

Creekview Realty

John Prell, Broker Lic. #0493630
3801 Matterhorn Drive
Plano, TX 75075
Web: www.creekviewrealty.com

Phone: 800-219-9444
Fax: 972-881-9955
Email: listing@creekviewrealty.com

LISTING INFORMATION

Please provide the following information for 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 underlined, in bold, and marked with an asterisk (*).

***Property Address**

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

***Property Type:**

Condo Farm/Ranch Half Duplex Single Family Townhouse

Subdivision Name _____ M.U.D District? Yes No Unknown

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 _____

Address _____

***Occupancy:** Owner Tenant Vacant

Property Information

***No. of Bedrooms** _____ ***No. of Full Baths** _____ ***No. of Half Baths** _____

No. of Full Baths on: 1st level _____ 2nd level _____ 3rd level _____ Basement level _____

No. of Half Baths on: 1st level _____ 2nd level _____ 3rd level _____ Basement level _____

***No. of Stories** _____ ***No. of Fireplaces** _____ ***No. of Living Areas** _____ ***No. of Dining Areas** _____

***Square Footage** _____ (Living areas that are heated only; do not include garage, covered patio, etc.)

***Source of Square Footage information:** Appraiser Building Plan Tax Other Documentation

***Year Built** _____

Room Dimensions & Levels

	Room Level		Room Level		Room Level	
*Living 1	_____ X _____		Living 2	_____ X _____	Living 3	_____ X _____
F. Dining	_____ X _____		Breakfast Rm	_____ X _____	*Kitchen	_____ X _____

*Master BR _____ X _____ Bedroom 2 _____ X _____ Bedroom 3 _____ X _____
 Bedroom 4 _____ X _____ Bedroom 5 _____ X _____ Study _____ X _____
 Utility Rm _____ X _____ Other Rm 1 _____ X _____ Other Rm 2 _____ X _____

*No. of Garage Spaces _____ *No. of Carport Spaces _____

Garage Length: _____ Garage Width: _____

*Security System? Yes No *Pool on Property? Yes No

*Lot Dimensions _____ *Approx. Acres _____

*Homeowner's Association Dues: Mandatory None Voluntary *Amount: \$ _____

Billing Frequency: Annual Monthly Quarterly Semi-Annual Other

*School District _____

*Elementary School _____ Bus? Yes No NA

*Middle/Junior High School _____ Bus? Yes No NA

*High School _____ Bus? Yes No NA

Property Also For Lease? Yes No Annual Property Taxes Without Exemptions _____

*Exclusions – List any items that are not included in the sale that buyers may assume are included:

Check all of the following items that apply:

***Housing Type**

- _____ Single Detached (typical single family house)
- _____ Apartment
- _____ Attached or 1/2 Duplex
- _____ Condo/Townhome
- _____ Designated Historical Home
- _____ Doublewide Mobile Home with Land
- _____ Farm/Ranch House
- _____ Garden/Zero Lot Line
- _____ High Rise
- _____ Historical/Conservation District
- _____ Interval Ownership
- _____ Lake House
- _____ Log Cabin
- _____ Manufactured (certificate exchanged)
- _____ Resort Property
- _____ Singlewide Mobile Home with Land
- _____ Underground
- _____ Vacation Home

- _____ Contemporary/Modern
- _____ Early American
- _____ English
- _____ Flat
- _____ French
- _____ Geo/Dome
- _____ Loft Apartment
- _____ Mediterranean
- _____ Oriental
- _____ Prairie
- _____ Ranch
- _____ Southwestern
- _____ Spanish
- _____ Split Level
- _____ Studio Apartment
- _____ Traditional
- _____ Tudor
- _____ Victorian
- _____ Other

- Style of House
- _____ A-Frame
 - _____ Colonial

***Lot Size/Acreage**

- _____ Less than .5 Acre (not Zero)
- _____ .5 Acre to .99 Acre

- 1 Acre to 2.99 Acres
- 3 Acres to 4.99 Acres
- 5 Acres to 9.99 Acres
- 10 Acres to 100 Acres
- Over 100 Acres
- Condo/Townhome Lot
- Zero Lot Line

Lot Description

- Acreage
- Adjacent to Greenbelt
- Canal (Man Made)
- Corner
- Creek
- Cul de Sac
- Cultivated
- Golf Course Lot
- Greenbelt
- Heavily Treed
- Horses Permitted
- Interior Lot
- Irregular
- Landscaped
- Large Backyard Grass Area
- No Backyard Grass
- Partially Cultivated
- Pasture
- River Front
- Some Trees
- Subdivision
- Tank/Pond
- Undivided
- Water/Lake Front
- Water/Lake View

Exterior Features

- Arena
- Balcony
- Boat Dock/Slip
- Covered Porch(es)
- Equestrian Center
- Gazebo
- Greenhouse
- Grill
- Guest Quarters
- Gutters
- Lighting System
- Patio Covered
- Patio Open
- Private Hangar
- Private Landing Strip
- RV/Boat Parking
- Satellite Dish
- Sport Court
- Sprinkler System
- Stable/Barn
- Storage Building
- Tennis Court(s)
- Wood Deck
- Workshop

- Other

***Construction**

- Brick
- Common Wall
- Fiber Cement
- Frame/Brick Trim
- Log
- Rock/Stone
- Siding
- Stucco
- Wood

***Foundation**

- Basement
- Bois D'Arc Post
- Pier & Beam
- Piered Beam Slab
- Pilings
- Slab
- Other

***Roof**

- Built-Up
- Composition
- Concrete
- Fiber Cement
- Metal
- Overlay
- Shake Metal
- Tar/Gravel
- Tile/Slate
- Wood Shake
- Wood Shingle
- Other

Backyard Pool Features

- Above Ground
- Attached Spa
- Cabana
- Cleaning System
- Custom Cover
- Diving
- Heated
- In Ground Fiber Glass
- In Ground Gunite
- In Ground Vinyl
- Indoor
- Lap Pool
- Play Pool
- Pool Perimeter Fence
- Separate Spa/Hot Tub
- Other

Type of Fence

- Automatic Gate
- Barbed Wire
- Brick
- Chain Link
- Cross Fenced

- Dog Run
- Iron
- None
- Partially Fenced
- Pipe
- Rail
- Rock/Stone
- Slick/Smooth Wire
- Vinyl
- Wood
- Other

***Parking/Garage**

- Assigned
- Attached
- Circle Drive
- Covered
- Detached
- Front
- Garage Conversion
- Golf Cart Garage
- Has Sink in Garage
- None
- Garage Door Opener
- Outside Entry
- Oversized
- Porte-Cochere
- Rear
- Side
- Swing Drive
- Tandem Style
- Unassigned
- Uncovered
- Workbench
- Other

***Street/Utilities**

- Aerobic Septic
- All Weather Road
- Alley
- Asphalt
- City Sewer
- City Water
- Co-op Water
- Community Mailbox
- Concrete
- Curbs
- Dirt
- Gravel / Rock
- M.U.D. Sewer
- M.U.D. Water
- No City Services
- Outside City Limits
- Overhead Utilities
- Private Road
- Private Sewer Co.
- Private Water Co.
- Septic
- Sidewalk
- Underground Utilities

- Unincorporated
- Well
- Other

Common Features

- Boat Ramp
- Campground
- Club House
- Community Sprinkler System
- Common Elevator
- Community Pool
- Gated Entrance
- Golf
- Greenbelt
- Guarded Entrance
- Horse Facilities
- Jogging Path/Bike Path
- Landing Strip
- Laundry
- Marina
- Park
- Perimeter Fencing
- Playground
- Private Lake/Pond
- Public Hangar
- Racquet Ball
- RV Parking
- Sauna
- Spa
- Tennis
- Other

Homeowners Association Includes:

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

***Interior Features**

- Bay Windows
- Built-in Wine Cooler
- Cable TV Available
- Central Vacuum
- Decorative Lighting
- Dry Bar
- Elevator
- High Speed Internet Available

- ___ Intercom
- ___ Loft
- ___ Multiple Staircases
- ___ Paneling
- ___ Plantation Shutters
- ___ Skylights
- ___ Smart Home Features
- ___ Sound System Wiring
- ___ Vaulted Ceilings
- ___ Wainscoting
- ___ Water Filter
- ___ Water Purifier
- ___ Water Softener
- ___ Wet Bar
- ___ Window Coverings
- ___ Other

***Bed/Bath Features**

- ___ Bidet
- ___ Built-ins
- ___ Double Shower
- ___ Fireplace in Master
- ___ Garden Tub
- ___ Hollywood Bath
- ___ Jack & Jill Bath
- ___ Jetted Tub
- ___ Linen Closet
- ___ Medicine Cabinet
- ___ Murphy Bed
- ___ Separate Shower
- ___ Separate Vanities
- ___ Sitting Area in Master
- ___ Split Bedrooms
- ___ Steam Shower
- ___ Walk-in Closets
- ___ Other

Specialty Rooms

- ___ Dark Room
- ___ Exercise Room
- ___ Extra Storage Room
- ___ Game Room
- ___ Library/Study
- ___ Media Room
- ___ Mud Room
- ___ Music Room
- ___ Sauna/Steam Room
- ___ Second Master
- ___ Solarium/Sunroom
- ___ Spa/Hot Tub Room
- ___ Unfinished Bonus Room
- ___ Wine Cellar
- ___ Other

Fireplace Type

- ___ Blower Fan
- ___ Brick
- ___ Decorative
- ___ Direct Vent
- ___ Electric

- ___ Freestanding
- ___ Gas Logs
- ___ Gas Starter
- ___ Insert
- ___ Masonry
- ___ Metal Box
- ___ See Through Fireplace
- ___ Stone
- ___ Wood Burning
- ___ Other

***Kitchen Equipment**

- ___ Built-in Compactor
- ___ Built-in Icemaker
- ___ Built-in Microwave
- ___ Built in Refrigerator/Freezer
- ___ Convection Oven
- ___ Cooktop-Electric
- ___ Cooktop-Gas
- ___ Dishwasher
- ___ Disposal
- ___ Double Oven
- ___ Drop in Range/Oven - Electric
- ___ Drop in Range/Oven - Gas
- ___ Freestanding Range - Electric
- ___ Freestanding Range - Gas
- ___ Indoor Grill
- ___ Oven - Electric
- ___ Oven - Gas
- ___ Plumbed for Gas in Kitchen
- ___ Self Clean
- ___ Vent Mechanism
- ___ Warmer Oven Drawer
- ___ Water Line to Refrigerator
- ___ Other

Kitchen Other

- ___ Breakfast Bar
- ___ Butlers Pantry
- ___ Corian/Corian Type Countertop
- ___ Dumbwaiter
- ___ Eat-in Kitchen
- ___ Galley Kitchen
- ___ Granite/Granite Type Countertop
- ___ Island
- ___ Tile Countertop
- ___ Walk-in Pantry

***Utility Room**

- ___ Drip/Dry Area
- ___ Dryer Hookup-Elec
- ___ Dryer Hookup-Gas
- ___ Floor Drain
- ___ Full Size W/D Area
- ___ Laundry Chute
- ___ None
- ___ Room for Freezer
- ___ Second Pantry
- ___ Separate Room

- Sink in Utility
- Stacked W/D Area
- Utility Closet
- Utility in Garage
- Utility in Kitchen
- Washer Hookup
- Other

Alarm/Security Type

- Burglar
- Carbon Monoxide Detector
- Exterior Security Light(s)
- Fire Sprinkler System
- Fire / Smoke
- Firewall(s)
- Leased
- Monitored
- Owned
- Pre-Wired
- Smoke Detector
- Unknown
- Other

***Flooring**

- Brick/Adobe
- Carpet
- Ceramic Tile
- Concrete
- Laminate
- Marble
- Parquet
- Slate
- Stone
- Terrazzo
- Vinyl
- Wood Floor
- Wood Under Carpet
- Other

***Heating/Cooling**

(min. 2 Required)

- Additional Water Heater(s)
- Central Air - Electric
- Central Air - Gas
- Central Heat - Electric
- Central Heat - Gas
- Direct Vent
- Electrostatic Air Filter
- Gas Jets
- Geothermal
- Heat Pump
- Humidifier
- No A/C
- No Heat
- Panel/Floor/Wall
- Propane
- Solar
- Space Heater
- Two(+) Pipe (Condo)
- Window Unit

- Zoned
- Other

Energy Features

- 12 in.+Attic Insulation
- 13-15 SEER AC
- 16+ SEER AC
- 90% Efficient Furnace
- Attic Fan
- Ceiling Fans
- Dehumidifier
- Double Pane Windows
- Electric Water Heater
- Energy Star Appliances
- Foam Insulation
- Gas Water Heater
- High Efficiency Water Heater
- Insulated Doors
- Low E Windows
- Programmable Thermostat
- Radiant Barrier
- Smart Electric Meter
- Solar Panels
- Solar Screens
- Storm Door(s)
- Storm Window(s)
- Tankless Water Heater
- Thermo Windows
- Tinted Windows
- Turbines
- Variable Speed HVAC
- Ventilator
- Other
- None

Green Certification

- Energy Star Certified
- Green Built N. TX
- HERS Rated
- HERS 0-85
- HERS 86-100
- HERS 101+
- LEED Certified
- LEED Silver
- LEED Gold
- LEED Platinum
- NGBP-National Green

Green Features

- Drought Tolerant Plants
- Energy Recovery Ventilator
- Enhanced Air Filtration
- ET Irrigation Control
- Geo-thermal HVAC
- Low Flow Commode
- Low Flow Fixtures
- Mechanical Fresh Air
- Rain Water Catchment
- Rain/Freeze Sensors
- Recirculating Hot Water

- Solar Electric System
- Solar Hot Water
- Wind Power

Handicap Amenities

- Elevator
- Hand Rails
- Lower Fixtures
- Meets ADA Requirements
- None
- Ramp
- Wheelchair Access
- Wide Doorways
- Other

Proposed Financing

- Assumption of Equity
- Bond Money
- Cash
- Conventional
- Federal Land Bank
- FHA
- FMHA
- Lease Purchase

- Owner Cary First
- Owner Cary Second
- Texas Vet
- Trade/Exchange
- VA
- Other

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff Amount: _____

2nd Mortgage Lender : _____

Approx Payoff Amount: _____

***Possession Date**

- Upon Closing/Funding
- Lease Outstanding
- Negotiable (possible move-in before close)
- Specific Date

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 400 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. All listings include at least a photo of the front. For Showcase listings, please email 6 to 10 photos. 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