

Creekview Realty

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LISTING INFORMATION

(Use this form for DFW MLS Residential Lease Listings only)

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:

Apartment Condo/Townhome Duplex Fourplex House Mobile Triplex

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

Furnished: Yes No

Appliances: Yes No

*Year Built: _____

Room Dimensions & Levels

	Room Level		Room Level		Room Level	
<u>*Living 1</u>	_____ X _____		Living 2	_____ X _____	Living 3	_____ X _____
F. Dining	_____ X _____		Breakfast Rm	_____ X _____	<u>*Kitchen</u>	_____ 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 Fenced Yard? 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 Sale? Yes No Application Fee? Yes No Pets? Yes No

Deposit Amount: _____ Monthly Pet Fee: _____ Pet Deposit: _____

of Pets Allowed: _____ Non-Refundable Pet Fee? Yes No

Day Guests Allowed: _____ # of Vehicles: _____

Date Available: : _____ Terms: : _____

Commision Paid: Move-in Move-in 5 Execution Other

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff Amount: _____

2nd Mortgage Lender : _____

Approx Payoff Amount: _____

Check all of the following items that apply:

Lease Requirements:

- _____ Application Fee
- _____ Approval by HOA
- _____ Credit Report
- _____ Prior Residence Info
- _____ References Required

- _____ Written Application (+)
- _____ Written Application Only
- _____ Other

Restrictions:

- _____ Lease While on Market
- _____ No Pets
- _____ No Smoking

- No Sublease
- No Waterbeds
- None
- Pet Restrictions
- Other

Lease Type:

- 1 Year Plus
- Gov't Subsidy Considered
- Lease Purchase Option
- Monthly
- Six Month
- Yearly
- Other

Monies Required:

- First Months Rent
- Last Months Rent
- Pet Deposit
- Security Deposit
- Waterbed Deposit
- Other

Tenant Expenses

- Alarm Monitor Fee
- All Utilities
- Electric
- Gas
- HOA User Fees
- Maintenance Room
- Pool/Spa Service
- Renters Insurance
- Sewer
- Water
- Yard Care
- Other

Style of House

- A-Frame
- Colonial
- Contemporary/Modern
- Early American
- English
- Flat
- French
- Geo/Dome
- Loft
- Mediterranean
- Oriental
- Prairie
- Ranch
- Southwestern
- Spanish
- Split Level
- Studio

- Traditional
- Tudor
- Victorian
- Other

***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
- Corner
- Cul de Sac
- Golf Course Lot
- Greenbelt
- Heavily Treed
- Horses Permitted
- Interior Lot
- Large Backyard Grass Area
- No Backyard Grass
- Some Trees
- Subdivision
- Water/Lake Front
- Water/Lake View

***Construction**

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

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

Exterior Features

- Arena
- Balcony
- Covered Porch(es)
- Equestrian Center
- Grill
- Gutters
- Lighting System
- Patio Covered
- Patio Open
- RV/Boat Parking
- Satellite Dish
- Sprinkler System
- Wood Deck
- 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

- Area Assigned
- Assigned Spaces
- Garage
- Garage Door Opener
- Individual Carport
- None
- On Street
- Shared Carport

- Shared Garage
- Unassigned Spaces
- Uncovered

*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
- Hanger
- Horse Facilities
- Jogging Path/Bike Path
- Landing Strip
- Laundry
- Marina
- Park
- Perimeter Fencing
- Playground
- Private Lake/Pond
- Racquet Ball
- RV Parking
- Sauna
- Spa
- Tennis
- Other

***Interior Features**

- Bay Windows
- 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
- Dryer
- Dual Fuel Range
- Freestanding Range - Electric
- Freestanding Range - Gas
- Indoor Grill
- None
- Oven - Electric
- Oven - Gas
- Plumbed for Gas in Kitchen
- Refrigerator
- Self Clean
- Vent Mechanism
- Warmer Oven Drawer
- Washer
- 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

***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
- 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

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

Housing Type

- Apartment
- Attached or 1/2 Duplex
- Condo/Townhome
- Designated Historical Home
- Doublewide Mobile w/ Land
- Farm/Ranch house
- Garden/Zero Lot Line
- Hi Rise

- Historical/Conservation Dist.
- Lake House
- Log Cabin
- Manufactured
- Resort Property
- Single Detached
- Singlewide Mobile w/ Land
- Underground
- Vacation Home

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.