

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
 Manufactured Home Only Manufactured Home w/ Real Property
 Modular Home Townhouse

Property Address _____

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

Also for lease? Yes No **Short Sale?** Yes No **REO?** Yes No

Waterfront: Yes No **Lake Name** _____

Bedrooms _____ **# Full Baths** _____ **# Half Baths** _____ **# Stories** _____

Golf Course Lot? Yes No

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: Appraisal County Floor Plan Other Owner

Single Level Living? Yes No

Waterfront Type: Channel Cove Creek Seasonal
Creek Year Round Golf Course Pond Lake
None Open Water Other
Pond River

Waterfront Footage: _____

Owned to Water? No Unknown Yes

Approximate # of Acres: _____ **Lot Dimensions or Sq Ft:** _____

Lot Size Source: Appraisal County Floor plan None
Other Owner Plat

Zoning: _____

Flood Zone? No Unknown Yes

Deed Restrictions? No Unknown Yes

Features

<p>A. APPLIANCES TO CONVEY</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Commercial Stove <input type="checkbox"/>2 Dishwasher <input type="checkbox"/>3 Double Oven <input type="checkbox"/>4 Dryer <input type="checkbox"/>5 Dryer Connection-Electric <input type="checkbox"/>6 Dryer Connection-Gas <input type="checkbox"/>7 Garbage Disposal <input type="checkbox"/>8 Ice Maker <input type="checkbox"/>9 Microwave <input type="checkbox"/>10 Range-Electric <input type="checkbox"/>11 Range-Gas <input type="checkbox"/>12 Refrigerator <input type="checkbox"/>13 Sub Zero Refrigerator <input type="checkbox"/>14 Trash Compactor <input type="checkbox"/>15 Warming Oven <input type="checkbox"/>16 Washer <input type="checkbox"/>17 Washer Connection <input type="checkbox"/>18 Water Heater-Gas <input type="checkbox"/>19 Water Heater-Electric <input type="checkbox"/>20 Cooktop <input type="checkbox"/>21 Wall Oven 	<p>B. ASSN. AMENITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Club House <input type="checkbox"/>2 Golf Course <input type="checkbox"/>3 Green Belt <input type="checkbox"/>4 Homeowner Park <input type="checkbox"/>5 Marina <input type="checkbox"/>6 Pool <input type="checkbox"/>7 Security <input type="checkbox"/>8 Water Access <input type="checkbox"/>9 None <input type="checkbox"/>10 Other/See Remarks <input type="checkbox"/>11 Gated Community 	<p>C. ASSOCIATION FEES INCLUDE</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Cable <input type="checkbox"/>2 Ext. Liability <input type="checkbox"/>3 Insurance <input type="checkbox"/>4 Maintenance <input type="checkbox"/>5 Management <input type="checkbox"/>6 Road Maintenance <input type="checkbox"/>7 Sewer <input type="checkbox"/>8 Trash <input type="checkbox"/>9 Water <input type="checkbox"/>10 None <input type="checkbox"/>11 Other/See Remarks
<p>D. CONSTRUCTION</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Concrete Block <input type="checkbox"/>2 Log <input type="checkbox"/>3 Mobile/Manufactured <input type="checkbox"/>4 Steel <input type="checkbox"/>5 Wood <input type="checkbox"/>6 Other <input type="checkbox"/>7 Integrated Concrete Forms <input type="checkbox"/>8 Modular 	<p>E. COOLING</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Central <input type="checkbox"/>2 Evaporative <input type="checkbox"/>3 Wall/Window Unit <input type="checkbox"/>4 None <input type="checkbox"/>5 Other 	

F. DOCUMENTS AVAILABLE

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

G. ENGERGY 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

- | | | |
|---|---|--|
| <input type="checkbox"/> 1 Aircraft Hanger | <input type="checkbox"/> 15 Gutters/Downspouts | <input type="checkbox"/> 29 Stonework |
| <input type="checkbox"/> 2 Air Strip | <input type="checkbox"/> 16 Horse Stalls | <input type="checkbox"/> 30 Storage Building |
| <input type="checkbox"/> 3 Atrium | <input type="checkbox"/> 17 Landscaping | <input type="checkbox"/> 31 Tennis Court |
| <input type="checkbox"/> 4 Automatic Gate | <input type="checkbox"/> 18 Open Concrete Areas | <input type="checkbox"/> 32 Waterfall |
| <input type="checkbox"/> 5 Balcony | <input type="checkbox"/> 19 Open Patio | <input type="checkbox"/> 33 Water Fountain |
| <input type="checkbox"/> 6 Barn | <input type="checkbox"/> 20 Pavilion | <input type="checkbox"/> 34 Wood Deck |
| <input type="checkbox"/> 7 Cabana | <input type="checkbox"/> 21 Playscape | <input type="checkbox"/> 35 Workshop |
| <input type="checkbox"/> 8 Court Yard Areas | <input type="checkbox"/> 22 Pool House | <input type="checkbox"/> 36 Horses Permitted |
| <input type="checkbox"/> 9 Covered Deck | <input type="checkbox"/> 23 Rock Garden | <input type="checkbox"/> 37 Hot Tub |
| <input type="checkbox"/> 10 Covered Porch/Patio | <input type="checkbox"/> 24 Satellite Dish | <input type="checkbox"/> 38 Separate Guest House |
| <input type="checkbox"/> 11 Enclosed Porch | <input type="checkbox"/> 25 Screened Porch | <input type="checkbox"/> 39 Handicap Accessible |
| <input type="checkbox"/> 12 Fish Pond | <input type="checkbox"/> 26 Sprinkler System | |
| <input type="checkbox"/> 13 Gazebo | <input type="checkbox"/> 27 Stock Pens | |
| <input type="checkbox"/> 14 Green House | <input type="checkbox"/> 28 Stock Tank | |

<p>J. FENCE</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Barbed Wire <input type="checkbox"/>2 Block <input type="checkbox"/>3 Chain Link <input type="checkbox"/>4 Cross Fence <input type="checkbox"/>5 Goat Fence <input type="checkbox"/>6 High Fence <input type="checkbox"/>7 Pipe <input type="checkbox"/>8 Net Wire <input type="checkbox"/>9 Vinyl <input type="checkbox"/>10 Perimeter <input type="checkbox"/>11 Stone <input type="checkbox"/>12 Wood <input type="checkbox"/>13 Wrought Iron Fence <input type="checkbox"/>14 Completely Fenced <input type="checkbox"/>15 Partially Fenced <input type="checkbox"/>16 None 	<p>K. FIREPLACES</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 One Fireplace <input type="checkbox"/>2 Two Fireplaces <input type="checkbox"/>3 Three Plus Fireplaces <input type="checkbox"/>4 Blower <input type="checkbox"/>5 Gas Logs <input type="checkbox"/>6 Gas Starter <input type="checkbox"/>7 Masonry <input type="checkbox"/>8 Pre-fab <input type="checkbox"/>9 Stove Insert <input type="checkbox"/>10 Wood Burning Stove <input type="checkbox"/>11 Other/See Remarks 	<p>L. FOUNDATION</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Basement <input type="checkbox"/>2 Crawl Space <input type="checkbox"/>3 Pier/Beam <input type="checkbox"/>4 Slab <input type="checkbox"/>5 Other/See Remarks
<p>M. FLOOR</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Carpet <input type="checkbox"/>2 Ceramic <input type="checkbox"/>3 Hard Tile <input type="checkbox"/>4 Hardwood <input type="checkbox"/>5 Laminate <input type="checkbox"/>6 Marble <input type="checkbox"/>7 Saltillo <input type="checkbox"/>8 Stained Concrete <input type="checkbox"/>9 Terrazzo <input type="checkbox"/>10 Tile <input type="checkbox"/>11 Vinyl <input type="checkbox"/>12 Parquet <input type="checkbox"/>13 Stone/Travertine/Natural <input type="checkbox"/>14 Cork <input type="checkbox"/>15 Bamboo <input type="checkbox"/>16 Other 	<p>N. GARAGE/CARPORT</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 1 Car Attached Garage <input type="checkbox"/>2 2 Car Attached Garage <input type="checkbox"/>3 3+ Car Attached Garage <input type="checkbox"/>4 1 Car Carport <input type="checkbox"/>5 2 Car Carport <input type="checkbox"/>6 3+ Car Carport <input type="checkbox"/>7 1 Car Detached Garage <input type="checkbox"/>8 2 Car Detached Garage <input type="checkbox"/>9 3+ Car Detached Garage <input type="checkbox"/>10 Garage Door Opener <input type="checkbox"/>11 Golf Cart Storage <input type="checkbox"/>12 Front Entry <input type="checkbox"/>13 Rear Entry <input type="checkbox"/>14 Side Entry <input type="checkbox"/>15 RV Parking Slab <input type="checkbox"/>16 RV Storage <input type="checkbox"/>17 One Car Covered Parking <input type="checkbox"/>18 Two Car Covered Parking 	<p>O. HEAT</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Baseboard <input type="checkbox"/>2 Central <input type="checkbox"/>3 Electric <input type="checkbox"/>4 Natural Gas <input type="checkbox"/>5 Propane Gas <input type="checkbox"/>6 Radiant <input type="checkbox"/>7 Space Heater <input type="checkbox"/>8 Wall/Window Unit <input type="checkbox"/>9 None <input type="checkbox"/>10 Other

<p>P. INTERIOR EXTRAS</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 9ft Ceiling <input type="checkbox"/>2 10ft Ceiling <input type="checkbox"/>3 Antique Fixtures <input type="checkbox"/>4 Attic Fan <input type="checkbox"/>5 Atrium <input type="checkbox"/>6 Audio System <input type="checkbox"/>7 Bar/Wet Bar <input type="checkbox"/>8 Bonus Bath <input type="checkbox"/>9 Breakfast Bar <input type="checkbox"/>10 Cable TV Wiring <input type="checkbox"/>11 Cedar Line Closet <input type="checkbox"/>12 Central Vacuum <input type="checkbox"/>13 Coffered Ceiling <input type="checkbox"/>14 Crown Molding 	<ul style="list-style-type: none"> <input type="checkbox"/>15 Elevator <input type="checkbox"/>16 Granite Counter Tops <input type="checkbox"/>17 Handicap Accessible <input type="checkbox"/>18 Improved Attic <input type="checkbox"/>19 Intercom System <input type="checkbox"/>20 No Steps to Entry <input type="checkbox"/>21 Pantry <input type="checkbox"/>22 Pedestal Sink <input type="checkbox"/>23 Recessed Lighting <input type="checkbox"/>24 Sauna <input type="checkbox"/>25 Security System(s) <input type="checkbox"/>26 Skylights <input type="checkbox"/>27 Smoke Alarm(s) <input type="checkbox"/>28 Solid Surface Counter Tops 	<ul style="list-style-type: none"> <input type="checkbox"/>29 Spa <input type="checkbox"/>30 Split Bedroom Plan <input type="checkbox"/>31 Stain Glass Windows <input type="checkbox"/>32 Television Projection Sys. <input type="checkbox"/>33 Track Lighting <input type="checkbox"/>34 Vaulted Ceilings <input type="checkbox"/>35 Walk In Closet(s) <input type="checkbox"/>36 Water Softener <input type="checkbox"/>37 Whirlpool Tub <input type="checkbox"/>38 Wine Cellar <input type="checkbox"/>39 Wood Ceiling <input type="checkbox"/>40 Quartz Countertops
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<p>Q. LAND TYPE</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Cleared Land <input type="checkbox"/>2 Commercial Potential <input type="checkbox"/>3 Improved Pastures <input type="checkbox"/>4 Wooded Land 	<p>R. POOL</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Above Ground Pool <input type="checkbox"/>2 Community Pool <input type="checkbox"/>3 Concrete/Gunite <input type="checkbox"/>4 Diving Board <input type="checkbox"/>5 Fiber Glass <input type="checkbox"/>6 Heated <input type="checkbox"/>7 In-Door <input type="checkbox"/>8 In Ground Pool <input type="checkbox"/>9 Slide <input type="checkbox"/>10 Tile <input type="checkbox"/>11 Vinyl Liner <input type="checkbox"/>12 Private Residential Pool 	<p>S. ROAD FRONTAGE</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 All Weather <input type="checkbox"/>2 County Road <input type="checkbox"/>3 Dirt <input type="checkbox"/>4 Easement Access <input type="checkbox"/>5 Gravel <input type="checkbox"/>6 Farm to Market/Ranch Road <input type="checkbox"/>7 Highway <input type="checkbox"/>8 Low Water Crossing <input type="checkbox"/>9 Paved <input type="checkbox"/>10 Private <input type="checkbox"/>11 Seasonal Access <input type="checkbox"/>12 State/US Highway <input type="checkbox"/>13 Other/See Remarks
<p>T. ROOF</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Built Up <input type="checkbox"/>2 Composition <input type="checkbox"/>3 Metal <input type="checkbox"/>4 Slate <input type="checkbox"/>5 Tile <input type="checkbox"/>6 Wood Shingle 	<p>U. ROOM</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Bonus Room <input type="checkbox"/>2 Dining Room <input type="checkbox"/>3 Family Room <input type="checkbox"/>4 Foyer <input type="checkbox"/>5 Game Room <input type="checkbox"/>6 Great Room <input type="checkbox"/>7 Guest/Maid Quarters <input type="checkbox"/>8 Kitchen <input type="checkbox"/>9 Laundry <input type="checkbox"/>10 Living Room <input type="checkbox"/>11 Loft <input type="checkbox"/>12 Study/Office <input type="checkbox"/>13 Storage Room <input type="checkbox"/>14 Sun Room <input type="checkbox"/>15 Utility Room Inside <input type="checkbox"/>16 Utility Room Outside <input type="checkbox"/>17 Main Level Master Bedroom <input type="checkbox"/>18 Media Room 	<p>V. SHOWING INSTR</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Appointment <input type="checkbox"/>4 Call Owner <input type="checkbox"/>5 Call Tenant <input type="checkbox"/>8 Lock Box <input type="checkbox"/>9 Sign <input type="checkbox"/>10 Vacant <input type="checkbox"/>11 Combination Lockbox
<p>W. TERMS</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Assumption <input type="checkbox"/>2 Cash <input type="checkbox"/>3 Contract For Deed <input type="checkbox"/>4 Conventional <input type="checkbox"/>5 FHA <input type="checkbox"/>6 Owner Finance <input type="checkbox"/>7 VA <input type="checkbox"/>8 Other <input type="checkbox"/>9 USDA 	<p>X. VIEW</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 Golf Course <input type="checkbox"/>2 Hill Country <input type="checkbox"/>3 Lake <input type="checkbox"/>4 Panoramic 	<p>Y. WATER AMENITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/>1 1 Stall Boat Dock w/ Electric <input type="checkbox"/>2 2 Stall Boat Dock w/ Electric <input type="checkbox"/>3 3 Stall Boat Dock w/ Electric <input type="checkbox"/>4 Boat Deck <input type="checkbox"/>5 Boat Ramp <input type="checkbox"/>6 Boat Slip <input type="checkbox"/>7 Concrete Boat Ramp <input type="checkbox"/>8 Deck Over Boat House <input type="checkbox"/>9 Electric Lift <input type="checkbox"/>10 Fishing Dock <input type="checkbox"/>11 Fishing Pier <input type="checkbox"/>12 Floating Boat House <input type="checkbox"/>13 Floating Dock <input type="checkbox"/>14 Jet Ski Lift <input type="checkbox"/>15 Jet Ski Ramp <input type="checkbox"/>16 Lake Pump <input type="checkbox"/>17 Retaining Wall <input type="checkbox"/>18 Sailboat Lift <input type="checkbox"/>19 Deeded Boat Slip <input type="checkbox"/>20 Personal Watercraft 2+Lifts <input type="checkbox"/>21 Personal Watercraft 2+Ramps

Z. Style

- | | | |
|---|---|--|
| <input type="checkbox"/> 1 Bungalow | <input type="checkbox"/> 7 Custom | <input type="checkbox"/> 13 Traditional |
| <input type="checkbox"/> 2 Cabin | <input type="checkbox"/> 8 Fixer-Handyman Special | <input type="checkbox"/> 14 Tudor |
| <input type="checkbox"/> 3 Colonial | <input type="checkbox"/> 9 French Country | <input type="checkbox"/> 15 Victorian |
| <input type="checkbox"/> 4 Contemporary | <input type="checkbox"/> 10 Manufactured | <input type="checkbox"/> 16 Beach/Pilings Home |
| <input type="checkbox"/> 5 Cottage | <input type="checkbox"/> 11 Ranch | <input type="checkbox"/> 17 Tuscan |
| <input type="checkbox"/> 6 Craftsman | <input type="checkbox"/> 12 Spanish | <input type="checkbox"/> 18 Other |

Annual Property Taxes: _____ Ag Exemption? Yes No

Homeowner's Association Information:

Mandatory? Yes No HOA Fee: \$_____

Payment Frequency: Annually Bi-Annually Monthly Quarterly Other

Property Owners Fee: \$_____

Payment Frequency: Annual Quarterly Monthly Semi-Annual

YOU'RE NOT DONE YET!

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 directions on how to get to the property. **The space for the directions is limited to 300 characters WITH SPACES** so starting with some major cross streets is good enough. (MS Word will count characters for you: Go to "Review" and select "Word Count".)

2) Please email a brief description of the property. **The space for the description is limited to 1,530 characters WITH SPACES.** (MS Word will count characters for you: Go to "Review" 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. The MLS allows up to 25 photos. **All listings must include at least 3 photos** 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.
You may also fax to 866-219-7535**

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