

# Creekview Realty

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## 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 \_\_\_\_\_

Type:  Condo  TownHome

Subdivision name \_\_\_\_\_

School District \_\_\_\_\_

Elementary School \_\_\_\_\_

Middle School \_\_\_\_\_

High School \_\_\_\_\_

Building Sq Ft \_\_\_\_\_ Sq Ft Source  Appraisal  Appraisal District  Builder  Seller

Year Built \_\_\_\_\_ Year Built Source  Appraisal  Appraisal District  Builder  Seller

Number of Building Stories: \_\_\_\_\_ Number of Units Stories: \_\_\_\_\_ **New Construction:**  Yes  No

**New Construction Description** (if applicable): Apprx Completion Date \_\_\_\_\_

Never Lived In  To Be Built/Under Construction **Builder Name** \_\_\_\_\_

**Utility District:**  Yes  No **Loft:**  Yes  No **Efficiency:**  Yes  No

Lot Size \_\_\_\_\_ Lot Size Source  Appraisal  Appraisal District  Builder  Seller

**Lot Dimensions:** \_\_\_\_\_ **Number of Garage Spaces:** \_\_\_\_\_

<b>Garage Description</b> (Check 1)		
<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Attached/Detached Garage	<input type="checkbox"/> Tandem
<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Oversized Garage	

<b>Access</b> (Check 1)		
<input type="checkbox"/> Automatic Gate	<input type="checkbox"/> Intercom	<input type="checkbox"/> None of the above
<input type="checkbox"/> Driveway Gate	<input type="checkbox"/> Manned Gate	

# of Carport Spaces: \_\_\_\_\_

**Carport Description (Check 1)**

<input type="checkbox"/> Attached & Detached	<input type="checkbox"/> Attached Carport	<input type="checkbox"/> Detached Carport
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**Parking Description (Check up to 2)**

<input type="checkbox"/> Additional Parking <input type="checkbox"/> Auto Driveway Gate <input type="checkbox"/> Auto Garage Door Opener <input type="checkbox"/> Boat Parking <input type="checkbox"/> Circle Driveway	<input type="checkbox"/> Converted Garage <input type="checkbox"/> Double-Wide Driveway <input type="checkbox"/> Driveway Gate <input type="checkbox"/> Golf Cart Garage <input type="checkbox"/> Porte-Cochere	<input type="checkbox"/> RV Parking <input type="checkbox"/> Single-Wide Driveway <input type="checkbox"/> Workshop
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**Unit Level\* (Check 1)**

<input type="checkbox"/> 2nd Level <input type="checkbox"/> 3rd Level <input type="checkbox"/> All Levels <input type="checkbox"/> Ground Level	<input type="checkbox"/> Level 1 <input type="checkbox"/> Levels 1 & 2 <input type="checkbox"/> Levels 1, 2 & 3 <input type="checkbox"/> Levels 2 & 3	<input type="checkbox"/> Levels 2, 3, & 4 <input type="checkbox"/> Levels 3 & 4 <input type="checkbox"/> Top Level
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**Style (Check up to 2)**

<input type="checkbox"/> Colonial <input type="checkbox"/> Contemporary/Modern <input type="checkbox"/> English <input type="checkbox"/> French	<input type="checkbox"/> Georgian <input type="checkbox"/> Mediterranean <input type="checkbox"/> Other Style <input type="checkbox"/> Ranch	<input type="checkbox"/> Spanish <input type="checkbox"/> Split Level <input type="checkbox"/> Traditional <input type="checkbox"/> Victorian
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**Unit Location (Check up to 2)**

<input type="checkbox"/> Cleared <input type="checkbox"/> Courtyard <input type="checkbox"/> Cul-De-Sac <input type="checkbox"/> Greenbelt <input type="checkbox"/> In Golf Course Community	<input type="checkbox"/> On Corner <input type="checkbox"/> On Golf Course <input type="checkbox"/> On Street <input type="checkbox"/> Other <input type="checkbox"/> Overlooking Pool	<input type="checkbox"/> Overlooking Tennis <input type="checkbox"/> Ravine/Bayou <input type="checkbox"/> Water View <input type="checkbox"/> Waterfront <input type="checkbox"/> Wooded
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**Waterfront Features (Check up to 10)**

<input type="checkbox"/> Bay Front <input type="checkbox"/> Bay View <input type="checkbox"/> Bayou Frontage <input type="checkbox"/> Bayou View Beach <input type="checkbox"/> View <input type="checkbox"/> Beachfront <input type="checkbox"/> Beachside	<input type="checkbox"/> Boat House <input type="checkbox"/> Boat Lift <input type="checkbox"/> Boat Ramp <input type="checkbox"/> Boat Slip <input type="checkbox"/> Bulkhead <input type="checkbox"/> Canal Front <input type="checkbox"/> Gulf View	<input type="checkbox"/> Lake View <input type="checkbox"/> Lakefront <input type="checkbox"/> Pier <input type="checkbox"/> Pond <input type="checkbox"/> River View <input type="checkbox"/> Riverfront <input type="checkbox"/> None
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**Front Door Faces (Check up to 2)**

<input type="checkbox"/> East <input type="checkbox"/> North	<input type="checkbox"/> South <input type="checkbox"/> West
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Microwave: Yes No N/A

Dishwasher: Yes No N/A

Compactor: Yes No N/A

Disposal: Yes No N/A

Separate Ice Maker: Yes No N/A

Countertops: \_\_\_\_\_

**No. of Fireplaces:** \_\_\_\_\_

Fireplace Description (Check up to 2)		
<input type="checkbox"/> Freestanding <input type="checkbox"/> Gas Connections	<input type="checkbox"/> Gaslog Fireplace <input type="checkbox"/> Mock Fireplace	<input type="checkbox"/> Stove <input type="checkbox"/> Wood Burning Fireplace

Appliances		
<input type="checkbox"/> Dryer Included <input type="checkbox"/> Electric Dryer Connection	<input type="checkbox"/> Full Size <input type="checkbox"/> Gas Dryer Connections	<input type="checkbox"/> Refrigerator <input type="checkbox"/> Stacked <input type="checkbox"/> Washer Included

Oven Type (Check up to 2)		
<input type="checkbox"/> Convection Oven <input type="checkbox"/> Double Oven	<input type="checkbox"/> Electric Oven Freestanding <input type="checkbox"/> Oven	<input type="checkbox"/> Gas Oven <input type="checkbox"/> Single Oven

Stove Type (Check up to 2)		
<input type="checkbox"/> Electric Cooktop <input type="checkbox"/> Electric Range	<input type="checkbox"/> Freestanding Range Gas <input type="checkbox"/> Cooktop	<input type="checkbox"/> Gas Range <input type="checkbox"/> Grill

Washer Dryer Connection       Yes       No

Laundry Location		
<input type="checkbox"/> Central Laundry	<input type="checkbox"/> Utility Rm in Garage	<input type="checkbox"/> Utility Rm in House

**Pool – Area**     Yes     No

**Pool – Private**     Yes     No

<b>Private Pool Description</b>		
<input type="checkbox"/> Above Ground <input type="checkbox"/> Enclosed <input type="checkbox"/> Fiberglass	<input type="checkbox"/> Gunite <input type="checkbox"/> Heated <input type="checkbox"/> In Ground	<input type="checkbox"/> Salt Water <input type="checkbox"/> Vinyl Lined

Interior Features (Check up to 10)		
<input type="checkbox"/> 2 Staircases <input type="checkbox"/> Alarm System – Leased <input type="checkbox"/> Alarm System – Owned <input type="checkbox"/> Atrium <input type="checkbox"/> Breakfast Bar <input type="checkbox"/> Brick Walls <input type="checkbox"/> Central Vacuum <input type="checkbox"/> Concrete Walls <input type="checkbox"/> Country Kitchen	<input type="checkbox"/> Disabled Access <input type="checkbox"/> Drapes/Curtains/Coverings <input type="checkbox"/> Dry Bar <input type="checkbox"/> Elevator <input type="checkbox"/> Elevator Shaft <input type="checkbox"/> Fire/Smoke Alarm <input type="checkbox"/> High Ceiling <input type="checkbox"/> Hollywood Bath <input type="checkbox"/> Intercom System	<input type="checkbox"/> Island Kitchen <input type="checkbox"/> Open Ceiling <input type="checkbox"/> Prewired for Alarm <input type="checkbox"/> Refrigerator Included <input type="checkbox"/> Spa/Hot Tub <input type="checkbox"/> Split Level <input type="checkbox"/> Steel Beams <input type="checkbox"/> Tile <input type="checkbox"/> Wet Bar

Flooring (Check up to 5)		
<input type="checkbox"/> Brick <input type="checkbox"/> Carpet <input type="checkbox"/> Concrete <input type="checkbox"/> Laminate	<input type="checkbox"/> Marble Floors <input type="checkbox"/> Slate <input type="checkbox"/> Stone <input type="checkbox"/> Terrazo	<input type="checkbox"/> Tile <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood

<b>Exterior Description (Check up to 10)</b>		
<input type="checkbox"/> Area Tennis Courts <input type="checkbox"/> Back Green Space <input type="checkbox"/> Back Yard <input type="checkbox"/> Balcony <input type="checkbox"/> Clubhouse <input type="checkbox"/> Controlled Access <input type="checkbox"/> Detached Garage Apt/Quarters <input type="checkbox"/> Dry Sauna <input type="checkbox"/> Exercise Room	<input type="checkbox"/> Fenced <input type="checkbox"/> Front Green Space <input type="checkbox"/> Front Yard <input type="checkbox"/> Greenhouse <input type="checkbox"/> Partially Fenced <input type="checkbox"/> Patio/Deck <input type="checkbox"/> Play Area <input type="checkbox"/> Rooftop Deck <input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Side Green Space <input type="checkbox"/> Side Yard <input type="checkbox"/> Spa/Hot Tub <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Steam Room <input type="checkbox"/> Storage <input type="checkbox"/> Storm Shutters <input type="checkbox"/> Wheelchair Access <input type="checkbox"/> Workshop

<b>Exterior Construction (Check up to 2)</b>		
<input type="checkbox"/> Aluminum <input type="checkbox"/> Asbestos <input type="checkbox"/> Brick & Wood <input type="checkbox"/> Brick Veneer <input type="checkbox"/> Cement Board	<input type="checkbox"/> Other <input type="checkbox"/> Stone <input type="checkbox"/> Stone & Wood <input type="checkbox"/> Stucco <input type="checkbox"/> Synthetic Stucco	<input type="checkbox"/> Unknown <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood

<b>Roof Description (Check up to 2)</b>		
<input type="checkbox"/> Aluminum <input type="checkbox"/> Built Up <input type="checkbox"/> Composition	<input type="checkbox"/> Other <input type="checkbox"/> Slate <input type="checkbox"/> Tile	<input type="checkbox"/> Wood Shingle

<b>Foundation Description (Check up to 2)</b>		
<input type="checkbox"/> Block & Beam <input type="checkbox"/> On Stilts	<input type="checkbox"/> Other <input type="checkbox"/> Pier & Beam	<input type="checkbox"/> Slab <input type="checkbox"/> Slab on Builders Pier

<b>Energy Features (Check up to 2)</b>		
<input type="checkbox"/> Attic Fan <input type="checkbox"/> Attic Vents <input type="checkbox"/> Ceiling Fans <input type="checkbox"/> Digital Program Thermostat <input type="checkbox"/> Energy Star Appliances <input type="checkbox"/> Energy Star/CF/LED Lights <input type="checkbox"/> Energy Star/Reflective Roof <input type="checkbox"/> Geothermal System <input type="checkbox"/> High-Efficiency HVAC	<input type="checkbox"/> HVAC>13 SEER <input type="checkbox"/> Insulated Doors <input type="checkbox"/> Insulated/ Low-E Windows <input type="checkbox"/> Insulation-Batt <input type="checkbox"/> Insulation-Blown Cellulose <input type="checkbox"/> Insulation-Blown Fiberglass <input type="checkbox"/> Insulation-Other <input type="checkbox"/> Insulation-Rigid Foam <input type="checkbox"/> Insulation-Spray Foam	<input type="checkbox"/> North/South Exposure <input type="checkbox"/> Other Energy Features <input type="checkbox"/> Radiant Attic Barrier <input type="checkbox"/> Solar H20 Heater <input type="checkbox"/> Solar PV Electric Panels Solar <input type="checkbox"/> Solar Screens <input type="checkbox"/> Storm Windows <input type="checkbox"/> Structural Insulated Panels <input type="checkbox"/> Tankless Water Heater <input type="checkbox"/> Wind Turbine

<b>Green/Energy Certifications</b>		
<input type="checkbox"/> Energy Star Qualified Home <input type="checkbox"/> Environments for Living <input type="checkbox"/> Green Built Gulf Coast	<input type="checkbox"/> Home Energy Rating/HERS <input type="checkbox"/> LEED for Homes <input type="checkbox"/> National Green Bldg Cert	<input type="checkbox"/> Other Energy Report <input type="checkbox"/> Other Green Cert.

<b>Heating System Description (Check up to 2)</b>		
<input type="checkbox"/> Butane <input type="checkbox"/> Central Electric <input type="checkbox"/> Central Gas <input type="checkbox"/> Heat Pump	<input type="checkbox"/> No Heating <input type="checkbox"/> Other Heating <input type="checkbox"/> Propane <input type="checkbox"/> Solar Assisted	<input type="checkbox"/> Space Heater <input type="checkbox"/> Wall Heater <input type="checkbox"/> Wall Unit <input type="checkbox"/> Zoned

<b>Cooling System Desc</b> (Check up to 2)		
<input type="checkbox"/> Central Electric <input type="checkbox"/> Central Gas <input type="checkbox"/> Heat Pump	<input type="checkbox"/> No Cooling/Vent <input type="checkbox"/> Other Cooling <input type="checkbox"/> Solar Assisted	<input type="checkbox"/> Window Unit(s) <input type="checkbox"/> Zoned

<b>Water / Sewer Description</b> (Check up to 2)		
<input type="checkbox"/> Aerobic <input type="checkbox"/> No Sewer <input type="checkbox"/> No Water	<input type="checkbox"/> Other Water/Sewer <input type="checkbox"/> Public Sewer <input type="checkbox"/> Public Water	<input type="checkbox"/> Septic Tank <input type="checkbox"/> Water District <input type="checkbox"/> Well

<b>Street Surface</b> (Check up to 3)		
<input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Curbs	<input type="checkbox"/> Dirt <input type="checkbox"/> Gravel <input type="checkbox"/> Gutters	<input type="checkbox"/> Shell

**Number of Bedrooms:** \_\_\_\_\_

**Number of Full Baths:** \_\_\_\_\_

**Number of Half Baths:** \_\_\_\_\_

**Room Dimensions**

Den \_\_\_\_\_ X \_\_\_\_\_

Living Room \_\_\_\_\_ X \_\_\_\_\_

Dining Room \_\_\_\_\_ X \_\_\_\_\_

Gameroom \_\_\_\_\_ X \_\_\_\_\_

Breakfast Room \_\_\_\_\_ X \_\_\_\_\_

Kitchen \_\_\_\_\_ X \_\_\_\_\_

2nd Bedroom \_\_\_\_\_ X \_\_\_\_\_

1st Bedroom \_\_\_\_\_ X \_\_\_\_\_

4th Bedroom \_\_\_\_\_ X \_\_\_\_\_

3rd Bedroo \_\_\_\_\_ X \_\_\_\_\_

Study \_\_\_\_\_ X \_\_\_\_\_

5th Bedroo \_\_\_\_\_ X \_\_\_\_\_

Extra Room \_\_\_\_\_ X \_\_\_\_\_

Family Room \_\_\_\_\_ X \_\_\_\_\_

Media Ro \_\_\_\_\_ X \_\_\_\_\_

Utility Room \_\_\_\_\_ X \_\_\_\_\_

**Mandatory HOA/Mngmnt Co:**  Yes  No

**HOA/Mngmnt Co Name** \_\_\_\_\_

**HOA/Mngmnt Co Phone** \_\_\_\_\_

<b>Defects</b> (Check up to 2)		
<input type="checkbox"/> Has Known Defects <input type="checkbox"/> Known Defects Repaired	<input type="checkbox"/> No Known Defects <input type="checkbox"/> Prior Foundation Repair	<input type="checkbox"/> Reports Available <input type="checkbox"/> Treated

**Disclosures** \*Seller's Disclosure required

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Approved Seniors Project<br><input type="checkbox"/> Corporate Listing<br><input type="checkbox"/> Covenants Conditions Restrictions<br><input type="checkbox"/> Estate<br><input type="checkbox"/> Exclusions<br><input type="checkbox"/> Foreclosure | <input type="checkbox"/> HOA First Right of Refusal<br><input type="checkbox"/> Home Protection Plan<br><input type="checkbox"/> Levee District<br><input type="checkbox"/> Mi/Lenders Approval<br><input type="checkbox"/> M.U.D.<br><input type="checkbox"/> No Disclosures<br><input type="checkbox"/> Non Refundable Application Fee | <input type="checkbox"/> Other Disclosures<br><input type="checkbox"/> Owner/Agent<br><input type="checkbox"/> Pets<br><input type="checkbox"/> Sellers Disclosure<br><input type="checkbox"/> Short Sale<br><input type="checkbox"/> Special Addendum |
|---|--|--|

Exclusions: \_\_\_\_\_

**Financing Available** (Check up to 5)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Affordable Housing Program<br><input type="checkbox"/> Assumable 1st Lien<br><input type="checkbox"/> Assumable 2nd Lien<br><input type="checkbox"/> Cash Sale<br><input type="checkbox"/> Conventional<br><input type="checkbox"/> Exchange or Trade | <input type="checkbox"/> FHA<br><input type="checkbox"/> Investor<br><input type="checkbox"/> Lease/Purchase<br><input type="checkbox"/> No Approval<br><input type="checkbox"/> Non-Escalating Owner<br><input type="checkbox"/> 2nd | <input type="checkbox"/> Owner Financing<br><input type="checkbox"/> Release of Eligibility<br><input type="checkbox"/> Release of Liability<br><input type="checkbox"/> Seller Contributes to Closing Costs<br><input type="checkbox"/> VA<br><input type="checkbox"/> Wrap |
|--|---|--|

**Maintenance Fee:**    Yes    No   Maintenance Fee Amount: \$ \_\_\_\_\_

**Maintenance Fee Payment Sched:**             Annually    Monthly    Quarterly

- |  |  |  |
|--|--|--|
| Maintenance Includes   |  |  |
| <input type="checkbox"/> Cable TV<br><input type="checkbox"/> Clubhouse<br><input type="checkbox"/> Courtesy Patrol<br><input type="checkbox"/> Electric<br><input type="checkbox"/> Exterior Building | <input type="checkbox"/> Gas<br><input type="checkbox"/> Grounds<br><input type="checkbox"/> Insurance<br><input type="checkbox"/> Intrusion Alarm System<br><input type="checkbox"/> Limited Access Gates | <input type="checkbox"/> On Site Guard<br><input type="checkbox"/> Other<br><input type="checkbox"/> Recreational Facilities<br><input type="checkbox"/> Utilities<br><input type="checkbox"/> Water and Sewer |

**Other Mandatory Fees:**    Yes    No   **Other Mandatory Fee Amount:** \_\_\_\_\_

**Other Mandatory Fees Include:** \_\_\_\_\_

**Property Tax Amount:** \_\_\_\_\_

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

**Tax Exemptions:** \_\_\_\_\_

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

**Please email the directions, a brief description, & photo(s) to [listing@creekviewrealty.com](mailto: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 directions is limited to 250 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 1000 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 e-mail photos in jpg format. 6 photos are required by MLS.** To get the best photos, refer to the Photo Guide on our website. Choose the menu item "Sellers", and select "Photo Guide".

Please be sure photos do not exceed 1024x768. For advice on how to resize and avoid problems emailing photos, go to our website, choose the menu item "Sellers", and select "How to Resize and Send Photos".

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 email completed forms to [listing@creekviewrealty.com](mailto:listing@creekviewrealty.com).**

**You may also fax to 866-219-7535**

*Updated 12/06/17*