

LISTING INFORMATION (For Houston MLS Area Only)

Important: If your property is a Condo or Townhome, please DO NOT fill out this form. Instead, please fill out the form designed for Condos & Townhomes at <http://www.creekviewrealty.com/listinfoharcondoth.pdf>

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 _____

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

Property Type: ___ Single Family ___ Lots ___ Multi-Family ___ Acreage

Also available for lease? ___Yes ___No **Key Map Page & Grid** _____

Subdivision name _____ **Occupancy** ___Owner ___Tenant ___Vacant

Master Planned Community? ___Yes ___No **Master Planned Community 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 _____

Property Details

Style (Check up to 2)

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

New Construction (if applicable)

- ___ Never Lived In
- ___ To Be Built/Under Construction

Apprx Completion/Completed Date _____

Builder Name _____

Number of Bedrooms _____

Number of Full Baths _____

Number of Half Baths _____

Number of Unit Stories _____

Property Type (Check up to 2)

New Construction? ___Yes ___No

- ___ Duplex
- ___ Free Standing (typical single family home)
- ___ Historic
- ___ Manufactured
- ___ Patio Home

Lot Size (Sq Ft or Acres) _____

Lot Size Source (Check 1)

- Appraisal District
- Survey
- Unknown

Lot Dimensions _____

Acreage (Check 1)

- 0 Up To 1/4 Acre
- 1/4 Up to 1/2 Acre
- 1/2 Up to 1 Acre
- 1 Up to 2 Acres
- 2 Up to 5 Acres
- 5 Up to 10 Acres
- Over 10 Acres

Number of Garage Spaces _____

Garage Description (Check 1)

- Attached Garage
- Detached Garage
- Attached/Detached Garage
- Oversized Garage
- Tandem

Room Dimensions

- Living Room _____ X _____
- Den _____ X _____
- Gameroom _____ X _____
- Dining Room _____ X _____
- Kitchen _____ X _____
- Breakfast Room _____ X _____
- 1st Bedroom _____ X _____
- 2nd Bedroom _____ X _____
- 3rd Bedroom _____ X _____
- 4th Bedroom _____ X _____
- 5th Bedroom _____ X _____
- Study _____ X _____
- Extra Room _____ X _____
- Utility Room _____ X _____
- Media Room _____ X _____

Carport Description (Check 1)

- Attached & Detached
- Attached Carport
- Detached Carport

of Carport Spaces _____

Garage/Carport Description (Check up to 2)

- Additional Parking
- Auto Driveway Gate
- Auto Garage Door Opener
- Boat Parking
- Circle Driveway
- Converted Garage
- Double-Wide Driveway
- Driveway Gate
- Golf Cart Garage
- Porte-Cochere
- RV Parking
- Single-Wide Driveway
- Workshop

Access (Check 1)

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

Front Door Faces (Check up to 2)

- East
- North
- South
- West

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

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

No. of Fireplaces _____

Fireplace Description (Check up to 2)

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

Utility Room Description/Location (Check 1)

- In Garage
- In House
- 1st Floor
- 2nd Floor
- 3rd Floor
- None

Washer Dryer Connections (Check up to 3)

- Electric Dryer Connections
- Gas Dryer Connections
- Washer Connections

Green/Energy Certifications

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

Energy Features (Check up to 2)

- Attic Fan
- Attic Vents
- Ceiling Fans
- Digital Program Thermostat
- Energy Star Appliances
- Energy Star/CF/LED Lights
- Energy Star/Reflective Roof
- Geothermal System
- High-Efficiency HVAC
- HVAC>13 SEER
- Insulated Doors
- Insulated/ Low-E Windows
- Radiant Attic Barrier
- Solar PV Electric Panels
- Solar Screens
- Storm Windows
- Structural Insulated Panels
- Wind Turbine

Does home have any Green/Energy Certifications?
If so, please specify _____

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-2nd Floor
- Living/Dining Combo
- Loft
- Media
- Quarters/Guest House
- Study/Library
- Sun Room
- Wine Room

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
- 2 Master Baths
- Whirlpool/Tub

Interior Features (Check up to 10)

- 2 Staircases
- Alarm System – Leased
- Alarm System – Owned
- Atrium
- Breakfast Bar
- Central Vacuum
- Country Kitchen
- Drapes/Curtains/Window Coverings
- Dry Bar
- Dryer Included
- Elevator
- Elevator Shaft
- Fire/Smoke Alarm
- Handicap Access
- High Ceiling
- Hollywood Bath
- Intercom System
- Island Kitchen

- Pre-wired for Alarm System
- Refrigerator Included
- Spa/Hot Tub
- Washer Included
- Wet Bar

Countertops: _____

Flooring (Check up to 5)

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

Exterior Construction (Check up to 2)

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

Exterior Description (Check up to 10)

- Airplane Hangar
- Back Green Space
- Back Yard
- Barn/Stable
- Controlled Subdivision Access
- Cross Fenced
- Detached Garage Apt/Quarters
- Fully Fenced
- Greenhouse
- Partially Fenced
- Patio/Deck
- Porch
- Private Tennis Court
- Satellite Dish
- Screened Porch
- Spa/Hot Tub
- Sprinkler System
- Storage Shed
- Subdivision Tennis Court

- Wheelchair Access
- Workshop

Roof Description (Check up to 2)

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

Foundation Description (Check up to 2)

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

Private Pool Yes No

Area Pool Yes No N/A

Private Pool Description

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

Lot Description (Check up to 3)

- Airpark
- Cleared
- Corner
- Cul-De-Sac
- Greenbelt
- In Golf Community
- On Golf Course
- Other
- Patio Lot
- Subdivision Lot
- Wooded

Golf Course Name _____

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

Street Surface (Check up to 3)

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

Utility District N/A Yes No

Restrictions (Check up to 2)

- Deed Restrictions
- Historic Restrictions
- Horses Allowed
- Mobile Home Allowed

- No Restrictions
- Restricted
- Zoning

Defects (Check up to 2)

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

Address on Web Yes No

Disclosures (Check up to 5) *Seller's Disclosure required

- Approved Seniors Project
- Corporate Listing
- Exclusions
- Foreclosure
- Home Protection Plan
- Levee District
- Mi/Lenders Approval
- M.U.D.
- No Disclosures
- Other Disclosures
- Owner/Agent
- Sellers Disclosure
- Short Sale
- Special Addendum

Mandatory HOA/Mngmnt Co Yes No

HOA/Mngmnt Co Name _____

HOA/Mngmnt Co Phone _____

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
- Other

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff Amount: _____

2nd Mortgage Lender : _____

Other Mandatory Fees? ____Yes ____No

Approx Payoff Amount: _____

Other Mandatory Fee Amount _____

Other Mandatory Fees Include _____

Maintenance Fee / HOA Dues
____Mandatory ____Voluntary ____None

Property Tax Amount _____

Maintenance Fee Amount \$ _____

Tax Year _____

Maintenance Fee / HOA Dues Payable:
____Monthly ____Quarterly ____Annually

Tax Exemptions _____

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 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