

Creekview Realty

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LISTING INFORMATION

(Use this form for Austin residential lease listings.)

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** _____

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 Section 8? Yes No FEMA 100yr Flood Plain? Yes No Partial
 Unknown

Subdivision Name* _____

Mapsco Map page (if known) _____ Mapsco Map Grid _____

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

Property Type:

- Apartment
- Attached 1/2 Duplex
- Condo
- Duplex
- Triplex
- Fourplex
- Multi-plex
- Efficiency
- Garage Apartment
- House
- Manufactured
- Mobile Home
- Townhouse
- Other

Number of Stories*

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

Master on Main:* Yes No

No. of Main Level Bedrooms* _____

No. of Bedrooms on Other Level(s)* _____

No. of Bedrooms* _____

Full Baths* _____

Half Baths* _____

No. of Living Areas* _____

No. of Dining Areas* _____

Dining Description* (Select up to 2)

- Breakfast Room
- Dining L
- Formal Dining Room
- Kit/Din Combo
- Liv/Din Combo

of Parking Spaces* _____

Parking Description (Select up to 4)

- 1 Car Carport
- 1 RSVP Space
- 2 Car Carport
- 2 RSVP Space
- 3 Car Carport
- 3 RSVP Space
- 4 Car Carport
- 4 RSVP Space
- Entry - Attached
- Entry - Detached
- Entry - Multi
- Entry - Single
- Entry - Front
- Entry - Rear
- Entry - Side
- Entry - Swing-In
- Garage
- Garage Door Opener
- Golf Cart
- Other
- Outside
- Parking Garage

Disability Features? Yes No N/A

Year Built* _____

Square Feet* _____

Square Foot Source*

- Appraisal
- Builder
- Tax Record
- Owner

Construction of Dwelling* (Select up to 5)

- 1 Side Masonry
- 2 Side Masonry
- 3 Side Masonry
- All Side Masonry
- Aluminum Siding
- 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 2)

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

View From Property* (select up to 4)

- City
- Creek/Stream

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

- Lake
- Pond
- River
- Other

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
- Lake
- None
- Private Dock
- Public Ramp
- Restricted Dock
- Unrestricted Dock
- Other

Foundation Description* (select up to 2)

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

Lot Size / Dimensions: _____

Acres*: _____

Lot Description (select up to 4)

- Alley Access
- Backs to Golf Course
- Backs to Greenbelt
- Canal (Man Made)
- Corner Lot
- Cul-De-Sac
- Cultivated
- Curbs
- 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
- Sloped
- Stream on Lot
- Wooded Lot
- Xeriscape

Trees on Property (Select up to 3)

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

Fence* (Select up to 4)

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

Waterfront:* Yes No

Waterfront Description* (Select up to 2)

- Canal
- Creek/Stream

Pets? Yes No

Pet Description* (Select up to 4)

- Agricultural Types Allowed
- Boths Cats & Dogs
- Cat(s) Only
- Dog(s) Only
- Exotic Types Allowed
- Limited Number Allowed
- Limited Weight Allowed
- Multiple Pets Allowed
- Negotiable/Call Agent
- Single Pet Allowed
- Weight Limit – XL (over 50 lbs)
- Weight Limit - Large (under 50 lbs)
- Weight Limit - Medium (under 35 lbs)
- Weight Limit - Small (under 20 lbs)
- Slate/Imitation Slate
- Tar/Gravel
- Tile
- Wood Shingle
- Wood Shake

Blocks to UT Shuttle _____

Blocks to Metro Bus _____

Smoking Inside*? Yes No

Flooring* (Select up to 4)

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

Kitchen Area (Select up to 6)

- Breakfast Area
- Breakfast Bar
- Center Island
- Corian Type Counters
- Country Kitchen
- Galley Type
- Gourmet Kitchen
- Granite/Marble Counters
- Kitchenette
- Natural Stone Counters
- Other

- Open to Family Room
- Pantry Closet
- Plumbed for Icemaker
- Second Kitchen
- Tile Counters

Furnished (Select 1)

- Yes
- Negotiable
- Partially
- No

Additional Rooms (Select up to 8)

- Bedroom/Office
- Conservatory
- Converted Garage
- Exercise Room
- Family Room
- 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
- Formal Living

Range (Select 1)

- Electric
- Gas
- Not Included

Laundry Facilities* (Select up to 3)

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

Laundry Location* (Select up to 3)

- Bathroom
- Carport
- Chute
- Closet
- Common 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
- Microwave Oven
- Other
- Free Standing Range
- Re-Circulated Exhaust Fan
- Refrigerator
- Refrigerator Sub-Zero Type
- Self Cleaning Oven
- Single Oven
- Solar Assisted
- Stackable Washer/Dryer
- Trash Compactor
- Tankless Water Heater
- Vented Exhaust Fan
- Washer
- Water Filter Leased
- Water Filter Owned
- Water Softener Leased
- Water Softener Owned
- None
- Updated A/C unit (>13 Seer)

Interior Features (Select up to 12)

- Carbon Monoxide Detector
- Cedar Closets
- Beam Ceilings
- Cathedral Ceiling
- Coffered Ceiling
- High Ceilings
- Vaulted Ceiling
- Disabled Modified
- Double Vanity
- Dumbwaiter
- Elevator
- Fire Alarm System
- Flashing Light Notification
- Garden Tub
- Hand Rails

- High Speed Connection
- ICF Compatible Fixtures
- In-door Utilities
- In-Law Plan
- Intercom
- Jetted Tub
- Lower Fixtures
- Master Downstairs
- Modified for Hearing Impaired
- Modified Site
- Modified for Wheelchair
- 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
- Window Treatments
- Wired for Cable
- Wired for Security
- Wired for Stereo
- Wired for Surround Sound

Number of Fireplaces*

Fireplace Description* (Select up to 3)

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

Pool on Property?* Yes No

Pool Description* (Select up to 4)

- Above Ground
- Attached Spa/Hot Tub
- Cabana
- Child Gate/Fence

- Diving
- Heated
- Indoor Pool
- In-Ground Pool
- Lap Pool
- Negative Edge
- Perimeter Fence
- Separate Spa/Hot Tub
- Sport

- 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 Hangar
- Private Landing Strip
- Public Hangar
- Public Landing Strip
- Sauna
- Small Aircraft Airport
- Sport Court
- Sport Facility
- Storage
- Tennis Court(s)
- Underground Utilities

Gated Community? Yes No N/A

Exterior Features (Select up to 12)

- Barbecue
- Barn/Stable
- Cabana
- Curbs
- Patio - Covered
- Deck
- Decorative Pond
- Dock
- Dog Run
- Exterior Steps
- No Exterior Steps
- Ramp(s)
- Porch - Enclosed
- Gazebo
- Greenhouse
- Horse Facilities
- Hot Tub
- Intercom Entry
- Outbuilding(s)
- Porch - Open
- Porch - Enclosed
- Playscape
- RV/Boat Parking
- Satellite Dish Leased
- Satellite Dish Owned
- Security Lighting
- Sidewalk
- Sprinkler System
- Storage
- Tennis Court(s)
- Workshop
- Balcony
- Decorative Pond
- Waterfall
- Wheelchair Accessible
- Patio Uncovered
- Sauna
- Other
- Private Back Yard
- Private Garden

Type of Heating* (Select up to 2)

- Baseboard
- Boiler
- Central Heat
- Electric
- Floor Furnace
- Heat Pump
- Natural Gas
- 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

Area Amenities Available (Select up to 10)

- Billiard Rooms
- Club House
- Cluster Mailbox
- Common Grounds
- Elevator
- Equestrian Community

Utilities* (Select up to 2)

- 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
- Propane Available
- Propane Needed
- Propane on Property
- Solar
- Underground

- 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

Water Supply* (Select up to 2)

- City
- Master Meter
- 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 On Property
- Septic Needed
- Septic Shared
- Water District

Energy Efficient (Select up to 8)

- 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
- Instant Hot Water Heater
- Insulated Doors
- Load Controller
- Programmable Thermostat
- Solar Assisted
- Solar Heat

Application Fee*: _____

Security Deposit*: _____

Possession*: _____

Lease Guarantor?* Yes No

Certified Funds?* Yes No

Pet Deposit*: _____

Per Pet?* Yes No

Additional Pet Fee*: _____

Additional Pet Fee Description*

- Month
- Other
- Per Pet

Min Lease (Months) *: _____

Max Lease (Months) *: _____

App for Deposit Agreement*: Yes No

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff Amount: _____

2nd Mortgage Lender : _____

Approx Payoff Amount: _____

Owner Pays: (Select up to 10)

- Association Fees
- All Bills
- Cable TV
- Cable/Satellite TV
- Dishes
- Electric
- Gas
- Gardening Service
- HOA

- Hot Water
- Linen
- Maid Service
- None
- Other
- Parking Fees
- Pest Control
- Phone - Local
- Phone – Long Distance
- Pool Maintenance
- Pool Service – Chemical Only
- Pool Service – Full
- Property Tax
- Repairs
- Sales Tax
- Security System Monitoring
- Trash
- Water
- Yard Maintenance

- Pool Service – Chemical Only
- Pool Service – Full
- Property Tax
- Repairs
- Sales Tax
- Security System Monitoring
- Trash
- Water

Move in Requirements* (Select up to 5)

- Application Deposit
- Cashiers Check/Money Order
- First Months Rent
- Garage Door Opener Deposit
- Key Deposit
- Last Months Rent
- Pet Deposit
- Prorated Rent
- Waterbed Deposit

Rent Includes* (Select up to 10)

- Association Fees
- All Bills
- Cable TV
- Cable/Satellite TV
- Dishes
- Electric
- Gas
- Gardening Service
- HOA
- Hot Water
- Linen
- Maid Service
- None
- Other
- Parking Fees
- Pest Control
- Phone - Local
- Phone – Long Distance
- Pool Maintenance

Lease Requirements* (Select up to 4)

- Application Fee
- Approval by HOA
- Credit Report
- Prior Residence Info
- Application Fee
- Approval by HOA
- Credit Report
- Prior Residence Info
- Other

Landlord Name*: _____

Landlord Phone*: _____

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.