

Creekview Realty

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LISTING INFORMATION (For Houston MLS Single Family 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.

Street Number & Name: _____

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

Property Type: Single Family Lots Multi-Family Acreage

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

Priced at lot value only? Yes No

Subdivision name _____

Master Planned Community? Yes No **MP Community Name:** _____

School District _____

Elem. 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 Stories: _____

New Construction: Yes No

New Construction Description (if applicable):

- Never Lived In
- To Be Built/Under Construction

Apprx Completion Date _____

Builder Name _____

Utility District: Yes No

Lot Size (Sq Ft or Acres): _____

Lot Size Source (Check 1)		
<input type="checkbox"/> Appraisal District	<input type="checkbox"/> Survey	<input type="checkbox"/> Unknown

Acres: _____

Lot Dimensions: _____

Acreage (Check 1)		
<input type="checkbox"/> 0 Up To 1/4 Acre	<input type="checkbox"/> 1 Up to 2 Acres	<input type="checkbox"/> Over 10 Acres
<input type="checkbox"/> 1/4 Up to 1/2 Acre	<input type="checkbox"/> 2 Up to 5 Acres	
<input type="checkbox"/> 1/2 Up to 1 Acre	<input type="checkbox"/> 5 Up to 10 Acres	

Number of Garage Spaces: _____

Garage Description (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	

Access (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

Garage/Carport Description (Check up to 2)		
<input type="checkbox"/> Additional Parking	<input type="checkbox"/> Converted Garage	<input type="checkbox"/> RV Parking
<input type="checkbox"/> Auto Driveway Gate	<input type="checkbox"/> Double-Wide Driveway	<input type="checkbox"/> Single-Wide Driveway
<input type="checkbox"/> Auto Garage Door Opener	<input type="checkbox"/> Driveway Gate	<input type="checkbox"/> Workshop
<input type="checkbox"/> Boat Parking	<input type="checkbox"/> Golf Cart Garage	
<input type="checkbox"/> Circle Driveway	<input type="checkbox"/> Porte-Cochere	

Restrictions* (Check up to 2)		
<input type="checkbox"/> Deed Restrictions	<input type="checkbox"/> Mobile Home Allowed	<input type="checkbox"/> Unknown
<input type="checkbox"/> Historic Restrictions	<input type="checkbox"/> No Restrictions	<input type="checkbox"/> Zoning
<input type="checkbox"/> Horses Allowed	<input type="checkbox"/> Restricted	

Property Type* (Check up to 2)		
<input type="checkbox"/> Duplex	<input type="checkbox"/> Historic	<input type="checkbox"/> Patio Home
<input type="checkbox"/> Free Standing (typical)	<input type="checkbox"/> Manufactured	

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

Lot Description* (Check up to 3)		
<input type="checkbox"/> Airpark <input type="checkbox"/> Cleared <input type="checkbox"/> Corner <input type="checkbox"/> Cul-De-Sac <input type="checkbox"/> Greenbelt	<input type="checkbox"/> In Golf Community <input type="checkbox"/> On Golf Course <input type="checkbox"/> Other <input type="checkbox"/> Patio Lot <input type="checkbox"/> Ravine	<input type="checkbox"/> Subdivision Lot <input type="checkbox"/> Water View <input type="checkbox"/> Waterfront <input type="checkbox"/> Wooded

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 <input type="checkbox"/> Beach 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

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

Front Door Faces (Check up to 2)	
<input type="checkbox"/> East <input type="checkbox"/> North	<input type="checkbox"/> South <input type="checkbox"/> West

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

Washer Dryer Connections		
<input type="checkbox"/> Electric Dryer Connections	<input type="checkbox"/> Gas Dryer Connections	<input type="checkbox"/> Washer Connections

Golf Course Name: _____

Private Pool: Yes No

Area Pool: Yes No N/A

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

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

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

Exterior Description (Check up to 10)		
<input type="checkbox"/> Airplane Hangar	<input type="checkbox"/> Fully Fenced	<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Back Green Space	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Screened Porch
<input type="checkbox"/> Back Yard	<input type="checkbox"/> Not Fenced	<input type="checkbox"/> Side Yard
<input type="checkbox"/> Back Yard Fenced	<input type="checkbox"/> Outdoor Fireplace	<input type="checkbox"/> Spa/Hot Tub
<input type="checkbox"/> Balcony	<input type="checkbox"/> Outdoor Kitchen	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Barn/Stable	<input type="checkbox"/> Partially Fenced	<input type="checkbox"/> Storage Shed
<input type="checkbox"/> Controlled Subdivision Access	<input type="checkbox"/> Patio/Deck	<input type="checkbox"/> Storm Shutters
<input type="checkbox"/> Covered Patio/Deck	<input type="checkbox"/> Porch	<input type="checkbox"/> Subdivision Tennis Court
<input type="checkbox"/> Cross Fenced	<input type="checkbox"/> Private Tennis Court	<input type="checkbox"/> Wheelchair Access
<input type="checkbox"/> Detached Garage Apt/Quarters	<input type="checkbox"/> Rooftop Deck	<input type="checkbox"/> Workshop

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

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

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

Energy Features (Check up to 2)		
<input type="checkbox"/> Attic Fan	<input type="checkbox"/> HVAC>13 SEER	<input type="checkbox"/> North/South Exposure
<input type="checkbox"/> Attic Vents	<input type="checkbox"/> Insulated Doors	<input type="checkbox"/> Radiant Attic Barrier
<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Insulated/ Low-E Windows	<input type="checkbox"/> Solar H2O Heater
<input type="checkbox"/> Digital Program Thermostat	<input type="checkbox"/> Insulation-Batt	<input type="checkbox"/> Solar PV Electric Panels
<input type="checkbox"/> Energy Star Appliances	<input type="checkbox"/> Insulation-Blown Cellulose	<input type="checkbox"/> Solar Screens
<input type="checkbox"/> Energy Star/CF/LED Lights	<input type="checkbox"/> Insulation-Blown Fiberglass	<input type="checkbox"/> Storm Windows
<input type="checkbox"/> Energy Star/Reflective Roof	<input type="checkbox"/> Insulation-Other	<input type="checkbox"/> Structural Insulated Panels
<input type="checkbox"/> Geothermal System	<input type="checkbox"/> Insulation-Rigid Foam	<input type="checkbox"/> Tankless Water Heater
<input type="checkbox"/> High-Efficiency HVAC	<input type="checkbox"/> Insulation-Spray Foam	<input type="checkbox"/> Wind Turbine

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

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

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

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

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

Number of Bedrooms: _____

Number of Full Baths: _____

Number of Half Baths: _____

Room Dimensions: (All Bedroom Dimensions and Floor Level are required)

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

Mandatory HOA/Mngmnt Co: Yes No

HOA/Mngmnt Co Name _____

HOA/Mngmnt Co Phone _____

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

Disclosures* *Seller's Disclosure required		
<input type="checkbox"/> Approved Seniors Project	<input type="checkbox"/> Levee District	<input type="checkbox"/> Owner/Agent
<input type="checkbox"/> Corporate Listing	<input type="checkbox"/> Mi/Lenders Approval	<input type="checkbox"/> Sellers Disclosure
<input type="checkbox"/> Exclusions	<input type="checkbox"/> M.U.D.	<input type="checkbox"/> Short Sale
<input type="checkbox"/> Foreclosure	<input type="checkbox"/> No Disclosures	<input type="checkbox"/> Special Addendum
<input type="checkbox"/> Home Protection Plan	<input type="checkbox"/> Other Disclosures	

Exclusions: _____

Financing Available (Check up to 5)		
<input type="checkbox"/> Affordable Housing Program	<input type="checkbox"/> FHA	<input type="checkbox"/> Owner Financing
<input type="checkbox"/> Assumable 1st Lien	<input type="checkbox"/> Investor	<input type="checkbox"/> Release of Eligibility
<input type="checkbox"/> Assumable 2nd Lien	<input type="checkbox"/> Lease/Purchase	<input type="checkbox"/> Release of Liability
<input type="checkbox"/> Cash Sale	<input type="checkbox"/> No Approval	<input type="checkbox"/> Seller Contribs to Closing Costs
<input type="checkbox"/> Conventional	<input type="checkbox"/> Non-Escalating	<input type="checkbox"/> VA
<input type="checkbox"/> Exchange or Trade	<input type="checkbox"/> Owner 2nd	<input type="checkbox"/> Wrap

Maintenance Fee / HOA Dues: Mandatory Voluntary None

Maintenance Fee Amount: \$_____

Maintenance Fee / HOA Dues Payable: Monthly Quarterly Annually

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

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

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