

LISTING INFORMATION – Condos & Townhouses
 (For Houston MLS Area Only)

The following information is required when a listing is entered into the MLS database. Much of the information is used in various property searches, so it is beneficial to be as complete and accurate as possible.

Street Number & Name _____ **Unit Number:** _____

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

Also available for lease? Yes No **Key Map Page & Grid** _____

Subdivision name _____

Building Sq Ft _____ **Sq Ft Source** Appraisal Appraisal District Builder Seller

Year Built _____ **Year Built Source** Appraisal Appraisal District Builder Seller

School District _____

Elementary School _____

Middle School _____

High School _____

Type: Condo TownHome **Loft** Yes No **New Construction*:** Yes No

Occupancy ____ Owner ____ Tenant ____ Vacant

New Construction Description (if applicable): Never Lived In To Be Built/Under Construction

Aprx Completion/Completed Date _____ **Builder Name** _____

Property Details

Style (Check 1)

- ____ Colonial
- ____ Contemporary/Modern
- ____ English
- ____ French
- ____ Georgian
- ____ Mediterranean
- ____ Other Style
- ____ Ranch
- ____ Spanish
- ____ Split Level
- ____ Traditional
- ____ Victorian

____ West

of Building Stories _____

of Unit Stories _____

Unit Level*

- ____ 2nd Level
- ____ 3rd Level
- ____ All Levels
- ____ Ground Level
- ____ Levels 1 & 2
- ____ Levels 1, 2 & 3
- ____ Levels 2 & 3
- ____ Levels 2, 3, & 4
- ____ Levels 3 & 4
- ____ Top Level

Front Door Faces (Check up to 2)

- ____ East
- ____ North
- ____ South

Efficiency Yes No NA

Room Dimensions

Living Room _____ X _____

Den _____ X _____

Gameroom _____ X _____

Study _____ X _____

Dining Room _____ X _____

Kitchen _____ X _____

Breakfast Room _____ X _____

1st Bedroom _____ X _____

2nd Bedroom _____ X _____

3rd Bedroom _____ X _____

4th Bedroom _____ X _____

5th Bedroom _____ X _____

Extra Room _____ X _____

Utility Room _____ X _____

Number of Bedrooms _____

Number of Full Baths _____

Number of Half Baths _____

Number of Garage Spaces _____

Garage Description (Check 1)

- _____ Attached
- _____ Detached
- _____ Attached & Detached
- _____ Oversized
- _____ Tandem

Number of Carport Spaces _____

Carport Description (Check 1)

- _____ Attached & Detached
- _____ Attached Carport
- _____ Detached Carport

Lot Size _____

Lot Size Source:

- Appraisal District
- Survey
- Other

Lot Dimensions _____

Complex Access (Check 2)

- _____ Automatic Gate
- _____ Driveway Gate
- _____ Intercom
- _____ Manned Gate
- _____ None of the above

Parking Description (Check up to 3)

- _____ Additional Parking
- _____ Assigned Parking
- _____ Auto Garage Door Opener
- _____ Boat Parking
- _____ Golf Cart Garage
- _____ RV Parking
- _____ Unassigned Parking
- _____ Underground

Microwave Yes No NA

Dishwasher Yes No NA

Compactor Yes No NA

Disposal Yes No NA

Oven Type (Check up to 2)

- _____ Convection Oven
- _____ Double Oven
- _____ Electric Oven
- _____ Freestanding Oven
- _____ Gas Oven
- _____ Single Oven

Range Type (Check up to 2)

- _____ Electric Range
- _____ Freestanding Range
- _____ Gas Range
- _____ Grill

Appliances(Check up to 6)

- _____ Dryer Included
- _____ Electric Dryer Connection
- _____ Full Size
- _____ Gas Dryer Connections
- _____ Refrigerator
- _____ Stacked
- _____ Washer Connections
- _____ Washer Included

Separate Ice Maker Yes No NA

Washer/Dryer Connection Yes No NA

Laundry Location

- _____ Central Laundry
- _____ Utility Room in Garage
- _____ Utility Room in House

Green/Energy Certifications

- Energy Star Qualified Home
- Environments for Living
- Home Energy Rating/HERS
- LEED for Homes (USCBC)
- National Green Bldg Cert (NAHB)
- Other Energy Report
- Other Green Certification

Energy Features (Check up to 2)

- Attic Fan
- Attic Ventilator
- Ceiling Fan(s)
- Energy Program
- Heatilator
- Insulated Window(s)
- Radiant Barrier
- Solar Power
- Storm Doors
- Storm Windows
- Sunscreens
- Tinted Windows

Number of Fireplaces _____**Fireplace Description** (Check up to 2)

- Freestanding
- Gas Connections
- Gaslog Fireplace
- Mock Fireplace
- Stove
- Wood Burning Fireplace

Interior Features (Check up to 10)

- 2 Staircases
- Alarm System – Leased
- Alarm System – Owned
- Atrium
- Breakfast Bar
- Brick Walls
- Central Vacuum
- Concrete Walls
- Country Kitchen
- Drapes/Curtains/Window Coverings
- Dry Bar
- Elevator
- Elevator Shaft
- Fire/Smoke Alarm
- Handicap Access
- High Ceiling
- Hollywood Bath
- Intercom System
- Island Kitchen
- Open Ceiling
- Pre-wired for Alarm System
- Refrigerator Included
- Spa/Hot Tub
- Split Level
- Steel Beams
- Tile

_____ Wet Bar

Flooring (Check up to 3)

- Brick
- Carpet
- Concrete
- Laminate
- Marble Floors
- Slate
- Stone
- Terrazo
- Tile
- Vinyl
- Wood

Countertops: _____**Bedroom Description** (Check up to 4)

- 1 Bedroom Down, Not Master BR
- 1 Bedroom Up
- 2 Bedrooms Down
- 2 Master Bedrooms
- All Bedrooms Down
- All Bedrooms Up
- Master Bedroom 1st Floor
- Master Bedroom 2nd Floor
- Master Bedroom 3rd Floor
- Master Bedroom 4th Floor
- Split Plan

Master Bath Description (Check up to 3)

- Bidet
- Double Sinks
- Half Bath
- Master Bath + Separate Shower
- Master Bath Shower Only
- Master With Tub
- No Master
- Tub with Shower
- Two Master Baths
- Whirlpool/Tub

Room Description (Check up to 5)

- 1 Living Area
- Breakfast Room
- Den
- Formal Dining
- Formal Living
- Gameroom Down
- Gameroom Up
- Garage Apartment
- Kitchen/Dining Combo
- Living Area – 1st Floor
- Living Area – 2nd Floor
- Living Area – 3rd Floor
- Living/Dining Combo
- Loft
- Media
- Quarters/Guest House
- Study/Library

___ Sun Room

Private Pool Yes No

Area Pool Yes No

Private Pool Description

- ___ Above Ground
- ___ Enclosed
- ___ Fiberglass
- ___ Gunite
- ___ Heated
- ___ In Ground
- ___ Vinyl Lined

Roof Description (Check up to 2)

- ___ Aluminum
- ___ Built Up
- ___ Composition
- ___ Other
- ___ Slate
- ___ Tile
- ___ Wood Shingle

Waterfront Features (Check up to 10)

- ___ Bay Front
- ___ Bay View
- ___ Bayou Frontage
- ___ Bayou View
- ___ Beach View
- ___ Beachfront
- ___ Boat House
- ___ Boat Lift
- ___ Boat Ramp
- ___ Boat Slip
- ___ Bulkhead
- ___ Canal Front
- ___ Gulf View
- ___ Lake View
- ___ Lakefront
- ___ Pier
- ___ Pond
- ___ River View
- ___ Riverfront
- ___ Water View
- ___ Waterfront
- ___ None

Unit Location (Check up to 2)

- ___ Courtyard
- ___ Cul-De-Sac
- ___ Greenbelt
- ___ Corner
- ___ On Golf Course
- ___ On Street
- ___ Overlooking Pool
- ___ Overlooking Tennis
- ___ Ravine/Bayou

Exterior Construction (Check up to 2)

- ___ Aluminum
- ___ Asbestos
- ___ Brick & Wood
- ___ Brick/Veneer
- ___ Cement Board
- ___ Other
- ___ Stone
- ___ Stone & Wood
- ___ Stucco
- ___ Synthetic Stucco
- ___ Unknown
- ___ Vinyl
- ___ Wood

Exterior Description (Check up to 6)

- ___ Area Tennis Courts
- ___ Back Green Space
- ___ Back Yard
- ___ Balcony
- ___ Clubhouse
- ___ Detached Garage Apt/Quarters
- ___ Dry Sauna
- ___ Exercise Room
- ___ Fenced
- ___ Front Green Space
- ___ Front Yard
- ___ Greenhouse
- ___ Partially Fenced
- ___ Patio/Deck
- ___ Play Area
- ___ Satellite Dish
- ___ Side Green Space
- ___ Side Yard
- ___ Spa/Hot Tub
- ___ Sprinkler System
- ___ Steam Room
- ___ Storage
- ___ Wheelchair Access
- ___ Workshop

Foundation Description (Check up to 2)

- ___ Block & Beam
- ___ On Stilts
- ___ Other
- ___ Pier & Beam
- ___ Slab
- ___ Slab on Builders Pier

Street Surface (Check up to 2)

- ___ Asphalt
- ___ Concrete
- ___ Curbs
- ___ Dirt
- ___ Gravel
- ___ Gutters
- ___ Shell

Heating System Description (Check up to 2)

- Butane
- Central Electric
- Central Gas
- Heat Pump
- No Heating
- Other Heating
- Propane
- Solar Assisted
- Space Heater
- Wall Heater
- Zoned

Cooling System Desc (Check up to 2)

- Central Electric
- Central Gas
- Heat Pump
- No Cooling/Vent
- Other Cooling
- Solar Assisted
- Window Unit(s)
- Zoned

Water / Sewer Description (Check up to 2)

- No Water
- No Sewer
- Other Water/Sewer
- Public Sewer
- Public Water
- Septic Tank
- Water District
- Well

Utility District Yes No NA

Mgmt Company Yes No

Mgmt Company Name _____

Mgmt Company Phone# _____

Defects (Check up to 2)

- Has Known Defects
- Known Defects Repaired
- No Known Defects
- Prior Foundation Repair
- Reports Available
- Seller's Disclosure Attached
- Treated

Disclosures (Check up to 5)

(Seller's Disclosure required)

- Approved Seniors Project
- Corporate Listing
- Covenant Conditions Restrictions
- Exclusions
- Foreclosure
- HOA First Right of Refusal
- Home Protection Plan
- Levee District

- Mi/Lenders Approval
- M.U.D.
- No Disclosures
- Non Refundable Application Fee
- Other Disclosures
- Owner/Agent
- Pets
- Sellers Disclosure**
- Short Sale
- Special Addendum

Exclusions _____

Address on Web Yes No

Financing Available (Check up to 5)

- Assumable 1st Lien
- Assumable 2nd Lien
- Cash Sale
- Conventional
- Exchange or Trade
- FHA
- Investor
- Lease/Purchase
- Owner 2nd
- Owner Financing
- Release of Eligibility
- Release of Liability
- VA
- Wrap

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff Amount: _____

2nd Mortgage Lender : _____

Approx Payoff Amount: _____

Monthly Mainenance Yes No

Maintenance Fee Amount _____

Maintenance Fee Includes

- Cable TV
- Clubhouse
- Courtesy Patrol
- Electric
- Exterior Building
- Gas
- Grounds
- Insurance
- Intrusion Alarm
- Limited Access Gates
- Onsite Guard
- Other
- Recreational Facilities

___ Utilities
___ Water/Sewer

Owner Occupancy Rate _____

Other Mandatory Fees Yes No

Tax Year _____

Other Mandatory Fee Amount _____

Tax Exemptions _____

Other Mandatory Fees Include _____

Property Tax Amount _____

Occupancy ___ Owner ___ Tenant ___ Vacant

YOU'RE NOT DONE YET!

(see next page)

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 450 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. 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 photos in jpg format. 6 photos are required by MLS. For Showcase listings, email up to 6 additional photos for a total of 12. 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 _____

When completed, please fax to 972-881-9955. No cover page is necessary

Updated 10/15/2010