

# Creekview Realty

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Web: www.creekviewrealty.com  
Email: listing@creekviewrealty.com

## LISTING INFORMATION

(Use this form for Bryan – College Station area MLS only)

The following information is required to enter a listing into the MLS database. It is to your benefit to be as complete and accurate as possible, because agents often run searches based on criteria you enter.

Property Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Unit # (if condo) \_\_\_\_\_ Complex Name (if condo) \_\_\_\_\_

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

School District \_\_\_\_\_

Zone: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_

### **Type:**

- Single Family
- New Builder Home
- New Builder Home w/ Acreage
- Outside City w/ Acreage
- New Patio/Townhouse
- Patio Home/Townhouse
- Condo
- Manufactured Home w/ Land
- Manufactured Home w/o Land
- Recreational

**Year Built** \_\_\_\_\_

**Builder** \_\_\_\_\_

Lot Size \_\_\_\_\_ (in sq ft)

### **Lot Size Source:**

- Central Appraisal District
- Subdivision Plat
- Existing Survey
- Other

Est Completion Date : \_\_\_\_\_

No. of acres \_\_\_\_\_

### **Level:**

- One Story
- Two Story or More
- Split Level
- Other

### **Lot Description**

- Airport Taxiway
- Back Golf
- Back Park
- Corner
- Cul de Sac
- Flag Lot
- Irregular
- Lake
- Level
- Open
- Pond
- Private Road
- Public Road
- Stream
- Lg. Trees
- Med. Trees

### **Style:**

- Ranch
- Cape Cod
- Victorian
- Spanish
- Traditional
- Farm House
- Contemporary
- Historical
- Other

- Sm. Trees
- On the water/pond
- Wooded

**HOA Fee:** \_\_\_\_\_

**HOA Fee Desc:**

- All Utilities
- Backyard Maintenance
- Blanket Insurance
- Electric
- Exterior Maintenance
- Front Yard Maintenance
- Full Use of Facilities
- Gas
- Management Fees
- Partial Use of Facilities
- Reserves
- Security
- Sprinkler System
- Trash
- Water/Sewer
- None
- Other
- Unknown

**Loan Payoff Information\***

1st Mortgage Lender \_\_\_\_\_

Approx Payoff Amount: \_\_\_\_\_

2nd Mortgage Lender : \_\_\_\_\_

Approx Payoff Amount: \_\_\_\_\_

**Flood Insurance:**

- Required
- Not Required
- Unknown

**Exterior Construction:**

- Brick
- Brick Veneer
- Frame
- Aluminum
- Stone
- Stucco
- Hardi Plank
- Block
- Asbestos
- Combination
- Log
- Metal
- Siding
- Other

**Roof:**

- Composition

- Asbestos
- Shingle
- Wood
- Metal
- Tar & Gravel
- Other

**Foundation:**

- Slab
- Pier Beam
- Other

**Fence:**

- Wood
- Chain
- Partial
- None
- Other
- Masonry
- Iron

**Floors:**

- Carpet
- Vinyl
- Tile or Terrazzo
- Brick
- Wood
- Laminate
- Slate
- Other

**Approx. Sq Ft (Heated):** \_\_\_\_\_

**Sq Ft Source:**

- Builder Plans
- Central Appraisal District
- Other

**Fireplace:**

- Yes
- No

**Fireplace:**

- Gas Logs-Convey
- Gas Logs-Do Not Convey
- Gas Started
- Wood Burning
- Other

**Interior Features:**

- Security System
- Smoke Alarm
- Air Filter System
- Intercom
- Garage Door Opener
- Central Vacuum
- Blinds/Shades
- Drapes/Curtains
- Skylight
- Ceiling Fan

- Paneling
- Wet Bar
- French Doors
- Raised Ceiling
- Attic Fan
- Sound System Wiring
- Sound System
- Water Purifier
- Water Filter
- Smart Home Feature
- Plantation Shutters
- Ethernet Wiring
- Other Feature

**Exterior:**

- Above Ground Pool
- In Ground Pool
- Tennis Courts
- Storage Shed
- Barn/ Stables
- Dog Run
- TV Antenna
- Covered Patio/Deck
- Patio/Deck
- BBQ Grill
- Sprinkler System
- Hot Tub
- Screen Porch
- Garden Area
- Outside Kitchen
- Satellite Dish
- Fire Pit
- Gazebo
- Cabana
- Outside Bath
- Other

**Minerals Convey:**

- Yes
- No
- Partial
- Negotiable
- Unknown

Ceiling Insulation: \_\_\_\_\_

Wall Insulation: \_\_\_\_\_

**Heating:**

- Gas
- Electric
- Propane
- Electrostatic Air Filter
- Solar
- Floor Furnace
- Space Heater
- Win/Wall Unit
- Zoned
- Humidifier
- No Heat

- Heat Pump
- Plenum
- Panel
- Other

**Air Condition:**

- Electric
- Central
- Window/Wall Unit
- Heat Pump
- None

**Water Heater:**

- Gas
- Electric
- Tankless

**Utilities:**

- Aerobic System
- Feed Line Septic
- City Sewer
- City Water
- Co-op Water
- MUD Sewer
- MUD Water
- Overhead Utilities
- Underground Utilities
- Well

**Energy Features:**

- Radiant Barrier Roof Sheathing
- Solar Panels
- Solar Screens
- Attic Fan
- Ceiling Fans
- Thermo Windows
- Turbines
- None
- Other

# of Bedrooms: \_\_\_\_\_

# of Full Baths: \_\_\_\_\_

# of Half Baths: \_\_\_\_\_

**Utility Room:**

- None
- Garage
- In House
- 1/2 Bath in Room
- Full Bath in Room
- Closet Area
- Washer Connection
- Dryer Connection
- Freezer Space
- Laundry Sink
- Plumbed for Gas Dryer

**Garage Capacity:**

- None

- One
- Two
- Three +

**Garage Type:**

- None
- Attached Garage
- Detached Garage
- Attached Carport
- Detached Carport
- Converted
- Side Entry
- Front Entry
- Rear Entry

# of Living Areas: \_\_\_\_\_

# of Dining Rooms: \_\_\_\_\_

**Room Areas:**

- Formal Living
- Formal Dining
- Formal Liv/Din Combo
- Family Room
- Breakfast Room
- Fam/Din Combo
- Kit/Din Combo

**Other Rooms:**

- Game Room
- Study
- Loft
- Work Shop
- Enclosed Porch
- Sunroom
- Media Room
- Exercise Room
- Second Master
- Mother-in-Law Suite
- Other

**Kitchen Features - will convey:**

- Garbage Disposal
- Trash Compactor
- Refrigerator
- Vent Fan
- Pantry
- Microwave Oven
- Built-In Dishwsh
- Gas Range
- Electric Range

- Built-in Oven Gas
- Built-in Oven-Elect.
- Island
- Portable Dishwsh
- Cook Top
- Self Cleaning
- Continuous Clean
- Stovetop Grill
- Breakfast Area
- Eating Bar
- Freezer Space
- Built in Compactor
- Built in Icemaker
- Plumbed for Gas in Kitchen
- Built in Wine Cooler
- Warmer over Drawer
- Freezer Space – Moved to Utility

**Kitchen Other:**

- Butlers Pantry
- Corian Countertop
- Granite Countertop
- Tile Countertop
- Walk-in Pantry
- Island
- Extra Sink

**Other Bed/Bath:**

- Hollywood Bath
- Jack/Jill Bath
- Double Head Shower
- Jetted Tub
- Separate Vanities
- Separate Shower
- Steam Shower
- Walk-in Closets

**Master Bed/Bath:**

- Granite Vanity Tops
- Double Head Shower
- Separate Vanities
- Separate Shower
- Steam Shower
- Walk-in Closets
- Sitting Area in Master
- Additional Features

**Master Bedroom:**

- Up
- Down

**ROOM DIMENSIONS:**

Level  
 Living \_\_\_\_\_ X \_\_\_\_\_  
 Dining \_\_\_\_\_ X \_\_\_\_\_  
 Kitchen \_\_\_\_\_ X \_\_\_\_\_

Master \_\_\_\_\_ X \_\_\_\_\_  
 BR 2 \_\_\_\_\_ X \_\_\_\_\_  
 BR 3 \_\_\_\_\_ X \_\_\_\_\_  
 BR 4 \_\_\_\_\_ X \_\_\_\_\_

		Level
BR 5	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Family	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Study	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Brkfast	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Media	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Game	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

**Occupancy:**

Owner  
 Tenant  
 Vacant

**Possession**

Immediate  
 End of Lease  
 Negotiable  
 Closing/Funding

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

**Please email 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 120 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 450 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. 6 photos are required by MLS.** For Showcase listings, email up to 6 additional photos for a total of 12. 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 10/15/2010*