

Creekview Realty

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LISTING INFORMATION

(Use this form for McAllen MLS only)

The following information is required when a listing is entered into the MLS database. It is important to be as complete and accurate as possible, because agents often run property searches based on selection criteria provided by this form. Required items are marked with an asterisk (*).

***Property Address** _____ **Unit #** _____

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

Property Type*: House Garden/Patio Home Townhouse Condo
 Manufactured/Mobile Duplex (One Side)

Occupancy: Owner Tenant Vacant

Subdivision Name* _____ Map Grid _____ ETJ?* Yes No Unknown

Elementary School* _____

Junior/Middle School* _____

High School* _____

School District* _____

Zoning _____ Lot Dimensions* _____

Lot Sq Ft (if less than 1 acre)* _____ Acreage (if over 1 acre)* _____

100yr Flood Zone?* Yes No Unknown

100yr Flood Zone Source*: Appraisal Builder City County FEMA Maps HCAD

Seller Subdivision Plat Survey Tax Office Unknown

House Style*:
____ Colonial # Full Baths* _____
____ Contemporary # Half Baths* _____
____ English Tudor # Living Areas* _____
____ French Provincial # Dining Areas* _____
____ Other Style Foyer?* Yes No
____ Spanish/Mediterranean
____ Traditional
____ Victorian

Bedrooms* _____

Maid Quarters?* Yes No

Laundry Location*

- Area
- Garage
- Room
- None

No of Stories*

- Bi-Level
- One Story
- Other
- Split Level
- Two Story

Sq Ft* _____ (Areas W/ heat & A/C)

Sq Ft Source*

- Appraisal
- HCAD
- House Plans
- Seller

Year Built* _____

Year Built Source*

- Agent
- Appraisal
- Builder

Mandatory HOA?* Yes No NA

Pmt Frequency* Annual Monthly

Items that do not convey*: _____

If it is a new home, what is the estimated completion date? _____

- City Permit
- HCAD
- Seller
- Year Unknown

Preferred Title Co _____

Tax ID Number* _____

Base Taxes* _____

Tax Year* _____

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff
Amount: _____

2nd Mortgage Lender : _____

Approx Payoff
Amount: _____

HOA Amount* _____

Property Features

***Foundation (Maximum 2)**

- Basement
- Slab
- Crawl Space
- Pier & Beam
- Pilings
- Other

***Roof (Maximum 2)**

- Built-up/Gravel
- Metal
- Clay Tile
- Slate
- Composition Shingle
- Wood Shingle/Shake
- Concrete Tile
- Other Roof

***Exterior Siding (Maximum 4)**

- Aluminum Siding
- Stone
- Solid Masonry
- Other
- Brick Veneer
- Stucco
- Asbestos Siding
- Concrete Block
- Frame
- Log
- Hardy Plank
- Vinyl Siding
- Masonite Siding

***Flooring (Maximum 4)**

- Carpet
- Laminate
- Sattillo Tile
- Travertine
- Ceramic Tile
- Marble
- Slate
- Vinyl/Linoleum
- Granite
- Parquet
- Stained Concrete
- Other Floor
- Hardwood
- Porcelain Tile
- Terrazzo Tile

***Window Coverings (Maximum 3)**

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Custom Drapes | <input type="checkbox"/> Drapes/Curtains | <input type="checkbox"/> Mini Blinds | <input type="checkbox"/> Partial Window Coverings |
| <input type="checkbox"/> Plantation Shutters | <input type="checkbox"/> Wood/Faux Blinds | <input type="checkbox"/> No Window Coverings | <input type="checkbox"/> Other |

***Conveying Appliances (Maximum 12)**

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Built-in Refrigerator | <input type="checkbox"/> Convection Oven | <input type="checkbox"/> Cooktop- Smooth | <input type="checkbox"/> Double Oven |
| <input type="checkbox"/> Cooktop- Gas | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Disposal | <input type="checkbox"/> Single Oven |
| <input type="checkbox"/> Dryer | <input type="checkbox"/> Ice Maker | <input type="checkbox"/> Microwave Oven | <input type="checkbox"/> Stove/Range- Gas |
| <input type="checkbox"/> Standard Refrigerator | <input type="checkbox"/> Stove/Range-Electric | <input type="checkbox"/> Cooktop- Coil | <input type="checkbox"/> Wine Cooler |
| <input type="checkbox"/> Trash Compactor | <input type="checkbox"/> Warming Oven | <input type="checkbox"/> Washer | <input type="checkbox"/> Other |
| <input type="checkbox"/> No Conveying Appliances | | | |

***Interior Features (Maximum 10)**

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Bay Window | <input type="checkbox"/> Bonus Room | <input type="checkbox"/> Built-ins | <input type="checkbox"/> Ceiling Fans |
| <input type="checkbox"/> Central Vacuum | <input type="checkbox"/> Crown/Cove Molding | <input type="checkbox"/> Decorative/High Ceilings | <input type="checkbox"/> Office/Study |
| <input type="checkbox"/> Other Walk-in Closet(s) | <input type="checkbox"/> Skylight | <input type="checkbox"/> Wet/Dry Bar | <input type="checkbox"/> Firewall |
| <input type="checkbox"/> Split Bedrooms | <input type="checkbox"/> None | <input type="checkbox"/> Other | |

***Master Suite (Maximum 8)**

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Bidet | <input type="checkbox"/> Double Vanity | <input type="checkbox"/> Downstairs Master | <input type="checkbox"/> Garden Tub |
| <input type="checkbox"/> His/Her Closet(s) | <input type="checkbox"/> Outside Access | <input type="checkbox"/> Private Commode | <input type="checkbox"/> Separate Shower |
| <input type="checkbox"/> Shower Only | <input type="checkbox"/> Sitting Area | <input type="checkbox"/> Split Bedrooms | <input type="checkbox"/> Tub Only |
| <input type="checkbox"/> Tub/Shower Combo | <input type="checkbox"/> Upstairs Master | <input type="checkbox"/> Walk-in Closet(s) | <input type="checkbox"/> Whirlpool Jets |
| <input type="checkbox"/> None | <input type="checkbox"/> Other-See Remarks | | |

***Special Features (Maximum 7)**

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> 1 Year Warranty | <input type="checkbox"/> 2-10 Year Warranty | <input type="checkbox"/> Audio/Video Wiring | <input type="checkbox"/> Automated Lighting |
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> Handicap Access | <input type="checkbox"/> Intercom | <input type="checkbox"/> In-Wall Pest Control System |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Satellite System | <input type="checkbox"/> Security System | <input type="checkbox"/> Underslab Termite System |
| <input type="checkbox"/> Video Surveillance | <input type="checkbox"/> Home Warranty | <input type="checkbox"/> Internet Access | <input type="checkbox"/> CO Detectors |
| <input type="checkbox"/> None | <input type="checkbox"/> Smoke Detectors | <input type="checkbox"/> Other | |

***HVAC System (Maximum 4)**

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Central | <input type="checkbox"/> Central Zoned | <input type="checkbox"/> Floor | <input type="checkbox"/> Wall |
| <input type="checkbox"/> No Heat | <input type="checkbox"/> Electric | <input type="checkbox"/> Electric Heat Pump | <input type="checkbox"/> Natural Gas |
| <input type="checkbox"/> Propane/Butane | <input type="checkbox"/> Oil | <input type="checkbox"/> Solar | <input type="checkbox"/> Window |
| <input type="checkbox"/> No Cooling | <input type="checkbox"/> Radiant | <input type="checkbox"/> Other | |

***Energy Features (Maximum 6)**

- | | | | |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Attic Fans | <input type="checkbox"/> Double Pane Windows | <input type="checkbox"/> Solar Screen | <input type="checkbox"/> Storm Doors |
| <input type="checkbox"/> Storm Windows | <input type="checkbox"/> None | <input type="checkbox"/> Programmable Thermostat | <input type="checkbox"/> Other Energy |

***Water System (Maximum 2)**

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> 2+ Water Heater | <input type="checkbox"/> Electric | <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Propane/Butane |
| <input type="checkbox"/> Solar | <input type="checkbox"/> No Water Heater | <input type="checkbox"/> Reverse Osmosis | <input type="checkbox"/> Tankless |
| <input type="checkbox"/> Water Heater | <input type="checkbox"/> WH- Attic | <input type="checkbox"/> WH- Garage | <input type="checkbox"/> WH- Laundry |
| <input type="checkbox"/> WH- Other Location | <input type="checkbox"/> Water Softener | <input type="checkbox"/> Other | |

***Water/Sewer (Maximum 4)**

- | | | | |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> Public Water | <input type="checkbox"/> Public Water Available | <input type="checkbox"/> Private Well | <input type="checkbox"/> Shared Well |
| <input type="checkbox"/> Other Water Source | <input type="checkbox"/> City Sewer | <input type="checkbox"/> Septic | <input type="checkbox"/> MUD |
| <input type="checkbox"/> Assessment | <input type="checkbox"/> No Sewer | <input type="checkbox"/> Other Sewer Type | |

*Garage (Maximum 5)

- | | | | |
|--------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> One Car | <input type="checkbox"/> Two Cars | <input type="checkbox"/> Three Cars | <input type="checkbox"/> 4+ Cars |
| <input type="checkbox"/> Golf Cart | <input type="checkbox"/> No Garage | <input type="checkbox"/> Attached | <input type="checkbox"/> Detached |
| <input type="checkbox"/> Front Entry | <input type="checkbox"/> Side Entry | <input type="checkbox"/> Rear Entry | <input type="checkbox"/> Opener/Control |

*Carport (Maximum 5)

- | | | | |
|--|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> One Car | <input type="checkbox"/> Two Cars | <input type="checkbox"/> Three Cars | <input type="checkbox"/> 4+ Cars |
| <input type="checkbox"/> Golf Cart | <input type="checkbox"/> No Carport | <input type="checkbox"/> Attached | <input type="checkbox"/> Detached |
| <input type="checkbox"/> Front Entry | <input type="checkbox"/> Side Entry | <input type="checkbox"/> Rear Entry | <input type="checkbox"/> Opener/Control |
| <input type="checkbox"/> Other Carport | | | |

*Street Type (Maximum 2)

- | | | | |
|----------------------------------|-------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> Caliche | <input type="checkbox"/> Dirt | <input type="checkbox"/> Gravel | <input type="checkbox"/> Paved |
| <input type="checkbox"/> Other | | | |

*Exterior Features (Maximum 6)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Balcony | <input type="checkbox"/> BBQ Pit/Grill | <input type="checkbox"/> Covered Patio | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Detached Quarters | <input type="checkbox"/> Gazebo | <input type="checkbox"/> Gutters/Spouting | <input type="checkbox"/> Horse Stables/Barn |
| <input type="checkbox"/> Patio Slab | <input type="checkbox"/> Private Tennis | <input type="checkbox"/> Sauna | <input type="checkbox"/> Screened Patio |
| <input type="checkbox"/> Steam Room | <input type="checkbox"/> Storage Building | <input type="checkbox"/> Workshop | <input type="checkbox"/> None |
| <input type="checkbox"/> Boat House | <input type="checkbox"/> Boat Lift | <input type="checkbox"/> Boat Dock | <input type="checkbox"/> Hurricane Shutters |
| <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Mature Trees | <input type="checkbox"/> Auto Gate | <input type="checkbox"/> Rock Yard |
| <input type="checkbox"/> Other | | | |

*Location Features (Maximum 6)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Alley | <input type="checkbox"/> Corner Lot | <input type="checkbox"/> Cul-de-Sac Lot | <input type="checkbox"/> Curb & Gutter |
| <input type="checkbox"/> Irregular Lot | <input type="checkbox"/> Flood Irrigation | <input type="checkbox"/> On Golf Course | <input type="checkbox"/> On Waterfront |
| <input type="checkbox"/> Bayside | <input type="checkbox"/> Gulfside | <input type="checkbox"/> Reseca | <input type="checkbox"/> None |
| <input type="checkbox"/> Other | | | |

*Fence Type (Maximum 4)

- | | | | |
|----------------------------------|----------------------------------|--------------------------------------|-------------------------------|
| <input type="checkbox"/> Partial | <input type="checkbox"/> Privacy | <input type="checkbox"/> Non-Privacy | <input type="checkbox"/> None |
| <input type="checkbox"/> Other | | | |

*Fence (Maximum 4)

- | | | | |
|---|--------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Barbed Wire | <input type="checkbox"/> Chain Link | <input type="checkbox"/> Cross Fence | <input type="checkbox"/> Electric Fence |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Smooth Wire | <input type="checkbox"/> Wood | <input type="checkbox"/> None |
| <input type="checkbox"/> Other Fence Type | | | |

*Private Pool (Maximum 5)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> No Pool | <input type="checkbox"/> Above Ground | <input type="checkbox"/> Diving Board | <input type="checkbox"/> Heated |
| <input type="checkbox"/> In Ground | <input type="checkbox"/> Indoor Hot Tub | <input type="checkbox"/> Indoor Pool | <input type="checkbox"/> Outdoor Hot Tub |
| <input type="checkbox"/> Pool Area Fence | <input type="checkbox"/> Outdoor Hot Tub | <input type="checkbox"/> Valet/Caretaker | <input type="checkbox"/> No Cleaning System |
| <input type="checkbox"/> Cleaning System | | | |

*Community Amenities (Maximum 5)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> No Special Amenities | <input type="checkbox"/> Certified 55+ Community | <input type="checkbox"/> Country Club | <input type="checkbox"/> Gated Entrance |
| <input type="checkbox"/> Golf Privileges | <input type="checkbox"/> Guarded Entrance | <input type="checkbox"/> HOA | <input type="checkbox"/> Horse/Livestock Allowed |
| <input type="checkbox"/> Planned Unit Development (PUD) | <input type="checkbox"/> Pool Privileges | <input type="checkbox"/> Tennis Privileges | |

*Proposed Financing (Maximum 8)

- | | | | |
|-------------------------------|---------------------------------------|------------------------------|--|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Conventional | <input type="checkbox"/> FHA | <input type="checkbox"/> Owner Financing |
| <input type="checkbox"/> VA | <input type="checkbox"/> Other | | |

***Possession (Maximum 2)**

- Immediate Negotiable Closing/Funding Tenant Rights
- Other

***Kitchen Countertops (Maximum 3)**

- Solid Surface Stone Laminate Tile Other

YOU'RE NOT DONE YET!

Please email a brief description, the directions, & 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 a brief description of the property. The space for the description is limited to 350 characters WITH SPACES. (MS Word will count characters for you: Go to "Tools" and select "Word Count".)

2) 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 100 characters WITH SPACES.** (MS Word will count characters for you: Go to "Tools" and select "Word Count".)

3) Please email a minimum of one photo in jpg format. 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.

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.