

**Creekview Realty**

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**LISTING INFORMATION**  
(Use this form for the El Paso 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 underlined, in bold, and marked with an asterisk (\*)**. MLS system will not accept listing without these items filled in.

**Property Address\*** \_\_\_\_\_ Unit No. \_\_\_\_\_

**City\*** \_\_\_\_\_ **County\*** \_\_\_\_\_ **State\*** \_\_\_\_\_ **Zip\*** \_\_\_\_\_

Special Showing Instructions \_\_\_\_\_

Preferred Title Company: \_\_\_\_\_

**\*Occupancy:**     Owner     Tenant     Vacant

**Property Information**

**Area\*:**

- \_\_\_\_\_ Anthony
- \_\_\_\_\_ Canutillo
- \_\_\_\_\_ Central
- \_\_\_\_\_ Chamberino
- \_\_\_\_\_ Chaparral
- \_\_\_\_\_ Clint
- \_\_\_\_\_ Country Club
- \_\_\_\_\_ Deming
- \_\_\_\_\_ East
- \_\_\_\_\_ Fabens
- \_\_\_\_\_ Ft Bliss
- \_\_\_\_\_ Horizon
- \_\_\_\_\_ Hudspeth
- \_\_\_\_\_ La Mesa
- \_\_\_\_\_ Las Cruces
- \_\_\_\_\_ Lower Valley
- \_\_\_\_\_ Mesilla Park
- \_\_\_\_\_ Mesquite
- \_\_\_\_\_ Mexico
- \_\_\_\_\_ Northeast
- \_\_\_\_\_ Out of State
- \_\_\_\_\_ Rest of State
- \_\_\_\_\_ Ruidoso
- \_\_\_\_\_ Santa Teresa

- \_\_\_\_\_ Sedona Hills
- \_\_\_\_\_ Sierra Blanca
- \_\_\_\_\_ Socorro
- \_\_\_\_\_ Sunland Park
- \_\_\_\_\_ Tornillo
- \_\_\_\_\_ Tularosa
- \_\_\_\_\_ Upper Valley
- \_\_\_\_\_ West

Mapsco Page #: \_\_\_\_\_ Grid letter: \_\_\_\_\_

**Property Class\***

- \_\_\_\_\_ Attached (i.e. Condo, Duplex, Multi family)
- \_\_\_\_\_ Detached (Separate Structure/Single Family)
- \_\_\_\_\_ Lot
- \_\_\_\_\_ Manufactured
- \_\_\_\_\_ To be built

**Zoning\*:** \_\_\_\_\_

**Square Ft\*:** \_\_\_\_\_

**Sq Ft Measurement by\*:**

- \_\_\_\_\_ Agent
- \_\_\_\_\_ Appraiser CAD
- \_\_\_\_\_ Appraiser

\_\_\_\_ Builder  
\_\_\_\_ Seller  
\_\_\_\_ Other: \_\_\_\_\_

Approx Acres: \_\_\_\_\_

**Acres (Range)\*:**

- \_\_\_\_ Zero to .5 acre
- \_\_\_\_ .5 to 1 acre
- \_\_\_\_ 1 to 3 acres
- \_\_\_\_ 3 to 5 acres
- \_\_\_\_ 5 to 10 acres
- \_\_\_\_ 10 to 20 acres
- \_\_\_\_ Over 20 acres

**Subdivision\*:** \_\_\_\_\_

**Apx. Taxes\*:** \_\_\_\_\_

**Tax Year\*:** \_\_\_\_\_

**Exemption\*:**

- \_\_\_\_ 65 & over
- \_\_\_\_ Agricultural
- \_\_\_\_ Homestead
- \_\_\_\_ Unknown
- \_\_\_\_ Veterans

**Defects\*:**

- \_\_\_\_ Owner Aware
- \_\_\_\_ Owner Not Aware

House Faces:

- \_\_\_\_ North
- \_\_\_\_ East
- \_\_\_\_ South
- \_\_\_\_ West

**Total Bedrooms\*:** \_\_\_\_\_

**Full Baths\*:** \_\_\_\_\_

**3/4 baths\*:** \_\_\_\_\_

**Half baths\*:** \_\_\_\_\_

**Maids Room\*:** \_\_\_\_ Yes \_\_\_\_ No

**Fireplace\*:** \_\_\_\_ Yes \_\_\_\_ No

# of Fireplaces: \_\_\_\_\_

**Year Built\*:** \_\_\_\_\_

Builder: \_\_\_\_\_

**Water District\*:** \_\_\_\_\_

**School District\*:** \_\_\_\_\_

**Grade School\*:** \_\_\_\_\_

**Middle School\*:** \_\_\_\_\_

**High School\*:** \_\_\_\_\_

Lot Size: \_\_\_\_\_

**Laundry Location\*:**

- \_\_\_\_ Common Area
- \_\_\_\_ Garage
- \_\_\_\_ Hall
- \_\_\_\_ Kitchen
- \_\_\_\_ None
- \_\_\_\_ Room
- \_\_\_\_ Stacked
- \_\_\_\_ Util Room
- \_\_\_\_ Closet

**HOA?\*** \_\_\_\_ Yes \_\_\_\_ No

**Dues (Monthly)\*:** \_\_\_\_\_

**Mandatory?\*** \_\_\_\_ Yes \_\_\_\_ No

Rented? \_\_\_\_ Yes \_\_\_\_ No

Monthly Rent: \_\_\_\_\_

## PROPERTY FEATURES

### STYLE (Max 2)

- 1 Story
- 2 Story
- Axle and Hitch
- Custom
- Double Wide
- HUD
- Model
- Multi Level
- Patio Home
- Single Wide
- Territorial
- Triple Wide
- Victorian
- Zero Lot
- Santa Fe

### LAND USE (Max 3)

- Adult Community
- Gated Community
- Horses Allowed
- Irrigation
- PUD
- Restricted
- Subdivided
- Other

### ROOF (Max 2)

- Composition
- Flat
- Metal
- Mixed
- Pitched
- Pitched/Flat
- Rolled Roofing
- Shingle
- Slate
- Tar & Gravel
- Tile
- Rubber Membrane
- Foam Like
- Other

### CONSTRUCTION

(Max 3)

- Adobe
- Adobe-Part
- Aluminum Siding
- Concrete Block
- Brick
- Brick Veneer
- Brick Veneer Front

- Energy Star Certified
- Frame
- Green Certified
- Masonite
- Masonry
- Metal
- See Plans
- Slump Rock
- Stucco
- Vinyl
- Wood Siding
- Other

### INTERIOR FEATURES

(Max 15)

- 2+ Living Areas
- 2+ MBR
- Alarm System
- Atrium
- Attic
- Bar in Kitchen
- Basement
- Breakfast Area
- Built Ins
- Cable TV
- Cathedral Ceilings
- Cedar Closet(s)
- Ceiling Fan(s)
- Country Kitchen
- Cove Ceiling
- Den
- Dining Rm
- Dressing Area
- Formal DR/LR
- Foyer
- Game/Hobby Room
- Great Room
- Handicap Access
- High Speed Internet
- Hot Tub
- In Law Qtrs
- Intercom
- Kitchen Island
- Live In Room
- Loft
- LR/DR Combo
- Master Down
- Master Up
- MB Dbl Sink
- MB Jetted Tub
- MB Shower/Tub
- Pantry

- Skylight(s)
- Smoke Alarm(s)
- Zone MBR
- Study/Office
- Sunken LR
- Utility Room
- Walk In Closet(s)
- Wet Bar

### EXTERIOR FEATURES

(Max 9)

- Back Yard Access
- Balcony
- Barn Stalls/Other
- Courtyard
- Deck
- Fenced All
- Fenced Backyard
- Fenced Front
- Fireplace
- Gazebo
- Grill
- Hot Tub
- In-law Qtr
- Patio Covered
- Patio Enclosed
- Patio Open
- Patio Screened
- Playground
- RV Hookup
- Satellite Dish
- Security Wrought Iron
- Skirting
- Storage
- Tennis Court
- Wall Privacy
- Walled Backyard
- Walled Front
- Workshop

### APPLIANCES (Max 8)

- Built In Elec. Oven
- Built In Gas Oven
- Central Vac
- Compactor
- Convection Oven
- Cooktop
- Dbl. Oven
- Dishwasher
- Disposal
- Downdraft Range
- Dryer H/U

- Freestanding Gas Range
- Freestanding Elec. Range
- Grill
- Hot Water Tank
- Humidifier
- Microwave
- Range Hood
- Refrigerator
- Self Clean Oven
- Washer H/U
- Water Softr. Leased
- Water Softr. Owned
- Washer
- Dryer
- Cooktop-Electric
- Cooktop-Gas
- Drawer Warmer
- Other See Remarks

**HEATING** (Max 3)

- 2+ Units
- Baseboard
- Central Forced Air
- Electric
- Floor Furnace
- Gas
- Heat Pump
- Hot Water
- LP Gas
- LP Gas Leased
- LP Gas Owned
- Perimeter
- Radiant
- Solar
- Wall Unit
- Zoned
- Other See Remarks

**COOLING** (Max 3)

- 2+ Units
- Attic Fan
- Evaporative
- Heat Pump
- None
- Refrigerated
- Roof Turbine
- Window Unit(s)
- AC Ground
- Master Cool
- Zoned
- Other See Remarks

**WATER/SEWER** (Max 3)

- City Water

- Community Water
- Hauled Water
- Irrigation Well
- Septic Tank
- Sewer-City
- Sewer-Community
- Shared Well
- Well
- Other See Remarks

**POOL** (Max 3)

- Above Ground
- Automatic Cover
- Community Pool
- Enclosed
- Heated
- Inground Vinyl
- Inground Fiberglass
- Inground Gunite
- Solar Cover
- Solar Heated
- Yes
- No
- Solar Panels
- Spa/HotTub
- Other See Remarks

**LANDSCAPE** (Max 3)

- Allowance
- Auto Sprinklers
- Back
- Bubble Drip
- Common Area
- Front
- Front & Back
- Full Sprinklers
- Garden/Fruit Trees
- Lawn/Grass
- None
- Part Sprinklers
- Partial Landscape
- SW Gravel Lndscp
- Xeriscape
- Other See Remarks

**GARAGE** (Max 3)

- Sgl. Car Port
- Dbl. Car Port
- Sgl. Attached
- Dbl. Attached
- Trpl. Attached
- Sgl. Detached
- Dbl. Detached
- Trpl. Detached

- RV Parking
- Car Pad
- None
- Heated
- Opener(s)
- Outlet 220
- Oversized
- Storage
- Two Doors
- Workshop Area
- Converted
- Other See Remarks

**FLOORING** (Max 3)

- Brick
- Carpet
- Concrete
- Flagstone
- Hardwood
- Laminate
- Marble
- Parquet
- Terrazzo/Ceramic
- Vinyl
- Tile
- Other See Remarks

**WINDOWS/ TREATMENTS**  
(Max 5)

- Bars W/ Release
- Bars W/O Release
- Bay/Bow
- Beveled Glass
- Blinds
- Casement
- Clerestory
- Drapes
- Fixed
- Glass Block
- Metal Frame
- Mini Blinds
- No Treatments
- Sash
- Shutters
- Single Pane
- Sliding
- Dbl Pane
- Thermal
- Vinyl
- Wood Blinds
- Security Bars
- Other See Remarks

**HOA COVERS** (Max 5)

- All Utilities
- Clubhouse
- Common Area
- Exterior of Residence
- Front Lndscp
- Greens
- Guard/Guardhouse
- Insurance
- Pool
- Security
- Some Utilities
- Streets
- Taxes
- Tennis Courts
- None
- Other See Remarks

**FINANCE CONSIDERED**

- ARM/VRM/GPM
- Balloon Payments
- Buy Down
- Cash
- Cash to Loan
- Contract of Sale
- Conventional
- Corporate Owner
- Deed Of Trust

- Exchange
- FHA
- Home Warranty
- Lease Option
- Lease/Purchase
- No FHA
- No VA
- Owner
- Seller Assisted
- Shared Equity
- Tx Veteran
- VA
- Assumable
- Other See Remarks

**Loan Payoff Information\***

1st Mortgage Lender  
: \_\_\_\_\_

Approx Payoff  
Amount: \_\_\_\_\_

2nd Mortgage Lender :  
\_\_\_\_\_

Approx Payoff  
Amount: \_\_\_\_\_

**LOT DESCRIPTION**

- (Max 2)
- Corner
  - Cul De Sac
  - Golf Course
  - Leased
  - Planned Community
  - Standard Lot
  - Steep Slope
  - View Lot
  - Zero Lot Line
  - Other

**SPECIAL NOTES**

- (Max 6)
- Deed Restrictions
  - Environmental Hazards
  - Flood Plain
  - Landfill
  - None
  - Owner/Agent
  - Verify Flood Insurance
  - Guard Service/House
  - Historic Property
  - Fixer Upper
  - Foreclosure/Repo
  - Corporate Owned
  - Short Sale
  - Real Estate Owned
  - Other See Remarks

## YOU'RE NOT DONE YET! . . . . .

Please write 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".) Please **email** your description to: [listing@creekviewrealty.com](mailto:listing@creekviewrealty.com). Please be sure to reference the property address in the email, and include your last name.

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.

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.**

*Revised 10/15/2010*