

Creekview Realty

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Email: listing@creekviewrealty.com

LISTING INFORMATION

(Use this form for Corpus Christi 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 Information

Property Address _____

City _____ County _____ Zip _____

Unit # (if condo) _____ Complex Name (if condo) _____

Subdivision Name _____

Type: Attached or 1/2 Duplex Condo/Townhome Detached Manufactured/Mobile Housing

of Bedrooms: _____ # of Full Baths: _____ # of Half Baths: _____ # of Stories _____

Garage Spaces _____ # Parking Spaces _____ Pool Yes No HOA Pool Yes No

Fireplace Yes No # of Fireplaces _____ Lot Dimensions _____

No. of Living Areas _____

Living 1 Dim _____ X _____

Living 2 Dim _____ X _____

Living 3 Dim _____ X _____

Kitchen Dim _____ X _____

of Dining Areas _____

Dining 1 Dim _____ X _____

Dining 2 Dim _____ X _____

Laundry Room _____ X _____

Other Room _____ X _____

Master _____ X _____

Bed 2 _____ X _____

Bed 3 _____ X _____

Bed 4 _____ X _____

Study _____ X _____

Age*

___ Under Construction

___ New Construction

___ Pre Construction

___ Previously Owned

If new construction, estimated Completion Date:

Please check all of the following items that apply:

Energy Star

- Certified
- Enrolled

Green Built Program

- Certified
- Enrolled

Security System Yes No

Security System Type

- Smoke Detector
- Monitored
- Burglar
- Sprinkler
- Leased
- Owned

Construction

- Tilt Wall
- Vinyl
- Common Wall
- Shingles
- Asbestos
- Wood
- Rock
- Metal
- Stucco
- Concrete
- Log
- Block
- Frame
- Brick/Veneer
- Aluminum
- Hardy Board
- Other

Exterior Features

- Patio Open
- Guest Quarters
- Gutters
- Patio Covered
- Workshop
- Patio Screen
- Boat Dock
- Tennis Courts
- Storage Building
- Boat Launch
- Handicap Accessible
- Stable/Barn
- Dog Run
- Arena
- Deck Open
- Sprinkler System
- Deck Covered

- Spa/Hot Tub
- Sport Court
- Automatic Gate
- Cabana
- RV Parking
- Greenhouse
- Boat Lift

Common Area

- Golf
- Private Lake/Pond
- Tennis
- Jogging Path
- Club House
- Cabana
- Association Pool
- Boat Dock
- Spa
- Racquet Ball
- Sauna
- Laundry
- Coin Laundry
- Gated Entrance
- Security Entrance

Fence Type

- Brick/Stucco
- None
- Wood
- Chain Link
- Cross Fence
- Sea Wall
- Barbed Wire
- Slick Wire
- Pipe
- Partial
- Automatic Gate
- Other

Fireplace Type

- Wood Burning
- Gas Log
- Free Standing Conveys
- Other
- Decorative/False

No. of Acres _____

Flooring

- Saltillo
- Hardwood
- Adobe
- Marble
- Brick
- Parquet
- Carpet
- Unfinished
- Ceramic

- Laminate
- Tile
- Slate
- Terrazo
- Vinyl

Foundation

- Pier & Beam
- Slab
- Basement
- Other

Lot Description

- Canal
- Subdivided
- Wooded
- Common Area
- Undivided
- Partially Wooded
- Corner
- Cultivated
- Pasture
- Mineral Rights
- Horses Permitted
- Cul de Sac
- Other
- Golf Course
- Waterview
- Interior
- Zero Lot
- Irregular
- No Mineral Rights
- Landscaped
- Partial Mineral Rights
- Waterfront
- Beachfront
- Beachview

Parking

- Carport
- Porte Cochere
- Garage Door Opener
- Garage
- Garage Conversion
- Detached
- Attached
- Concrete
- Front
- Asphalt
- Rear
- Gravel
- Side
- On Street
- Wrap
- None
- Assigned
- Covered

Pool Type

- Above Ground
- In Ground
- In Ground Concrete
- Diving
- In Ground Fiberglass
- In Ground Vinyl
- Enclosed
- Heated
- Play Pool
- Lap Pool
- Spa

Electric

- 3 Phase
- Underground Utilities
- Individual Meter
- Overhead Utilities
- Coop Electric
- 220V
- 440V
- Master Meter
- Electric Available
- Single Phase (typical residential)

Heating/Cooling

- Central Air – Gas
- Heat Pump
- Zoned
- Master Meter - Electric
- Window Unit
- Central Air – Electric
- Gas Jets
- Solar
- Master Meter Gas
- No Air
- Panel
- No Heat
- Chilled Water
- Central Heat – Elec
- Panel/Floor
- Meter Elec
- Central Heat – Gas
- Propane
- Meter Gas

Energy Features

- Attic Fan
- Attic Exhaust Fan
- Solar Panel(s)
- Storm Window(s)
- Thermal Window(s)
- Solar Screen(s)
- Tinted Windows
- None
- Insulated Door(s)
- Storm Door(s)
- Ceiling Fan(s)

Interior Features

- Split Bedrooms
- Air Filter
- Master Down
- Smoke Detector
- Cable TV
- Master Up
- Wet Bar
- Paneling
- Central Vac
- Dry Bar
- Cathedral Ceiling
- None
- Skylight
- Spa/hot tub
- Jet tub
- Intercom
- Handicap Accessible
- 2nd water heater
- Humidifier
- Sauna
- Office
- Garage conversion
- Sun room
- Window coverings
- Sewing room

Kitchen Equipment

- Range/Oven Gas
- Indoor Grill
- Range/Over Electric
- Pantry
- Island
- Double oven
- Breakfast bar
- Freestanding range
- Vent hood
- Refrigerator
- Built-in Dishwasher
- Built in Microwave
- Disposal
- None
- Compactor
- Gas Cooktop
- Other

Possession

- Negotiable
- Closing/Funding
- Specific Date
- Lease Outstanding

Road Surface Front

- City
- Oil screen
- Major artery
- County

- Dirt
- All weather
- Interstate
- Gravel
- Unimproved
- State
- Road easement
- None
- US highway
- Sidewalk
- Private
- Curbs/gutters
- FM road
- Storm sewer
- Paved
- Alley
- Concrete
- Caliche
- Asphalt
- Loop

Roof

- Composite Shingle
- Concrete Tile
- Metal
- Bug
- Tar/Gravel
- Tile/Slate
- Wood Shingle
- Flat
- Other

Special Notes

- Special Assessments
- Flood Plain
- Deep Hole Test
- Restrictions
- Drainage Easement
- Flood Insurance Required
- Phase I Complete
- Inland Wetland Restriction(s)
- Historic
- Agricultural Exemptions
- Owner/Agent
- Phase II Complete
- Build to Suit
- Pipeline
- Agricultural Deferral
- Special Provisions
- Other Reports
- Aerial Photo
- Highline
- Open Space Deferral
- Environmental Study Complete
- Perc Test
- Feasibility Study
- Utility Easement
- Vacation Home/Resort

Utilities

- City Water
- Master Meter Water
- No Sewer
- Natural Gas
- Underground Utilities
- Private Water
- Individual Meter Water
- Septic System Installed
- Master Meter Gas
- Coop Membership Included
- Coop Water
- No Water
- Septic System Required
- M.U.D.
- Water Tap Fee Paid
- City Sewer
- Gas Available
- Phone Available
- Private Sewer
- Propane Gas
- Overhead Utilities
- Environmental Study
- Well
- Sewer Tap Fee Paid
- Individual Meter Gas

Utility Room

- Separate Room
- Laundry in Garage
- Laundry in Kitchen
- Laundry Closet
- Washer Hookup
- Dryer Hookup
- Washer Included
- Dryer Included
- None

Style

- Town Home
- French
- Ranch
- High Rise Condo
- Colonial
- Log
- Southwestern
- Garden/Zero Lot Line
- Contemporary
- Manufactured
- Spanish
- Early American
- Mediterranean
- Traditional
- English
- Mobile
- Victorian

Exterior Buildings

- Mobile
- Tack Room
- Mare Motel
- Goat/Sheep Shed
- Guest Quarters
- Workshop
- Silo
- Show Barn
- Farrowing Shed
- Winery
- Barns
- Hangers
- Breeding Barn
- Feeder Pig Barn
- None
- Stable
- Haybarn
- Stanchion Dairy Barn
- Broiler Operation
- Loaf Shed
- Indoor Arena
- Parlor Dairy Barn
- Equipment Barn

Building Sq Ft: _____ Source of Sq Ft: Tax Records Builder Seller

Land Sq Ft or acres: _____ Year Built: _____

School District _____

Elementary School _____

Middle School _____

High School _____

HOA? Yes No HOA Amount _____ Maint. Fee _____

HOA Dues Requirement Optional Mandatory Monthly Quarterly Annually

HOA Name _____

Preferred Title Company _____ Title Co Phone # _____

Multi Tax ID Yes No

REO, Foreclosure, Relocation Yes No

Proposed Financing

- ___ Conventional
- ___ Owner Carry First
- ___ Owner Carry Second
- ___ Lease Purchase
- ___ Trade/Exchange
- ___ Int. Buydown
- ___ Federal Land Bank
- ___ Texas Vet
- ___ Private
- ___ Other
- ___ VA
- ___ Cash
- ___ FHA

Occupancy

- ___ Owner
- ___ Tenant
- ___ Vacant
- ___ Other _____

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, & 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 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. 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 photo(s) in jpg format. 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