

# Creekview Realty

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## LISTING INFORMATION

(Use this form for Highland Lakes area MLS only)

This 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.

### Property Information

**Type:**  Single Family  Condo/Townhouse  
 Manufactured Home with Real Property  Manufactured Home WITHOUT Real Property

**Property Address** \_\_\_\_\_

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

**Waterfront:**  Yes  No **Lake Name** \_\_\_\_\_

**# Bedrooms** \_\_\_\_\_ **# Full Baths** \_\_\_\_\_ **# Half Baths** \_\_\_\_\_ **# Stories** \_\_\_\_\_

**Golf Course Lot?**  Yes  No **Occupancy:**  Owner  Tenant  Vacant

**Water (Select one):**  City  Community  Well  Private Water  
 Lake/River  M.U.D.  Rain Water Collection  
 None  Other

**Sewer (Select one):**  City  Community  Septic  M.U.D.  
 None  Other

**Number of Residences:** \_\_\_\_\_

**Possession:**  Closing/Funding  Occupancy:  Owner  
 Negotiable  Tenant  
 Other  Vacant

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

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

**Year Built:** \_\_\_\_\_ **Sq Ft of Dwelling:** \_\_\_\_\_ (Heated areas only)

**Sq. Ft. Information Source:**  Appraiser  County  Floorplan  Owner  Other

**Single Level Living?**  Yes  No

**Waterfront Type:**  N/A  Channel  Cove  Creek Seasonal  
 Creek Year Round  Lake  Open Water  Pond  
 River  Water Side

Waterfront Footage: \_\_\_\_\_

Owned to Water?    Yes            No            Unknown

**Approximate # of Acres:** \_\_\_\_\_    **Lot Dimensions or Sq Ft:** \_\_\_\_\_

Lot Size Source:    Appraiser    County    Floor plan    Owner  
                          Plat            Other

Flood Zone?            Yes            No            Unknown

**Deed Restrictions?**    Yes            No            Unknown

Please check all of the following items that apply:

**A.    APPLIANCES**

- 1 Commercial Stove
- 2 Dishwasher
- 3 Double Oven
- 4 Dryer
- 5 Dryer Connection-Electric
- 6 Dryer Connection-Gas
- 7 Garbage Disposal
- 8 Ice Maker
- 9 Microwave
- 10 Range-Electric
- 11 Range-Gas
- 12 Refrigerator
- 13 Sub Zero Refrigerator
- 14 Trash Compactor
- 15 Warming Oven
- 16 Washer
- 17 Washer Connection
- 18 Water Heater-Gas
- 19 Water Heater-Electric
- 20 Cooktop
- 21 Wall Oven

**B.    ASSN. AMENITIES**

- 1 Club House
- 2 Golf Course
- 3 Green Belt
- 4 Homeowner Park
- 5 Marina
- 6 Pool
- 7 Security
- 8 Water Access
- 9 None
- 10 Other/See Remarks

**C.    ASSOCIATION FEES INCLUDE**

- 1 Cable
- 2 Ext. Liability
- 3 Insurance
- 4 Maintenance
- 5 Management
- 6 Road Maintenance
- 7 Sewer

- 8 Trash
- 9 Water
- 10 None
- 11 Other/See Remarks

**D.    CONSTRUCTION**

- 1 Concrete Block
- 2 Log
- 3 Mobile/Manufactured
- 4 Steel
- 5 Wood
- 6 Other
- 7 Integrated Concrete Forms

**E.    COOLING**

- 1 Central
- 2 Evaporative
- 3 Wall/Window Unit
- 4 None
- 5 Other

**F.    DOCUMENTS AVAILABLE**

- 1 Aerial Photos
- 2 Appraisal
- 3 Association Bylaws
- 4 Building Restrictions
- 5 Covenants
- 6 Deed Restrictions
- 7 Environmental Report
- 8 Engineering Report
- 9 Easements
- 10 Legal Description
- 11 Plot/Plat Plan
- 12 Road Maintenance Agreement
- 13 Septic Certificate
- 14 Soil Analysis
- 15 Survey
- 16 Topography
- 17 Water Agreement
- 18 Well Logs
- 19 Zoning
- 20 Other/See Remarks
- 21 Plat

**G. ENERGY EFFICIENCY**

- 1 Attic Fan
- 2 Ceiling Fan
- 3 "Good Cents" Home
- 4 Heat Pump
- 5 Insulated Windows
- 6 Solar Screens
- 7 Zoned

**H. EXTERIOR**

- 1 Asbestos
- 2 Brick
- 3 Concrete Block
- 4 Hardi-Panel
- 5 Log
- 6 Masonite
- 7 Metal
- 8 Stone
- 9 Stucco Masonry
- 10 Stucco Synthetic
- 11 Vinyl/Aluminum
- 12 Wood

**I. EXTERIOR FEATURES**

- 1 Aircraft Hanger
- 2 Air Strip
- 3 Atrium
- 4 Automatic Gate
- 5 Balcony
- 6 Barn
- 7 Cabana
- 8 Court Yard Areas
- 9 Covered Deck
- 10 Covered Porch/Patio
- 11 Enclosed Porch
- 12 Fish Pond
- 13 Gazebo
- 14 Greenhouse
- 15 Gutters/Downspouts
- 16 Horse Stalls
- 17 Landscaping
- 18 Open Concrete Areas
- 19 Open Patio
- 20 Pavilion
- 21 Playscape
- 22 Pool House
- 23 Rock Garden
- 24 Satellite Dish
- 25 Screened Porch
- 26 Sprinkler System
- 27 Stock Pens
- 28 Stock Tank
- 29 Stonework
- 30 Storage Building
- 31 Tennis Court
- 32 Waterfall
- 33 Water Fountain
- 34 Wood Deck

- 35 Workshop
- 36 Horses Permitted
- 37 Hot Tub
- 38 Separate Guest House
- 39 Handicap Accessible

**J. FENCE**

- 1 Barbed Wire
- 2 Block
- 3 Chain Link
- 4 Cross Fence
- 5 Goat Fence
- 6 High Fence
- 7 Pipe
- 8 Net Wire
- 9 Vinyl
- 10 Perimeter
- 11 Stone
- 12 Wood
- 13 Wrought Iron Fence
- 14 Completely Fenced
- 15 Partially Fenced
- 16 None

**K. FIREPLACES**

- 1 One Fireplace
- 2 Two Fireplaces
- 3 Three Plus Fireplaces
- 4 Blower
- 5 Gas Logs
- 6 Gas Starter
- 7 Masonry
- 8 Pre-fab
- 9 Stove Insert
- 10 Wood Burning Stove
- 11 Other/See Remarks

**L. FOUNDATION**

- 1 Basement
- 2 Crawl Space
- 3 Pier/Beam
- 4 Slab
- 5 Other/See Remarks

**M. FLOOR**

- 1 Carpet
- 2 Ceramic
- 3 Hard Tile
- 4 Hardwood/Parquet
- 5 Laminate
- 6 Marble
- 7 Saltillo
- 8 Stained Concrete
- 9 Terrazo
- 10 Tile
- 11 Vinyl

- N. GARAGE/CARPORT**
- 1 1 Car Attached Garage
  - 2 2 Car Attached Garage
  - 3 3+ Car Attached Garage
  - 4 1 Car Carport
  - 5 2 Car Carport
  - 6 3+ Car Carport
  - 7 1 Car Detached Garage
  - 8 2 Car Detached Garage
  - 9 3+ Car Detached Garage
  - 10 Garage Door Opener
  - 11 Golf Cart Storage
  - 12 Front Entry
  - 13 Rear Entry
  - 14 Side Entry
  - 15 RV Parking Slab
  - 16 RV Storage

- O. HEAT**
- 1 Baseboard
  - 2 Central
  - 3 Electric
  - 4 Natural Gas
  - 5 Propane Gas
  - 6 Radiant
  - 7 Space Heater
  - 8 Wall/Window Unit
  - 9 None
  - 10 Other

- P. INTERIOR EXTRAS**
- 1 9ft Ceiling
  - 2 10ft Ceiling
  - 3 Antique Fixtures
  - 4 Attic Fan
  - 5 Atrium
  - 6 Audio System
  - 7 Bar/Wet Bar
  - 8 Bonus Bath
  - 9 Breakfast Bar
  - 10 Cable TV Wiring
  - 11 Cedar Line Closet
  - 12 Central Vacuum
  - 13 Coffered Ceiling
  - 14 Crown Molding
  - 15 Elevator
  - 16 Granite Counter Tops
  - 17 Handicap Accessible
  - 18 Improved Attic
  - 19 Intercom System
  - 20 No Steps to Entry
  - 21 Pantry
  - 22 Pedestal Sink
  - 23 Recessed Lighting
  - 24 Sauna
  - 25 Security System(s)
  - 26 Skylights
  - 27 Smoke Alarm(s)

- 28 Solid Surface Counter Tops
- 29 Spa
- 30 Split Bedroom Plan
- 31 Stain Glass Windows
- 32 Television Projection System
- 33 Track Lighting
- 34 Vaulted Ceilings
- 35 Walk In Closet(s)
- 36 Water Softener
- 37 Whirlpool Tub
- 38 Wine Cellar
- 39 Wood Ceiling

- Q. LAND TYPE**
- 1 Cleared Land
  - 2 Commercial Potential
  - 3 Improved Pastures
  - 4 Wooded Land

- R. POOL**
- 1 Above Ground Pool
  - 2 Community Pool
  - 3 Concrete/Gunite
  - 4 Diving Board
  - 5 Fiber Glass
  - 6 Heated
  - 7 In-Door
  - 8 In Ground Pool
  - 9 Slide
  - 10 Tile
  - 11 Vinyl Liner

- S. ROAD FRONTAGE**
- 1 All Weather
  - 2 Country Road
  - 3 Dirt
  - 4 Easement Access
  - 5 Gravel
  - 6 Farm to Market/Ranch Road
  - 7 Highway
  - 8 Low Water Crossing
  - 9 Paved
  - 10 Private
  - 11 Seasonal Access
  - 12 State/US Highway
  - 13 Other/See Remarks

- T. ROOF**
- 1 Built Up
  - 2 Composition
  - 3 Metal
  - 4 Slate
  - 5 Tile
  - 6 Wood Shingle

- U. ROOM**
- 1 Bonus Room
  - 2 Dining Room

- 3 Family Room
- 4 Foyer
- 5 Game Room
- 6 Great Room
- 7 Guest/Maid Quarters
- 8 Kitchen
- 9 Laundry
- 10 Living Room
- 11 Loft
- 12 Study/Office
- 13 Storage Room
- 14 Sun Room
- 15 Utility Room Inside
- 16 Utility Room Outside
- 17 Main Level Master Bedroom

**V. SHOWING INSTR**

- 1 Appointment
- 2 Call Listing Agent
- 3 Call List Office
- 4 Call Owner
- 5 Call Tenant
- 6 Key Listing Office
- 7 Lister Must Accompany
- 8 Lock Box
- 9 Sign
- 10 Vacant
- 11 Combination Lockbox

**W. TERMS**

- 1 Assumption
- 2 Cash
- 3 Contract For Deed
- 4 Conventional
- 5 FHA
- 6 Owner Finance
- 7 VA
- 8 Other
- 9 USDA

**X. VIEW**

- 1 Golf Course
- 2 Hill Country
- 3 Lake
- 4 Panoramic

**Y. WATER AMENITIES**

- 1 1 Stall Boat Dock w/ Electric
- 2 2 Stall Boat Dock w/ Electric
- 3 3 Stall Boat Dock w/ Electric
- 4 Boat Deck
- 5 Boat Ramp
- 6 Boat Slip
- 7 Concrete Boat Ramp
- 8 Deck Over Boat House
- 9 Electric Lift
- 10 Fishing Dock
- 11 Fishing Pier
- 12 Floating Boat House
- 13 Floating Dock
- 14 Jet Ski Lift
- 15 Jet Ski Ramp
- 16 Lake Pump
- 17 Retaining Wall
- 18 Sailboat Lift
- 19 Deeded Boat Slip

**Z. Style**

- 1 Bungalow
- 2 Cabin
- 3 Colonial
- 4 Contemporary
- 5 Cottage
- 6 Craftsman
- 7 Custom
- 8 Fixer-Handyman Special
- 9 French Country
- 10 Manufactured
- 11 Ranch
- 12 Spanish
- 13 Traditional
- 14 Tudor
- 15 Victorian
- 16 Beach/Pilings Home
- 17 Sailboat Lift
- 18 Other

Annual Property Taxes: \_\_\_\_\_ Ag Exemption? Yes No

Loan Payoff Information\*

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

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

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

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

Homeowner's Association Information:

HOA Fee: \$\_\_\_\_\_ Mandatory? Yes No

Payment Frequency: Annually Bi-Annually Monthly Quarterly Other

Property Owners Fee: \$\_\_\_\_\_ Mandatory? Yes No

Payment Frequency: Annual Quarterly Monthly Semi-Annual

## 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 directions is limited to 100 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. 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. At least 1 photo of the front is required by MLS.** For Showcase listings, please email up to 5 additional photos. To get the best photos, please 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*