

Creekview Realty

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LISTING INFORMATION

(Use this form for Central Texas 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 #** _____

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

Property Type*: _____ Single Family _____ Condo _____ Townhouse
_____ Manufactured Home w/ real property _____ Manufactured Home - NO real property

Occupancy?* Owner Tenant Vacant

Waterfront* Yes No Has the residence ever been flooded?* Yes No Unknown

Manufactured Homes Allowed?* Yes No NA ETJ? Yes No Unknown

School District* _____

HOA?* Yes No Is HOA Mandatory?* Yes No NA

HOA Name* _____ HOA Amount* _____

HOA Payment Frequency*: Annual Monthly Quarterly Semi-Annually

Vacant? Yes No NA Approx Acreage* _____ Lot Dimensions* _____

Subdivision Name* _____ Year Built* _____

Year Built Source*: Appraisal District Appraisal Other Owner Public Records

Total Sq Ft* _____ Sq Ft Source*: Appraisal District Appraisal Bldg Plans Builder Owner

Builder Name _____ Owner Name on Deed*: _____

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 _____

No. of Bedrooms* _____

No. of Living Areas* _____

No. of Full Baths* _____

No. of Dining Areas* _____

No. of Half Baths* _____

Guest House?* Yes No

Garage/Carport?* Yes No

Map Grid _____

Map Source _____

School Tax* _____

City Tax* _____

County Tax* _____

Other Tax* _____

Total Tax* _____

Room Dimensions:

Living Room 1 _____

Living Room 2 _____

Office _____

Game Room _____

Kitchen _____

Breakfast Room _____

Dining Room _____

Utility/Laundry _____

Master Bedroom _____

Bedroom 2 _____

Bedroom 3 _____

Bedroom 4 _____

Other Room 1 _____

Other Room 2 _____

Other Room 3 _____

Workshop _____

Property Features

Style*

- ____ A-Frame
- ____ Contemporary
- ____ Craftsman
- ____ Dome
- ____ Garden Home
- ____ Hill Country
- ____ Log
- ____ Manufactured-Double Wide
- ____ Manufactured-Single Wide
- ____ Mediterranean/Spanish
- ____ Prefab/Modular
- ____ Ranch
- ____ Traditional
- ____ Victorian
- ____ Apartment
- ____ Townhome
- ____ Condo
- ____ Other: _____

- ____ Concrete/Fiber Plank
- ____ Masonry & Steel
- ____ Metal/Aluminum
- ____ Rock/Stone/Veneer
- ____ Steel Frame
- ____ Stucco
- ____ Vinyl
- ____ Wood
- ____ Log
- ____ 1-Side Masonry
- ____ 3-Sides Masonry
- ____ 4-Sides Masonry
- ____ Brick
- ____ Other: _____

Stories*

- ____ One
- ____ Two
- ____ Three+
- ____ Split/Multi Level
- ____ None
- ____ Other: _____

Roof/Attic*

- ____ Concrete Tile
- ____ Flat
- ____ Gravel
- ____ Metal
- ____ Shingle-Composition
- ____ Shingle-Wood
- ____ Slate
- ____ Tile
- ____ None-Roof
- ____ Other Roof
- ____ Access Only
- ____ Expandable
- ____ Finished
- ____ Partially Finished

Exterior*

- ____ Asbestos Siding

- Floored
- Partially Floored
- Permanent Stairs
- Pull Down Stairs
- Radiant Barrier Decking
- Storage Only
- None-Attic
- Other: _____

Foundation*

- Basement
- Pier
- Pier & Beam
- Cedar Post
- Slab
- Other: _____

Flooring*

- Brick
- Carpet
- Concrete
- Marble
- Parquet
- Wood
- Laminate
- Slate
- Stone
- Terrazzo
- Tile
- Vinyl
- Other: _____

Heating*

- Baseboard
- Central
- Electric
- Floor Furnace
- Gas
- Gas Jets
- Heat Pump
- Propane/Butane
- Space Heaters
- Window/Wall Unit(s)
- Wood Stove
- 1 Unit
- 2 Units
- 3+ Units
- Zoned
- Other: _____

Air Conditioning*

- Attic Fan
- Central
- Electric
- Heat Pump
- Window/Wall unit(s)
- Zoned
- One Unit
- Two Units

- Three or More Units
- None
- Other: _____

Water/ Sewer*

- City Water
- Co-Op Water
- Well
- None-Water
- Other Water
- Public Sewer
- Septic
- Aerobic
- None-Sewer
- Other: _____

Water Heater*

- Electric
- Gas
- Propane
- Solar Combo
- 2+ Units
- None
- Other: _____

Utilities*

- Cable TV
- Satellite Dish
- City Garbage
- Private Garbage Service
- Telephone
- High Speed Internet
- Co-Op Electric
- City Electric
- Gas Available
- Gas Installed
- Natural Gas
- Propane/Butane Tank-Leased
- Propane/Butane Tank-Owned
- None
- Other: _____

Fireplace*

- Bedroom
- Great/Family Room
- Kitchen
- Living Room
- Game Room
- Prefab
- Gas Starter
- Electric
- Gas Logs
- Heatilator
- Wood Burning
- Stove Insert
- Stone/Rock/Brick
- Glass/Enclosed Screen
- One
- Two
- Three+

___ None
___ Other: _____

Kitchen Features*

___ Breakfast Bar
___ Breakfast Area
___ Dishwasher
___ Disposal
___ Trash Compactor
___ Refrigerator
___ Ice Maker
___ Ice Maker Connection
___ Built-In Microwave
___ Cook Top
___ Built-In Oven
___ Range
___ Double Ovens
___ Down Draft
___ Vent Hood
___ Island
___ Custom Cabinets
___ Pantry
___ Gas
___ Electric
___ None
___ Other: _____

Fencing*

___ Wood Fence
___ Privacy Fence
___ Chain Link Fence
___ Partial Fence
___ Wrought Iron Fence
___ Cross Fence
___ Ranch Fence
___ None
___ Other: _____

Laundry*

___ Laundry Room
___ Closet
___ Basement
___ In Garage
___ In Kitchen
___ Inside
___ Washer Connection
___ Dryer Connection
___ Lower Level
___ Main Level
___ Upper Level
___ Gas
___ Electric
___ None
___ Other: _____

Interior Features*

___ High Ceilings
___ Ceiling Fans
___ Attic Fan
___ Central Vacuum

___ Skylights
___ Central Distribution Plumbing System
___ Water Softener - Owned
___ Water Softener – Leased
___ Walk In Closets
___ Wet Bar
___ Window Treatments
___ Split Bedrooms
___ Game Room
___ Finished Basement
___ Unfinished Basement
___ Multiple Living Areas
___ Separate Showers
___ Shower/Tub Combo
___ Shower Only
___ Garden Tub
___ Whirlpool Tub
___ Sauna
___ Multiple Dining Areas
___ In-Law Suites
___ Office
___ Handicap Design
___ Master Up
___ Master Down
___ Wheelchair Access
___ Intercom
___ Security System
___ Smoke Detector
___ Carbon Monoxide Detector
___ None
___ Other: _____

Exterior Features*

___ BBQ / Grill
___ Deck
___ Patio
___ Covered Porch
___ Glassed in Porch
___ Screened Porch
___ Detached Guest House
___ Storage Building
___ Boat House
___ Dock
___ Workshop
___ Tennis Court
___ Improved Waterfront
___ Unimproved Waterfront
___ Above Ground Pool
___ In Ground Pool
___ Spa/Hot Tub
___ Sprinkler System
___ Wheelchair Access
___ Xeriscaped
___ Storm Windows
___ Storm Doors
___ Double Pane Windows
___ Gutters
___ Electric Lift
___ Solar Screens
___ None

____ Other: _____

Garage/Carport*

- ____ 1 Car Garage
- ____ 2 Car Garage
- ____ 3 or more Car Garage
- ____ Attached Garage
- ____ Detached Garage
- ____ Oversized Garage
- ____ Rear Entry Garage
- ____ Side Entry Garage
- ____ Circular Drive
- ____ Converted to Living Space
- ____ RV parking available
- ____ Garage Door Opener(s)
- ____ No Garage
- ____ 1 Car Carport
- ____ 2 Car Carport
- ____ 3+ Car Carport
- ____ Oversized Carport
- ____ Rear Entry Carport
- ____ Side Entry Carport
- ____ No Carport

Water Features/View*

- ____ Waterfront
- ____ Creek
- ____ Creek Seasonal
- ____ Canal
- ____ Pond/Stock Tank
- ____ Lake Dunlap
- ____ Canyon Lake
- ____ Lake McQueeney
- ____ Lake Placid
- ____ Lake Seguin
- ____ Meadow Lake
- ____ Comal River
- ____ Gaudalupe River
- ____ San Marcos River
- ____ Blanco River
- ____ Water Access
- ____ Hill Country
- ____ City Skyline
- ____ Countryside
- ____ Water View
- ____ None
- ____ Other: _____

Land Description*

- ____ Mobile Home Park
- ____ On Golf Course
- ____ Ag Exempt
- ____ Borders State Park/Game Ranch
- ____ Ranch
- ____ Horse Property
- ____ Hunting Permitted
- ____ Corner Lot
- ____ Cul-de-Sac
- ____ Partially Wooded
- ____ Wooded

- ____ Mature Trees
- ____ Secluded
- ____ Flood Plain
- ____ Gentle Rolling
- ____ Sloping
- ____ Level
- ____ Open
- ____ Greenbelt
- ____ None
- ____ Other: _____

Neighborhood Amenities*

- ____ Golf Course Access
- ____ Walking/Jogging Trail
- ____ Bike Trails
- ____ Park Access
- ____ Club House
- ____ Swimming Pool
- ____ BBQ/Grill
- ____ Tennis Court
- ____ Basketball Court
- ____ Volleyball Court
- ____ Lake/River Park
- ____ Boat Ramp
- ____ Fishing Pier
- ____ Boat Dock
- ____ Controlled Access
- ____ Bridle Path
- ____ None
- ____ Other: _____

Access/Road Surface*

- ____ Asphalt
- ____ Gravel
- ____ Dirt
- ____ Paved
- ____ Sidewalks
- ____ Curbs
- ____ Private Road
- ____ Easement Road
- ____ Country Road
- ____ City Street
- ____ State Highway
- ____ Interstate Highway-1 mile or Less
- ____ US Highway
- ____ None
- ____ Other: _____

Documents Available*

- ____ Appraisal
- ____ Floor Plans
- ____ Aerial Photos
- ____ Plat
- ____ Survey
- ____ Topo map
- ____ Flood Certificate
- ____ Boundary Survey
- ____ Deed Restrictions
- ____ Subdivision Restrictions
- ____ Inspection -Home

- ___ Inspection- Pest
- ___ Inspection- Septic
- ___ Seller's Disclosure
- ___ On-Site Sewer Disclosure
- ___ Lead Based Paint Addendum
- ___ Engineer's Report
- ___ Special Contract/Addendum Req
- ___ Field Notes
- ___ None

___ Repaired Defects

Proposed Terms

- ___ Cash
- ___ Conventional Loan
- ___ FHA Loan
- ___ VA Loan
- ___ Owner Finance
- ___ Lease Option
- ___ Assumption

Special Notes

- ___ Right of First Refusal
- ___ Owner/Agent
- ___ School Bus
- ___ On College Bus Route
- ___ Home Protection Plan
- ___ Lender Owned
- ___ Handyman Special
- ___ Tenants Rights/Possession
- ___ M.U.D.
- ___ Latent Defects

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff Amount: _____

2nd Mortgage Lender : _____

Approx Payoff Amount: _____

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".)

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.

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.

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