

Creekview Realty

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LISTING INFORMATION

(Use this form for Austin MLS properties only. Use special separate form for vacant lots or acreage.)

The following information is required when a listing is entered into the MLS database. Mandatory items are underlined, in bold, and marked with an asterisk (*).

***Property Address** _____

***City** _____ ***County** _____ TEXAS ***Zip** _____

Property Type: Residential Multi-Family Farm/Ranch/Acreage Lot Other _____

If you have a preferred title company, enter here. If you have no preferred title company, leave this blank.

Title Co _____ Phone _____ Contact Name _____

Please choose one of the 3 showing options instructing Realtors how they should give notification and have access to the property. The first 2 options require an Electronic Memory Keybox (highly recommended).

- 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 _____

HOA? Yes No **FEMA 100 yr Flood Plain?** Yes No Partial Unknown

Mapsco Map page (if known) _____ Mapsco Map Grid _____ ETJ? Yes No Unknown

Subdivision Name* _____

School District* _____

Elementary School(s)* _____ Bus? Yes No NA

Middle School* _____ Bus? Yes No NA

Jr. High School* _____ Bus? Yes No NA

9 Gr/High School* _____ Bus? Yes No NA

High School* _____ Bus? Yes No NA

Type of Property*

- Attached ½ Duplex
- Condo
- House
- Loft
- Manufactured
- Mobile Home
- Townhouse

Number of Stories*

- 1 Story
- 2 Story
- 3 Story
- Multiple Stories

Master on Main Level? Yes No

No. of Main Level Bedrooms*

No. of Bedrooms on Other Level(s)*

No. of Full Baths*

No. of Half Baths*

No. of Living Areas*

No. of Dining Areas*

Dining Description* (Select up to 2)

- Breakfast Area
- Dining "L"
- Formal Dining
- Living/Dining Combo
- Kitchen/Dining Combo
- No Dining

No. of Garage Spaces*

Garage Description* (Select up to 4)

- Attached
- Detached
- Multi-doors
- Garage Door Opener
- Single Door
- Entry - Front
- Entry - Rear
- Entry - Side
- Entry – Swing-in
- Golf Cart
- Parking Garage

Parking - if no garage (Select up to 3)

- 1 Car Carport
- 1 Reserved Space
- 2 Car Carport
- 2 Reserved Space
- 3 Car Carport
- 3 Reserved Space
- 4 Car Carport
- 4 Reserved Space
- Off Street
- Outside

Disability Features? Yes No N/A

Year Built*

Year Built Description* (Select 1)

- Approximate
- Historic Design
- New – vacant & never occupied
- Resale
- Tear Down
- To Be Built
- Under Construction

- Unknown
- Updated/Remodeled

Square Feet*

Square Foot Source*

- Appraisal
- Builder
- Tax Record
- Owner

Construction of Dwelling* (Select up to 5)

- Masonry on 1 side
- Masonry on 2 sides
- Masonry on 3 sides
- Aluminum Siding
- Masonry on All sides
- Brick Veneer
- Clapboard
- Composition Shingle
- Concrete Block
- Double Wide
- Frame
- Frame/Brick Veneer
- Frame/Stone
- HardiPlank Type
- Industrial
- Log
- Metal Siding
- Modular
- Single Wide
- Steel
- Stone Veneer
- Stucco
- Triple Wide
- Vertical Siding
- Vinyl Siding
- Wood Shingle

Roof Description* (select up to 4)

- Aluminum
- Asphalt Shingles
- Barrel
- Built up
- Composition Shingles
- Concrete
- Fiber Cement
- Fiberglass
- Flat
- Green/Garden
- Mansard
- Metal
- Mixed
- Overlay
- Rubber
- Slate/Imitation Slate
- S-Tile
- Tile
- Tar
- Tar/Gravel

- Wood Shingle
- Wood Shake

- Other
- See Seller's Disclosure Notice

Note: Providing a Seller's Disclosure Notice to your buyer is required by law.

View From Property* (select up to 3)

- City
- Creek/Stream
- Fields
- Golf Course
- Green Belt
- Hill Country
- Lake/River
- No View
- Panoramic
- Pond
- Woods
- Other

Waterfront:* Yes No

Waterfront Description* (Select up to 2)

- Canal
- Creek
- Lake
- Pond
- River

Water Access: Yes No

Water Access Description: (select up to 4)

- Boat Lift
- Boat Lock
- Common Dock
- Common Ramp
- Deed Dock
- Dock Available
- Hoist Dock Available
- Lake
- None
- Private Dock
- Public Ramp
- Restricted Dock
- Unrestricted Dock

Foundation Description* (select up to 2)

- Basement
- Block & Beam
- Bois D'Arc Post
- Crawlspace
- On Stilts
- Pier & Beam
- Pilings
- Slab
- Other

Property Condition* (Select 1)

- As-Is
- Latent Defect(s)
- New Construction
- Not Applicable

Dwelling Faces (select 1)

- East
- North
- North-East
- North-West
- South
- South-East
- South-West
- West

Restrictions* Yes No

Note: If you're in a subdivision you, have deed restrictions. Deed restrictions prevent homeowners from using their properties in ways that would be detrimental to the local community, and are normally a positive feature.

Restriction Description (Select up to 5)

- Adult 55+
- Adult 62+
- Building Size
- Building Style
- City Restrictions
- Covenant
- Deed Restrictions
- Development Type
- Easement/R.O.W.
- Environment
- Lease
- Limited # of Vehicles
- Livestock
- Seller Imposed
- Unknown
- Zoning

Lot Description (select up to 4)

- Alley Access
- Backs to Golf Course
- Backs to Greenbelt
- Canal (Man Made)
- Corner Lot
- Cul-De-Sac
- Cultivated
- Flag Lot
- In Golf Course Community
- Interior
- Irregular Lot
- Lake on Lot
- Lakefront
- Level Lot
- No Backyard Grass
- On Golf Course
- Open Lot
- Partially Cultivated
- Pond on Lot

- Private Road
- Public Maintained Road
- Rilled
- Rolling
- Slope
- Stream on Lot
- Wooded Lot
- Xeriscape

Lot Size / Dimensions: _____

Land Sq Ft or Acres*: _____

Gated Community Yes No

Horses Allowed? Yes No N/A

Number of Horses Allowed: _____

Master on Main Level? Yes No

Master Description* (Select up to 6)

- 2 Master Suites
- Bidet
- Double Vanity
- Dressing Room
- Fireplace
- Full Bath
- Garden Tub
- Half Bath
- Jetted Tub
- In-Law Plan
- None
- Other Room
- Separate Shower
- Sitting Room
- Walk-In Closet

Flooring* (Select up to 4)

- Bamboo
- Brick/Adobe
- Carpet
- Concrete
- Cork
- Laminate
- Linoleum
- Marble
- Parquet
- Quarry Tile
- Slate
- Stained Concrete
- Stone
- Sheet Vinyl
- Terrazzo
- Hard Tile
- Vinyl Tile
- Wood
- Wood under carpet
- Other

Additional Rooms (Select up to 8)

- Bedroom/Office
- Conservatory
- Converted Garage
- Exercise Room
- Family Room
- Formal Living
- Foyer
- Game Room
- Great Room
- Home Theater
- Library
- Living/Den
- Loft
- Media Room
- Office/Study
- Other
- Pantry
- Screened Porch/Patio
- Shared Bath
- Storage Room
- Sun Room
- Utility Room
- Wine Cellar
- Workshop

Guest Accommodations?* Yes No

Guest Accommodations Description (Select up to 3)

- Connected
- Garage Apartment
- Main Level
- Not Connected
- Room with Private Bath
- Separate Entrance
- Separate Kitchen Facilities
- Separate Utilities
- Other

Kitchen Area (Select up to 6)

- Breakfast Area
- Breakfast Bar
- Center Island
- Corian Type Counters
- Granite/Marble Counters
- Natural Stone Counters
- Tile Counters
- Country Kitchen
- Galley Type
- Gourmet Kitchen
- Kitchenette
- Other
- Open to Family Room
- Pantry Closet
- Plumbed for Icemaker
- Second Kitchen

Laundry Facilities* (Select up to 3)

- Dryer Connection
- Electric & Gas Connections
- Electric Connections
- Gas Connections
- No Connections
- See Appliances
- Stackable Washer/Dryer
- Stackable W/D Connections
- Washer/Dryer Connections
- Washer Connections

Laundry Location*(3 max)

- Bathroom
- Carport
- Chute
- Closet
- Community Facilities
- Garage
- Hall
- Kitchen
- Main Level
- Upper Level
- Other
- Utility Room

Appliances/Equipment (Select up to 12)

- Bar Ice Maker
- Built-In Oven(s)
- Carbon Monoxide Detector
- Central Vacuum
- Convection Oven
- Cook Top
- Double Oven
- Dishwasher
- Disposal
- Downdraft
- Dryer
- Energy Star Appliances
- Gas Water Heater
- Geotherm
- Instant Hot Water
- Jennaire Type
- Re-Circulated Exhaust Fan
- Vented Exhaust Fan
- Microwave Oven
- Other
- Free Standing Range
- Refrigerator
- Refrigerator Sub-Zero Type
- Self Cleaning Oven
- Single Oven
- Solar Assisted
- Stackable W/D
- Tankless Water Heater
- Trash Compactor
- Updated A/C unit
- Washer
- Water Filter Leased
- Water Filter Owned

- Water Softener Leased
- Water Softener Owned
- None

Interior Features (Select up to 12)

- Carbon Monoxide Detector
- Cedar Closets
- Beam Ceilings
- Cathedral Ceiling
- Coffered Ceiling
- High Ceilings
- Vaulted Ceiling
- Disable Modified
- Double Vanity
- Dumbwaiter
- Elevator
- Fire Alarm System
- Flashing Light Notification
- Garden Tub
- Hand Rails
- High Speed Internet Connection
- ICF Compatible Fixtures
- Indoor Utilities
- In-Law Plan
- Intercom
- Jetted Tub
- Lower Fixtures
- Modified for Hearing Impaired
- Disabled Modified
- Modified Site
- Modified for Wheelchair
- Natural Lighting
- Other
- Plumbed for Icemaker
- Security System Leased
- Security System Owned
- Separate Shower
- Shutters
- Sliding Glass Door
- Skylight
- Smoke Detector
- Stereo System
- Track Lighting
- Walk-In Closet
- Wet Bar
- Wide Doors
- Window Treatments
- Wired for Cable
- Wired for Security
- Wired for Stereo
- Wired for Surround Sound

Steps (select up to #3)

- Back Steps
- Exterior Steps
- Front Steps
- Garage Door
- Interior Garage
- Interior Steps
- No Exterior Steps

- No Interior Steps
- None
- Sunken Room(s)

Number of Fireplaces*

Fireplace Description* (Select up to 3)

- Bathroom
- Bedroom
- Dining Room
- Family Room
- Game Room
- Gas Log Fireplace
- Great Room
- Heatilator
- Wood Stove Insert
- Kitchen
- Library
- Living Room
- Log Lighter
- Nonfunctional
- Other
- Pellet Stove
- See Through
- Wood Burning
- Wood Stove – Freestanding
- Formal Living
- Guest Accommodations
- Other

Fencing on Property* (Select up to 4)

- 3 Strand
- 5 Strand
- Barb Wire
- Cedar
- Chain Link
- Cross Bars
- Electric
- Exotic Style
- Goat Type
- Invisible
- Livestock
- Masonry
- Mesh
- Non-Privacy
- None
- Other
- Partial Fence
- Pipe
- Pike
- Post
- Privacy Fence
- Split Rail
- Vinyl
- Wire
- Wrought Iron
- Wood

Trees on Property (Select up to 3)

- Heavily Treed
- Large (Over 40')
- Medium (20'-40')
- Moderate
- Small (Under 20')
- Sparse
- None

Pool on Property?* Yes No

Pool Description* (Select up to 4)

- Above Ground
- Cabana
- Child Gate/Fence
- Cover – Leaf Net
- Cover – Mesh
- Cover – Safety
- Cover – Solid
- Cover – Winter
- Diving
- Heated
- Indoor Pool
- In-Ground Pool
- Lap Pool
- Negative Edge
- Perimeter Fence
- Sport
- Attached Spa/Hot Tub
- Separate Spa/Hot Tub

Sprinkler System: Yes No

Sprinkler System Description: (Select up to 3)

- Automatic
- Back Yard
- Front Yard
- In-Ground
- Manual
- Multiple Yards
- Partial
- Side Yard

Exterior Features (Select up to 12)

- Balcony
- Barbecue
- Barn/Stable
- Cabana
- Curbs
- Deck
- Decorative Pond
- Dock
- Dog Run
- Gazebo
- Greenhouse
- Horse Facilities
- Hot Tub
- Intercom Entry
- No Exterior Steps
- Other

- Outbuilding(s)
- Patio - Covered
- Patio - Uncovered
- Playscape
- Porch - Enclosed
- Porch - Open
- Private Back Yard
- Private Garden
- Ramp
- RV/Boat Parking
- Sauna
- Satellite Dish Leased
- Satellite Dish Owned
- Security Lighting
- Sidewalk
- Sprinkler System
- Storage
- Tennis Court(s)
- Waterfall
- Wheelchair Accessible
- Workshop

Area Amenities Available (Select up to 10)

- Billiard Rooms
- Club House
- Cluster Mailbox
- Common Grounds
- Elevator
- Equestrian Community
- Exercise Room
- Game Room
- Golf Course - Private
- Golf Course – Public
- Gym
- Jogging/Bike Path
- Kitchen Facilities
- Lake Privileges
- Other
- Overhead Utilities
- Park
- Play Ground
- Pool - Above Ground
- Pool - Community
- Pool - Diving
- Pool - Heated
- Pool - Indoor
- Pool – In Ground
- Pool - Sport
- Private Hanger
- Private Landing Strip
- Public Hanger
- Public Landing Strip
- Sauna
- Small Aircraft Airport
- Sport Court
- Sport Facility
- Storage
- Tennis Court(s)
- Underground Utilities

Documents Available*

- Aerial Photos
- ALTA Survey
- APOD/Backup Available
- Appraisal
- Archeological Site
- Building Plans
- Condo Docs Available
- Cost Estimates
- Deed Restrictions
- Development Plan
- ECRA Clearance
- Engineering Report
- Environmental Study Complete
- Feasibility Study
- Financial Statement
- Financing
- Flowage Easement
- Geological
- Historical
- Income & Expense/Statement
- Leases
- Legal Documents
- None Available
- Oak Wilt Test,
- Off-Site Requirements
- Perc Test Results/Map
- Perc Test Needed
- Plans & Spces
- Profit & Loss Statement
- Rent Roll
- Schedule of Personal Property
- Septic Certification
- Site Plan,
- Soil Test
- Special Assessment District,
- Standard Industrial Classification
- Survey
- Tax Return Available
- Topography Map
- Unit Mix Schedule
- Utility Easement
- Vendor Leases
- Water Capacity/Quality Report
- Water/Well Report
- Water/Well Test
- Wetlands Approval/Waiver
- Wetlands Delineation Map

Type of Heating* (Select up to 2)

- Baseboard
- Boiler
- Central Heat
- Electric
- Floor Furnace
- Natural Gas
- Heat Pump
- No Heat
- Other
- Radiant

- Radiator
- Solar
- Space Heater
- Wall unit

Air Conditioning* (Select up to 2)

- Central Air
- Chiller DX System
- Chilled Water
- Other
- No A/C
- Wall Unit
- Window Unit

Utilities* (Select up to 4)

- Above Ground
- Electricity Available
- Electricity Not Available
- Electricity on Property
- Fuel Tank
- Natural Gas Available
- Natural Gas Not Available
- Natural Gas on Property
- None Available
- Other – See Remarks
- Phone Available
- Phone Not Available
- Phone on Property
- Propane Available
- Propane Needed
- Propane on Property
- Solar
- Underground

Water Supply* (Select up to 2)

- City
- Municipality Utility District
- None Available
- Other
- Private
- Water District
- Well Needed
- Well On Property
- Well Shared

Sewer* (Select up to 2)

- City at Street
- City on Property
- Municipality Utility District
- None Available
- Other
- Private
- Septic Needed
- Septic On Property
- Septic Shared
- Water District

Insulation (Select up to 3)

- Batts
- Blanket

- Blown in
- Ceiling
- Cellulose
- Foil-faced Surface
- Floor
- Foam
- Fully
- Glass Fiber
- Insulation to Code
- Mineral Wool
- Partial Insulation
- Perlite
- PGE/PUD Energy Package
- Polystyrene
- Poured
- Rigid Board
- Some
- Unknown
- Urethane
- Vermiculite
- Wall

Energy Efficient (Select up to 14)

- Attic Fan
- Ceiling Fan(s)
- Compost Area/Bin
- Conditioned Space for HVAC
- Double Pane Windows
- Electrostatic Air Filter
- Energy Audit
- Energy Star Appliances
- Gas Water Heater
- Geothermal
- Green/Garden Roof
- Heat Pump
- High Roof Window
- Humidifier
- ICF Compatible Fixtures
- Instant Hot Water Heater
- Insulated Doors
- Load Controller
- Programmable Thermostat
- Solar Assisted
- Solar Heat
- Solar Screen
- Solar Water Heater
- Storm Door(s)
- Storm Windows
- Straw Bale
- Tankless Water Heater
- Thermo Window(s)
- Tinted Window(s)
- Turbine
- Updated A/C Unit
- Whole House Fan
- Zone Air/Heat

Green Building Rating (Select up to 3)

- Austin Energy's Green Building Program
- Energy Star Homes

- Environments for Living
- LEED-H
- NAHB

Rating Achieved: _____ (# Stars)

Rating Year: _____

Homeowner Assoc. Dues?* Yes No

HOA NAME: _____

HOA Mgt Co: _____

HOA Amount: _____

HOA Requirement Mandatory Voluntary

HOA Payment Frequency

- Annually
- Monthly
- Quarterly
- Semi-Annually

HOA Transfer Fee: _____

HOA Fee Includes (Select up to 5)

- Cable
- Common Insurance
- Common Area Maintenance
- Electric
- Exterior Maintenance
- Gas
- Heat
- Hot Water
- Insurance
- Landscaping
- Other
- Security System
- Sewer Fees
- Trash Collection
- Water Fees

Special Assessment? Yes No

Estimated Taxes*: _____

Tax Year*: _____

Tax Rate: _____

Exemptions* (Select up to 3)

- Agricultural
- Disability
- Historical
- Homestead
- None
- Other
- Over 65
- Wildlife

Possession* (Select up to 2)

- Closing
- Funding
- Immediate
- Lease Back
- Negotiable

How to Sell / Proposed Financing* (Select up to 5)

- Assumable – Non-Qualifying
- Assumable – Qualify
- Buyer Assistance Programs
- Court Approval
- Cash
- Committed Money
- Conventional
- Exchange
- FHA
- Lease Purchase
- Lender Approval
- Owner Financing - 1st Mortgage
- Owner Financing – 2nd Mortgage
- Texas Vet
- USDA Eligible
- VA

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff Amount: _____

2nd Mortgage Lender : _____

Approx Payoff Amount: _____

Occupancy*

- Owner
- Tenant
- Vacant

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 150 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 250 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 9 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 10/15/2010