

Creekview Realty

John Prell, Broker Lic. #0493630
Web: <http://www.creekviewrealty.com>

Phone: 281-444-7071

Fax: 866-219-7535

Email: listing@creekviewrealty.com

LISTING INFORMATION (For Houston Residential Lease Listing 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.

****Please note Fields marked in bold with a star are required fields in the MLS and must be completed. ****

***Street Number & Name** _____

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

Property Class (Check 1)		
<input type="checkbox"/> Homes and/or Acreage	<input type="checkbox"/> Multi-Family Detached	<input type="checkbox"/> Single Family Detached
<input type="checkbox"/> Mid/Hi-Rise Condominium	<input type="checkbox"/> Residential Lot/Land	<input type="checkbox"/> Townhouse Condominium

Occupancy (Check 1)		
<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> Vacant

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

Subdivision Name: _____

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

Building Name: _____ **Floor Location:** _____

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

Stories: _____ **New Construction:** Yes No

New Construction Desc: Never Lived In To Be Built/Under Construction

Approx Competition Date: _____ **Building Stories:** _____

Unit Level (Check 1)		
<input type="checkbox"/> 2 nd Level <input type="checkbox"/> 3 rd Level <input type="checkbox"/> All Levels <input type="checkbox"/> Ground Level	<input type="checkbox"/> Level 1 <input type="checkbox"/> Levels 1 and 2 <input type="checkbox"/> Levels 1, 2 and 3 <input type="checkbox"/> Levels 2 and 3	<input type="checkbox"/> Levels 2, 3 and 4 <input type="checkbox"/> Levels 3 and 4 <input type="checkbox"/> Top Level

Total Number of Units: _____

Furnished: Yes No

Rental Type (Check 1)		
<input type="checkbox"/> Apartment <input type="checkbox"/> Condo <input type="checkbox"/> Duplex <input type="checkbox"/> Efficiency	<input type="checkbox"/> Fourplex <input type="checkbox"/> Free Standing <input type="checkbox"/> Historic <input type="checkbox"/> Manufactured	<input type="checkbox"/> Other <input type="checkbox"/> Patio Home <input type="checkbox"/> Townhouse <input type="checkbox"/> Triplex

Loft: Yes No

Utility District: Yes No

Lot Size: _____

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

Acres: _____

Acreage (Check 1)		
<input type="checkbox"/> 0 Up To 1/4 Acre <input type="checkbox"/> 1/4 Up to 1/2 Acre <input type="checkbox"/> 1/2 Up to 1 Acre <input type="checkbox"/> 1 Up to 2 Acres	<input type="checkbox"/> 2 Up to 5 Acres <input type="checkbox"/> 5 Up to 10 Acres <input type="checkbox"/> 10 Up to 15 Acres <input type="checkbox"/> 15 Up to 20 Acres	<input type="checkbox"/> 20 Up to 50 Acres <input type="checkbox"/> 50 or more Acres

Lot Dimensions: _____

of Garage Spaces: _____

of Carport Spaces: _____

Carport Description (Check 1)		
<input type="checkbox"/> Attached & Detached	<input type="checkbox"/> Attached Carport	<input type="checkbox"/> Detached Carport

Complex Access		
<input type="checkbox"/> Automatic Driveway Gate <input type="checkbox"/> Card/Code Access <input type="checkbox"/> Door Person	<input type="checkbox"/> Driveway Gate <input type="checkbox"/> Intercom <input type="checkbox"/> Manned Gate	<input type="checkbox"/> Receptionist

Garage Description		
<input type="checkbox"/> Attached Garage <input type="checkbox"/> Attached /Detached Garage	<input type="checkbox"/> Detached Garage <input type="checkbox"/> Oversized Garage	<input type="checkbox"/> Tandem

Garage/Carport Description		
<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

Restrictions		
<input type="checkbox"/> Deed Restrictions <input type="checkbox"/> Historic Restrictions <input type="checkbox"/> Horses Allowed	<input type="checkbox"/> Mobile Home Allowed <input type="checkbox"/> No Restrictions <input type="checkbox"/> Restricted	<input type="checkbox"/> Unknown <input type="checkbox"/> Zoning

Style		
<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

Parking Description		
<input type="checkbox"/> Additional Parking <input type="checkbox"/> Assigned Parking <input type="checkbox"/> Auto Garage Door Opener <input type="checkbox"/> Boat Parking	<input type="checkbox"/> Connecting <input type="checkbox"/> Controlled Entrance <input type="checkbox"/> Golf Cart <input type="checkbox"/> RV Parking	<input type="checkbox"/> Unassigned Parking <input type="checkbox"/> Underground <input type="checkbox"/> Valet Parking

Lot Description		
<input type="checkbox"/> Cleared <input type="checkbox"/> Corner <input type="checkbox"/> Court Yard <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"/> Over Pool <input type="checkbox"/> Over Tennis Court(s) <input type="checkbox"/> Patio Lot <input type="checkbox"/> Street	<input type="checkbox"/> Subdivision Lot <input type="checkbox"/> Water View <input type="checkbox"/> Waterfront <input type="checkbox"/> Wooded

Waterfront Features		
<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

Microwave: Yes No

Dishwasher: Yes No

Compactor: Yes No

Disposal: Yes No

Separate Ice Maker: Yes No

Countertops: _____

of Fireplaces: _____

Fireplace Description		
<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

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

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

Golf Course Name: _____

Pool Area: Yes No

Private Pool: Yes No

Private Pool Description		
<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		
<input type="checkbox"/> 2 Staircases <input type="checkbox"/> Alarm System – Leased <input type="checkbox"/> Alarm System – Owned <input type="checkbox"/> Atrium <input type="checkbox"/> Bedroom with Sitting Area <input type="checkbox"/> Breakfast Bar <input type="checkbox"/> Brick Walls <input type="checkbox"/> Central Vacuum <input type="checkbox"/> Chilled Water System <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"/> Dryer Included <input type="checkbox"/> Elevator <input type="checkbox"/> Fire/Smoke Alarm <input type="checkbox"/> Fully Sprinklered <input type="checkbox"/> High Ceiling <input type="checkbox"/> Hollywood Bath <input type="checkbox"/> Intercom System <input type="checkbox"/> Intercom to Front Desk <input type="checkbox"/> Interior Storage Closet <input type="checkbox"/> Island Kitchen <input type="checkbox"/> Maid Service <input type="checkbox"/> Multilevel Bedroom	<input type="checkbox"/> Open Ceiling <input type="checkbox"/> Partially Sprinklered <input type="checkbox"/> Pressurized Stairwell <input type="checkbox"/> Prewired for Alarm System <input type="checkbox"/> Private Elevator <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"/> Washer Included <input type="checkbox"/> Wet Bar

Flooring		
<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

Exterior Description		
<input type="checkbox"/> Area Tennis Courts <input type="checkbox"/> Balcony <input type="checkbox"/> Balcony/Terrace <input type="checkbox"/> Barn/Stable <input type="checkbox"/> Clubhouse <input type="checkbox"/> Controlled Subdivision Access <input type="checkbox"/> Cross Fenced <input type="checkbox"/> Detached Garage Apt/Quarters <input type="checkbox"/> Dry Sauna <input type="checkbox"/> Exercise Room <input type="checkbox"/> Fenced <input type="checkbox"/> Fully Fenced <input type="checkbox"/> Greenhouse	<input type="checkbox"/> Guest Room Available <input type="checkbox"/> Jogging Track <input type="checkbox"/> Partially Fenced <input type="checkbox"/> Party Room <input type="checkbox"/> Patio/Deck <input type="checkbox"/> Play Area <input type="checkbox"/> Private Tennis Court <input type="checkbox"/> Racquetball Court <input type="checkbox"/> Satellite Dish <input type="checkbox"/> Screened Porch <input type="checkbox"/> Screens <input type="checkbox"/> Service Elevator <input type="checkbox"/> Spa	<input type="checkbox"/> Spa/Hot Tub <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Steam Room <input type="checkbox"/> Storage Room <input type="checkbox"/> Storage Shed <input type="checkbox"/> Storm Shutters <input type="checkbox"/> Storm Windows <input type="checkbox"/> Subdivision Tennis Court <input type="checkbox"/> Tennis <input type="checkbox"/> Trash Chute <input type="checkbox"/> Trash Pick Up <input type="checkbox"/> Wheelchair Access <input type="checkbox"/> Workshop

Street Surface		
<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

Heating System Description		
<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"/> Window Unit <input type="checkbox"/> Zoned

Cooling System Description		
<input type="checkbox"/> Attic Fan <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

Water / Sewer Description		
<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

Front Door Faces		
<input type="checkbox"/> East	<input type="checkbox"/> North	<input type="checkbox"/> South <input type="checkbox"/> West

Energy Features		
<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"/> Radiant Attic Barrier <input type="checkbox"/> Solar H2O Heater <input type="checkbox"/> Solar PV Electric Panels <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

Green/Energy Certifications		
<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 (USGBC) <input type="checkbox"/> National Green Bldg Cert	<input type="checkbox"/> Other Energy Report <input type="checkbox"/> Other Energy Cert.

BedRooms:_____ **Full Baths:**_____ **Half Baths:**_____

Is Smoking Allowed: Yes No

Are Pets Allowed (Check 1)		
<input type="checkbox"/> Case by Case Basis	<input type="checkbox"/> Not Allowed	<input type="checkbox"/> Yes Allowed

Pet Deposit Required: Yes No **Is Approval Required:** Yes No

Approval Requirements:_____

Pet Deposit Description:_____

Application Fee:_____ **Security Deposit:** _____

Other Mandatory Fees: Yes No **Other Mandatory Fees Amount:**_____

Cable Available (Check 1)		
<input type="checkbox"/> Available	<input type="checkbox"/> Not Available	<input type="checkbox"/> Unknown

Recreational Facilities Fees (Check 1)		
<input type="checkbox"/> Not Paid	<input type="checkbox"/> Owner Pays	<input type="checkbox"/> Tenant Pays <input type="checkbox"/> Yes Paid

Date Available:_____

Mandatory HOA: Yes No **Mandatory HOA Name:**_____

Mandatory HOA Phone: _____

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

Rental Terms		
<input type="checkbox"/> Lease/Purchase <input type="checkbox"/> Long Term	<input type="checkbox"/> One Year <input type="checkbox"/> Section 8	<input type="checkbox"/> Short Term <input type="checkbox"/> Six Months

Utilities Paid		
<input type="checkbox"/> Cable <input type="checkbox"/> Electricity <input type="checkbox"/> Gas	<input type="checkbox"/> None Provided <input type="checkbox"/> Phone <input type="checkbox"/> Pool Maintenance	<input type="checkbox"/> Trash Pickup <input type="checkbox"/> Water/Sewer <input type="checkbox"/> Yard Maintenance

Vacation Rental Term (Check 1)		
<input type="checkbox"/> Daily	<input type="checkbox"/> Monthly	<input type="checkbox"/> Weekend Night <input type="checkbox"/> Weekly

Daily Price: _____

Weekly Price: _____

Monthly Price: _____

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 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 email 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**

Updated 12/18/2017