail
<input type="checkbox"/> Commercial Water on Site	<input type="checkbox"/> Electric Available	<input type="checkbox"/> Electric on Site	<input type="checkbox"/> Septic Available
<input type="checkbox"/> Septic on Site	<input type="checkbox"/> Septic System	<input type="checkbox"/> Cistern on Site	<input type="checkbox"/> Commercial Sewer Avail
<input type="checkbox"/> Commercial Sewer on Site	<input type="checkbox"/> Natural Gas Avail	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Propane Gas
<input type="checkbox"/> Propane Gas Avail	<input type="checkbox"/> Sanitation Sewer on Site	<input type="checkbox"/> Sanitation Sewer Avail	<input type="checkbox"/> Phone Avail
<input type="checkbox"/> Phone on Site	<input type="checkbox"/> Water Well Private Avail	<input type="checkbox"/> Water Well Private on Site	<input type="checkbox"/> No Well
<input type="checkbox"/> Trash Pickup City Avail	<input type="checkbox"/> Trash Pickup City on Sale	<input type="checkbox"/> Trash Pickup Private Avail	<input type="checkbox"/> Trash Pickup Private on Site
<input type="checkbox"/> Other			

Common Amenities:			
<input type="checkbox"/> Tennis Courts	<input type="checkbox"/> Playground	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Spa/Hot Tub
<input type="checkbox"/> Lake/Pond	<input type="checkbox"/> Boat Ramp	<input type="checkbox"/> Boat Dock	<input type="checkbox"/> Club Membership Req
<input type="checkbox"/> Private Trash Pickup	<input type="checkbox"/> Res Parking Permit	<input type="checkbox"/> None	<input type="checkbox"/> Other

Restrictions:			
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Deed	<input type="checkbox"/> Height	<input type="checkbox"/> Aerial
<input type="checkbox"/> Historical	<input type="checkbox"/> Wetland	<input type="checkbox"/> Historic District	<input type="checkbox"/> Neighborhood Conserv
<input type="checkbox"/> Non Restricted	<input type="checkbox"/> Other		

Green Certifications:			
<input type="checkbox"/> Energy Star Certified	<input type="checkbox"/> Green Built N TX	<input type="checkbox"/> HERS 0-85	<input type="checkbox"/> HERS 86-100
<input type="checkbox"/> HERS 100+	<input type="checkbox"/> HERS Rated	<input type="checkbox"/> LEED Certified	<input type="checkbox"/> LEED Gold
<input type="checkbox"/> LEED Platinum	<input type="checkbox"/> LEED Silver	<input type="checkbox"/> NGBP-National Green	<input type="checkbox"/> None
<input type="checkbox"/> Other			

Green Features:			
<input type="checkbox"/> Drought Tolerant Plants	<input type="checkbox"/> Energy Recovery Ventilator	<input type="checkbox"/> Enhanced Air Filtration	<input type="checkbox"/> ET Irrigation Control
<input type="checkbox"/> Geo-thermal HVAC	<input type="checkbox"/> Low Flow Commode	<input type="checkbox"/> Low Flow Fixtures	<input type="checkbox"/> Mechanical Fresh Air
<input type="checkbox"/> Rain/Freeze Sensors	<input type="checkbox"/> Rain Water Catchment	<input type="checkbox"/> Recirculating Hot Water	<input type="checkbox"/> Solar Electric System
<input type="checkbox"/> Solar Hot Water	<input type="checkbox"/> Wind Power	<input type="checkbox"/> None	<input type="checkbox"/> Other

Energy Efficiency:			
<input type="checkbox"/> 12inch+ Attic Insulation	<input type="checkbox"/> 13-15 SEER AC	<input type="checkbox"/> 16+ SEER AC	<input type="checkbox"/> 90% Efficient Furnace
<input type="checkbox"/> Attic Fan	<input type="checkbox"/> Ceiling Fan(s)	<input type="checkbox"/> Dehumidifer	<input type="checkbox"/> Double Pane Windows
<input type="checkbox"/> Electric Water Heater	<input type="checkbox"/> Foam Insulation	<input type="checkbox"/> Gas Water Heater	<input type="checkbox"/> High Efficiency Wtr Htr
<input type="checkbox"/> Insulated Doors	<input type="checkbox"/> Low E Windows	<input type="checkbox"/> Programmable Thermostat	<input type="checkbox"/> Radiant Barrier
<input type="checkbox"/> Smart Electric Meter	<input type="checkbox"/> Solar Panels	<input type="checkbox"/> Storm Door(s)	<input type="checkbox"/> Storm Window(s)
<input type="checkbox"/> Tankless Water Htr	<input type="checkbox"/> Thermo Windows	<input type="checkbox"/> Tinted Windows	<input type="checkbox"/> Turbines
<input type="checkbox"/> Variable Speed HVAC	<input type="checkbox"/> Ventilator	<input type="checkbox"/> Energy Star Appliances	<input type="checkbox"/> Solar Screens
<input type="checkbox"/> None	<input type="checkbox"/> Other		

Documents on File:			
<input type="checkbox"/> Sellers Disc (Required)	<input type="checkbox"/> Survey	<input type="checkbox"/> Elevation Certificate	<input type="checkbox"/> Deed Restrictions
<input type="checkbox"/> Owner's Disc Statement	<input type="checkbox"/> Floor Plan	<input type="checkbox"/> Property Disclosure	<input type="checkbox"/> WPI-8
<input type="checkbox"/> None			

Disclosures:			
<input type="checkbox"/> Owner is Licensed Agent	<input type="checkbox"/> Reserved Exemptions		

Possession by buyer:			
<input type="checkbox"/> Subject to Tenant	<input type="checkbox"/> Closing/Funding	<input type="checkbox"/> Other	

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

**Please email a brief description, the directions, & 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 a brief description of the property. The space for the description is limited to 350 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.

**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 100 characters WITH SPACES.** (MS Word will count characters for you: Go to “Tools” and select “Word Count”.)

**3) Please email a minimum of one photo in jpg format.** 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 972-881-9955. No cover page is necessary.**

*Updated 1/19/2015*