

Creekview Realty

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LISTING INFORMATION

(Use this form for DFW MLS Multi-Family 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/5Plex+ Fourplex Full Duplex Multiple Single Units 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 Units _____ *No. of Buildings _____ *No. of Parking Spaces _____

*No. of Stories _____ Occupancy Rate _____ *Pool on Property? Yes No

Security System Yes No Year Built _____

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

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

Unit 1 Living Length _____ X _____

Unit 1 Living Width _____ X _____

Unit 2 Living Length _____ X _____

Unit 2 Living Width _____ X _____

Unit 3 Living Length _____ X _____

Unit 3 Living Width _____ X _____

Unit 4 Living Length _____ X _____

Unit 4 Living Width _____ X _____

Unit 1 Dining Length _____ X _____

Unit 1 Dining Width _____ X _____

Unit 2 Dining Length _____ X _____

Unit 2 Dining Width _____ X _____

Unit 3 Dining Length _____ X _____

Unit 3 Dining Width _____ X _____

Unit 4 Dining Length _____ X _____

Unit 4 Dining Width _____ X _____

Unit 1 Kitchen Length _____ X _____

Unit 1 Kitchen Width _____ X _____

Unit 2 Kitchen Length _____ X _____

Unit 2 Kitchen Width _____ X _____

Unit 3 Kitchen Length _____ X _____

Unit 3 Kitchen Width _____ X _____

Unit 4 Kitchen Length _____ X _____

Unit 4 Kitchen Width _____ X _____

Unit 1 Master Bedroom Length _____ X _____

Unit 1 Master Bedroom Width _____ X _____

Unit 2 Master Bedroom Length _____ X _____

Unit 2 Master Bedroom Width _____ X _____

Unit 3 Master Bedroom Length _____ X _____

Unit 3 Master Bedroom Width _____ X _____

Unit 4 Master Bedroom Length _____ X _____

Unit 4 Master Bedroom Width _____ X _____

Unit 1 SqFt _____

Unit 2 SqFt _____

Unit 3 SqFt _____

Unit 4 SqFt _____

Unit 1 Total Full Baths _____

Unit 2 Total Full Baths _____

Unit 3 Total Full Baths _____

Unit 4 Total Full Baths _____

Unit 1 Total Half Baths _____

Unit 2 Total Half Baths _____

Unit 3 Total Half Baths _____

Unit 4 Total Half Baths _____

Unit 1 Total Bedrooms _____

Unit 2 Total Bedrooms _____

Unit 3 Total Bedrooms _____

Unit 4 Total Bedrooms _____

Unit 1 Avg Lease Rate _____

Unit 2 Avg Lease Rate _____

Unit 3 Avg Lease Rate _____

Unit 4 Avg Lease Rate _____

Unit 1 Total Like Units _____

Unit 2 Total Like Units _____

Unit 3 Total Like Units _____

Unit 4 Total Like Units _____

***Lot Dimensions** _____

***Approx. Acres** _____

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

Billing Frequency: Annual Monthly Quarterly Semi-Annual Other

Complex Name _____

***School District** _____

***Elementary School** _____ Bus? Yes No NA

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

***High School** _____ Bus? Yes No NA

Gross Annual Income _____

Net Annual Income _____

Annual Insurance _____

Gross Annual Expenses _____

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:

Lot Description

- Acreage
- Adjacent to Greenbelt
- Canal (Man Made)
- Corner
- Creek
- Cul de Sac
- Cultivated
- Golf Course Lot
- 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

***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

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
- 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
- Separate Entry Quarters
- Sport Court
- Sprinkler System
- Stable/Barn
- Storage Building
- Tennis Court(s)
- Wood Deck
- Workshop
- Workshop w/ Electric
- Other

Backyard Pool Features

- Above Ground
- Attached Spa
- Cabana
- Cleaning System
- Custom Cover
- Diving
- Heated
- In Ground Fiber Glass
- In Ground Gunitite
- 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

***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

***Street/Utilities**

- Aerobic Septic
- All Weather Road
- Alley
- Asphalt
- City Sewer
- City Water
- Co-op Membership Included
- Co-op Water
- Community Mailbox
- Concrete
- Curbs
- Dirt
- Gravel / Rock
- Individual Gas Meter
- Individual Water Meter
- Master Gas Meter
- Master Water Meter
- 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
- Sewer Tap Fee Paid
- Sidewalk
- Underground Utilities
- Unincorporated
- Water Tap Fee Paid
- Well

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

Tenancy

- 6 Months or Less
- 9 Months or Less
- Approval by Board
- Government Subsidized
- Lease while on Market
- Month to Month
- No Smoking
- No Sublease
- No Waterbeds
- None
- Over 9 Months
- Pet Restrictions
- Pets Allowed
- Written Application Only
- 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

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

***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
- Dual Fuel Range
- 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
- Dumb waiter
- 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

***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
- 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

Negotiable (possible move-in before close)

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 Carry First
- Owner Carry 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

Total Annual Expenses Inc.

- Accounting/Legal
- Common Area
- Electric
- Gas
- Insurance
- Lawn
- License/Permits
- Maintenance
- Management
- None
- Parking
- Payroll
- Pool Service
- Reserves
- Supplies
- Taxes
- Water/Sewer/Trash

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

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".)

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 10/14/2010