

Creekview Realty

John Prell, Broker Lic. #0493630
Web: www.creekviewrealty.com
Email: listing@creekviewrealty.com

Phone: 800-219-9444
Fax: 972-881-9955

LISTING INFORMATION

(Use this form for Killeen / Fort Hood 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. Items marked with an asterisk (*) are required.

*Property Address _____

*City _____ *County _____ *Zip _____

* TYPE

- _____ Single Family
- _____ Single Family w/Acreage
- _____ Manufactured House
- _____ Town Home
- _____ Modular Home
- _____ Manufactured House with Acreage
- _____ Condominium

* VACANT

- _____ Yes
- _____ No

* PETS ON PROPERTY

- _____ Yes
- _____ No

* Subdivision: _____

*Lot: _____

*Block: _____

No. of Acres: _____

* No. of Bedrooms: _____

* No. of Bathrooms: _____

* No. of Half-Bathrooms: _____

* No. of Stories: _____

No. of Fireplaces: _____

No. of Living Areas: _____

No. of Dining Areas: _____

* Living Area Approx. Sq. Ft: _____

* Source of Sq. Ft:

- _____ Appraiser
- _____ Builders Plans
- _____ Tax Records

* Handicap Amenities

- _____ Yes
- _____ No

* Electric Fencing

- _____ Yes
- _____ No

* Legal Owner Name: _____

* Owner Phone: _____

Current Occupant:

- _____ Owner
- _____ Tenant
- _____ Vacant

Room Sizes
Level

* **Living Room 1:** _____X_____
Lower Main Upper

Living Room 2: _____X_____
Lower Main Upper

Living Room 3: _____X_____
Lower Main Upper

Formal Dining: _____X_____
Lower Main Upper

Breakfast Room: _____X_____
Lower Main Upper

* **Kitchen:** _____X_____
Lower Main Upper

* **Master Bedroom:** _____X_____
Lower Main Upper

Bedroom 2: _____X_____
Lower Main Upper

Bedroom 3: _____X_____
Lower Main Upper

Bedroom 4: _____X_____
Lower Main Upper

Bedroom 5: _____X_____
Lower Main Upper

Study: _____X_____
Lower Main Upper

Utility Room: _____X_____
Lower Main Upper

Other Room 1: _____X_____
Lower Main Upper

***HOUSING TYPE**

- _____ 1. Modular Home
- _____ 2. Apartment
- _____ 3. Attached / ½ Duplex
- _____ 4. Condo/Townhouse
- _____ 5. Designated Historical
- _____ 6. Doublewide w/ Land
- _____ 7. Farm/Ranch House
- _____ 8. Garden/Zero Lot Line
- _____ 9. High Rise
- _____ 10. Historical Conserv. Dist.
- _____ 11. Lake House

Other Room 2: _____X_____
Lower Main Upper

Lot Dimensions: _____

* **Year Built:** _____

No. Total Covered Parking: _____

* **No. Garage Spaces:** _____

* **No. Carport Spaces:** _____

Garage Length: _____

Garage Width: _____

* **Security System**

_____ Yes
_____ No

* **Pool on Property**

_____ Yes
_____ No

Annual Property Tax Amount _____

* **HOA Fees:** _____ HOA Frequency:
 Annual Monthly Quarterly

* **School District:** _____

* **Elementary School:** _____

* **Middle School:** _____

* **High School:** _____

* **Property Also For Lease**

_____ Yes
_____ No

- _____ 12. Log Cabin
- _____ 13. Manufactured
- _____ 14. Resort Property
- _____ 15. Single Detached
- _____ 16. Singlewide w/ Land
- _____ 17. Underground
- _____ 18. Vacation Home
- _____ 19. Single Family
- _____ 20. Other

STYLE OF HOUSE

- 1. A-Frame
- 2. Colonial
- 3. Contemporary/Modern
- 4. Early American
- 5. English
- 6. Flat
- 7. French
- 8. Geo/Dome
- 9. Loft/Appt.
- 10. Mediterranean
- 11. Oriental
- 12. Prairie
- 13. Ranch
- 14. Southwestern
- 15. Spanish
- 16. Split Level
- 17. Studio Apartment
- 18. Traditional
- 19. Tudor
- 20. Victorian
- 21. Other

LOT DESCRIPTION (8 max)

- 1. Canal
- 2. Corner
- 3. Creek
- 4. Cul de Sac
- 5. Golf Course Lot
- 6. Green Belt
- 7. Heavily Wooded
- 8. Horses Permitted
- 9. Interior Lot
- 10. Irregular
- 11. Landscaped
- 12. Large Backyard Grass
- 13. No Backyard Grass
- 14. Partially Cultivated
- 15. Pasture Land
- 16. River Front
- 17. Some Trees
- 18. Subdivision
- 19. Tank/Pond
- 20. Undivided
- 21. Water/Lake Front
- 22. Water/Lake View
- 23. Valley View

EXTERIOR FEATURES (11 max)

- 1. Arena
- 2. Balcony
- 3. Boat Dock/Slip
- 4. Covered Porch(es)
- 5. Exterior Kitchen
- 6. Gazebo
- 7. Greenhouse

- 8. Grill
- 9. Guest Quarters
- 10. Gutters
- 11. Lighting System
- 12. Patio Covered
- 13. Patio Open
- 14. RV/Boat Parking
- 15. Satellite Dish
- 16. Sprinkler System
- 17. Stable/Barn
- 18. Storage Building
- 19. Tennis Court(s)
- 20. Wood Deck
- 21. Workshop
- 22. Fruit Trees
- 23. Pecan Trees
- 24. Shade Trees
- 25. Yard Lights
- 26. Enclosed Porch
- 27. Open Porch
- 28. Screened Porch

***CONSTRUCTION (max 4)**

- 1. 2 side Brick
- 2. 3 Side Brick
- 3. Aluminum Siding
- 4. Brick/Veneer (Full)
- 5. Brick/Veneer (Partial)
- 6. Brick Front
- 7. Double Wide
- 8. Green Built
- 9. Rock/Stone
- 10. Single Wide
- 11. Stone/Rock Front
- 12. Stucco
- 13. Triple Wide
- 14. Vinyl Siding
- 15. Wood Frame
- 16. Hardy Plank Siding
- 17. Wood Siding
- 18. Other

***FOUNDATION (max 3)**

- 1. Basement
- 2. Pier and Beam
- 3. Piered Beam/slab
- 4. Pilings
- 5. Slab
- 6. Slab and Add On
- 7. Other

BACKYARD POOL FEATURES (max 5)

- 1. Above Ground
- 2. Attached Spa
- 3. Cabana

- 4. Cleaning System
- 5. Custom Cover
- 6. Diving
- 7. Heated
- 8. In Ground Fiberglass
- 9. In Ground Gunite
- 10. In Ground Vinyl
- 11. Indoor
- 12. Lap Pool
- 13. Play Pool
- 14. Pool Perimeter Fence
- 15. Separate Spa/Hot Tub
- 16. Other

TYPE OF FENCE (max 5)

- 1. Automatic Gate
- 2. Barbed Wire
- 3. Brick
- 4. Chain Link
- 5. Cross Fenced
- 6. Dog Run
- 7. Iron
- 8. None
- 9. Partially Fenced
- 10. Pipe
- 11. Rail
- 12. Rock/Stone
- 13. Slick/Smooth Wire
- 14. Vinyl
- 15. Wood
- 16. Other

***PARKING/GARAGE (max 5)**

- 1. Assigned
- 2. Attached
- 3. Circle Drive
- 4. Covered
- 5. Detached
- 6. Front
- 7. Garage Conversion
- 8. Golf Cart Garage
- 9. Has sink in Garage
- 10. None
- 11. Opener
- 12. Outside Entry
- 13. Oversized
- 14. Porte-Cochere
- 15. Rear
- 16. RV Covered
- 17. RV Uncovered
- 18. Side
- 19. Swing Drive
- 20. Tandem Style
- 21. Unassigned
- 22. Uncovered
- 23. Workbench
- 24. Other

***STREET/UTILITIES (max 10)**

- 1. Aerobic Septic
- 2. All Weather Road
- 3. Alley
- 4. Asphalt
- 5. City Sewer
- 6. City Water
- 7. Co-Op Water
- 8. Community Mailbox
- 9. Concrete
- 10. Curbs
- 11. Dirt
- 12. Gravel/Rock
- 13. MUD Sewer
- 14. MUD Water
- 15. No City Services
- 16. Outside City Limits
- 17. Overhead Utilities
- 18. Private Road
- 19. Private Sewer Co.
- 20. Private Water Co.
- 21. Septic
- 22. Septic w/ Pump Assist
- 23. Sidewalk
- 24. Underground Utilities
- 25. Unincorporated
- 26. Well
- 27. Co-Op Electric
- 28. Other

COMMON FEATURES (max 8)

- 1. Boat Ramp
- 2. Campground
- 3. Club House
- 4. Comm. Sprinkler System
- 5. Common Elevator
- 6. Community Pool
- 7. Gated Entrance
- 8. Golf
- 9. Greenbelt
- 10. Guarded Entrance
- 11. Horse Facilities
- 12. Jogging/Bike Path
- 13. Landing Strip
- 14. Laundry
- 15. Marina
- 16. Park
- 17. Perimeter Fence
- 18. Playground
- 19. Private Lake/Pond
- 20. Public Hangar
- 21. Racquet Ball
- 22. RV Parking
- 23. Sauna
- 24. Spa
- 25. Tennis
- 26. Other

HOA INCLUDES (max 6)

- 1. All Utilities
- 2. Back Yard Maintenance
- 3. Blanket Insurance
- 4. Electric
- 5. Exterior Maintenance
- 6. Front Yard Maintenance
- 7. Full Use of Facilities
- 8. Gas
- 9. Management Fees
- 10. None
- 11. Partial Use of Facilities
- 12. Reserves
- 13. Security
- 14. Sprinkler System
- 15. Trash
- 16. Water/Sewer
- 17. Other

***INTERIOR FEATURES (max 11)**

- 1. Bay Windows
- 2. Cable TV Available
- 3. CAT 5 Wired
- 4. Central Vac
- 5. Decorative Lighting
- 6. Dry Bar
- 7. Elevator
- 8. High Speed Internet Av.
- 9. Intercom
- 10. Loft
- 11. Multiple Stairs
- 12. Paneling
- 13. Plantation Shutters
- 14. Skylights
- 15. Smart Home Features
- 16. Sound System Wiring
- 17. Vaulted Ceilings
- 18. Wainscoting
- 19. Water Filter
- 20. Water Purifier
- 21. Water Softener
- 22. Wet Bar
- 23. Window Coverings
- 24. Raised/Cathedral Ceiling
- 25. Separate
- 26. 1 Living Area
- 27. 2 Living Areas
- 28. 3 Living Areas
- 29. Other

***BED/BATH FEATURES (max 6)**

- 1. Bidet
- 2. Built-ins
- 3. Double Shower
- 4. Double Vanities
- 5. Fireplace in Master
- 6. Garden Tub

- 7. Jack/Jill Bath
- 8. Jetted Tub
- 9. Linen Closet
- 10. Medicine Cabinet
- 11. Murphy Bed
- 12. Separate Shower
- 13. Separate Vanities
- 14. Sitting Area in Master
- 15. Split Bedrooms
- 16. Steam Shower
- 17. Walk-in Closets
- 18. Other

SPECIALTY ROOMS (max 6)

- 1. Dark Room
- 2. Exercise Room
- 3. Extra Storage Room
- 4. Game Room
- 5. Library/Study
- 6. Media Room
- 7. Mud Room
- 8. Music Room
- 9. Sauna/Steam Room
- 10. Second Master
- 11. Solarium/Sunroom
- 12. Spa/Hot Tub Room
- 13. Unfinished Bonus Room
- 14. Wine Cellar
- 15. Other

FIREPLACE TYPE (max 4)

- 1. Blower Fan
- 2. Brick
- 3. Decorative
- 4. Direct Vent
- 5. Electric
- 6. Freestanding
- 7. Gas Logs
- 8. Gas Starter
- 9. Insert
- 10. Masonry
- 11. Metal box
- 12. See Through Fireplace
- 13. Stone
- 14. Wood Burning
- 15. Other

***KITCHEN EQUIPMENT (max 8)**

- 1. Built-in Compactor
- 2. Built-in Ice Maker
- 3. Built-in Microwave
- 4. Built-in Rfrig/Freezer
- 5. Built-in Wine Cooler
- 6. Convection Oven
- 7. Cooktop-Electric
- 8. Cooktop-Gas
- 9. Dishwasher
- 10. Disposal

- ___ 12. Double Oven
- ___ 13. Drop in Range/Oven-Gas
- ___ 14. Drop in Range/Oven-Elec
- ___ 15. Dual Fuel Range
- ___ 16. Freestanding Range-Elec
- ___ 17. Freestanding Range-Gas
- ___ 18. Indoor Grill
- ___ 19. Oven-Electric
- ___ 20. Oven-Gas
- ___ 21. Plumbed for Gas in Kitch
- ___ 22. Self Clean
- ___ 23. Vent Hood Exterior
- ___ 24. Vent Hood Recirculating
- ___ 25. Vent Mechanism
- ___ 26. Warmer Oven Drawer
- ___ 27. Water Line to Regrifer.
- ___ 28. Refrigerator
- ___ 29. Other

KITCHEN/DINING (max 6)

- ___ 1. Breakfast Bar
- ___ 2. Butlers Pantry
- ___ 3. Dumb Waiter
- ___ 4. Eat-in Kitchen
- ___ 5. Galley Kitchen
- ___ 6. Granite Countertop
- ___ 7. Granite Tile Countertop
- ___ 8. Island
- ___ 9. Solid Surface Countertop
- ___ 10. Tile Countertop
- ___ 11. Walk-in Pantry
- ___ 12. 1 Dining Area
- ___ 13. 2 Dining Areas
- ___ 14. Formal Dining
- ___ 15. Other

***UTILITY ROOM (max 4)**

- ___ 1. Drip/Dry Area
- ___ 2. Dryer Hookup-Elec
- ___ 3. Dryer Hookup-Gas
- ___ 4. Floor Drain
- ___ 5. Full Size W/D Area
- ___ 6. Laundry Chute
- ___ 7. None
- ___ 8. Room for Freezer
- ___ 9. Second Pantry
- ___ 10. Separate Utility Room
- ___ 11. Sink in Utility
- ___ 12. Stack W/D Area
- ___ 13. Utility Closet
- ___ 14. Utility Garage
- ___ 15. Utility in Kitchen
- ___ 16. Washer Hookup
- ___ 17. Other

ALARM/SECURITY TYPE (max 4)

- ___ 1. Burglar
- ___ 2. Carbon Monoxide Detector
- ___ 3. Ext. Security Light(s)
- ___ 4. Fire/Smoke
- ___ 5. Fire Sprinkler System
- ___ 6. Firewall(s)
- ___ 7. Leased
- ___ 8. Monitored
- ___ 9. Owned
- ___ 10. Pre-Wired
- ___ 11. Smoke Detector
- ___ 12. Unknown
- ___ 13. Security System
- ___ 14. Security Bars
- ___ 15. Other

***FLOORING (max 5)**

- ___ 1. Brick/Adobe
- ___ 2. Carpet
- ___ 3. Ceramic Tile
- ___ 4. Concrete
- ___ 5. Laminate
- ___ 6. Marble
- ___ 7. Parquet
- ___ 8. Slate
- ___ 9. Stone
- ___ 10. Terrazzo
- ___ 11. Vinyl
- ___ 12. Wood
- ___ 13. Wood under Carpet
- ___ 14. Other

***HEATING/COOLING (max 5)**

- ___ 1. Addl Water Heater(s)
- ___ 2. Central Air – Electric
- ___ 3. Central Air – Gas
- ___ 4. Central Heat – Electric
- ___ 5. Central Heat – Gas
- ___ 6. Direct Vent
- ___ 7. Electrostatic Air Filter
- ___ 8. Gas Jets
- ___ 9. Geotherm
- ___ 10. Heat Pump
- ___ 11. Humidifier
- ___ 12. No Air
- ___ 13. No Heat
- ___ 14. Panel/Floor/Wall
- ___ 15. Propane
- ___ 16. Solar
- ___ 17. Space Heater
- ___ 18. Window Unit
- ___ 19. Zoned
- ___ 20. Hot Water – Electric
- ___ 21. Other

ENERGY FEATURES (max 5)

- 1. 13-15 SEER AC
- 2. 16+ SEER AC
- 3. Attic Fan
- 4. Ceiling Fans
- 5. Dehumidifier
- 6. Double Pane Windows
- 7. Energy Star Appliances
- 8. Foam Insulation
- 9. Gas Water Heater
- 10. Insulated Doors
- 11. Low E Windows
- 12. None
- 13. Programmable Thermostat
- 14. Radiant Barrier
- 15. Smart Electric Meter
- 16. Solar Panels
- 17. Solar Screens
- 18. Storm Door(s)
- 19. Storm Window(s)
- 20. Tankless Water Heater
- 21. Thermo Windows
- 22. Tinted Windows
- 23. Turbines
- 24. Ventilator
- 25. Other

GREEN CERTIFICATION (max 5)

- 1. Energy Star Certified
- 2. HERS 0-85
- 3. HERS 101+
- 4. HERS 86-100
- 5. HERS Rated
- 6. LEED Certified
- 7. LEED Gold
- 8. LEED Platinum
- 9. LEED Silver
- 10. NGBP – National Green
- 11. Tex-Vet Approved
- 12. Other

GREEN FEATURES (max 5)

- 1. Drought Tolerant Plants
- 2. Energy Recov. Ventilator
- 3. Enhanced Air Filtration
- 4. Geo-thermal HVAC
- 5. Low Flow Commmode
- 6. Low Flow Fixtures
- 7. Mechanical Fresh Air
- 8. Rain/Freeze Sensors
- 9. Recirculating Hot Water
- 10. Solar Electric System
- 11. Solar Hot Water
- 12. Other

HANDICAP AMENITIES (max 5)

- 1. Elevator
- 2. Hand Rails
- 3. Lower Fixtures
- 4. Meets ADA Requirements
- 5. Ramp
- 6. Wheelchair Access
- 7. Wide Doorways
- 8. Other

***POSSESSION**

- 1. Closing/Funding
- 2. Lease Outstanding
- 3. Negotiable
- 4. Specific Date
- 5. Other

PROPOSED FINANCING (max 5)

- 1. Assumption of Equity
- 2. Bond Money
- 3. Cash
- 4. Conventional
- 5. Federal Land Bank
- 6. FHA
- 7. FMHA
- 8. Owner Carry 1st
- 9. Owner Carry 2nd
- 10. Texas Vet
- 11. Trade/Exchange
- 12. VA
- 13. Other

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff Amount: _____

2nd Mortgage Lender : _____

Approx Payoff Amount: _____

***ROOF (max 3)**

- 1. Asphalt Shingle
- 2. Concrete
- 3. Fiber Cement
- 4. Metal
- 5. Overlay
- 6. Tar/Gravel
- 7. Tile/Slate
- 8. Wood Shake
- 9. Wood Shingle
- 10. Other

***OCCUPANCY**

_____ 1. Owner

_____ 2. Tenant

_____ 3. Vacant

YOU'RE NOT DONE YET!

Please email the directions, a 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 200 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 800 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 a total of 6 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