

Creekview Realty

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LISTING INFORMATION (Use this form for San Antonio Condo listings)

The 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 Address: _____ Unit#: _____

City: _____ County: _____ Zip: _____

Property Information Type:

- Low Rise(1-3 Stories) Mid-Rise(4-7 Stories)
 High Rise(8+stories) Townhome Style

Subdivision Name: _____

Condo Name: _____ Year Built: _____

Total Units: _____ Sq Ft of Unit: _____

Sq Ft Information Source: Appraiser Appraisal Dist (Tax Records) Builder Plans HUD

School District _____

Elementary School _____

Middle School _____

High School _____

Construction: New Pre-Owned Builder's Name: _____

Security

- Controlled Access
- Closed Circuit TV
- Burglar Alarm
- Pre-Wired
- Guarded Access
- N/A
- Other

Fee Includes

- All Utilities
- Some Utilities
- Insurance Limited
- Condo Mgmt
- Common Area Liability
- Common Maintenance
- Trash Removal
- Pest Control
- Other
- None

Condo Management

- On-Site
- Off-Site
- Homeowner's ASN (Slf-Mgt)
- Professional Mgmt Co.
- Docs Available
- Certificates Available
- Docs Pending
- Other

Common Area Amenities

- Elevator
- Dumb Waiter
- Party Room
- Clubhouse
- Pool
- Spa Adj/Pool
- Hot Tub
- Sauna
- Exercise Room
- Jogging Trail
- Playground/Park
- BBQ/Picnic Area
- Golf
- Tennis Court
- Extra Storage
- Near Shopping
- On Golf Course
- On Waterfront
- Bike Trails
- Basketball Court
- Volleyball Court
- Lake/River Park
- Boat Ramp
- Fishing Pier
- Boat Dock
- Bridle Path
- Waterfront Access
- Sports Court
- Airport Property
- Hanger Access
- Taxiway Access
- Lighted Airfield
- Borders State Park/Game Ranch
- Hunting Permitted
- Partially Wooded
- Wooded
- Mature Trees
- Secluded
- Lake Seguin
- Lake Medina
- Meadow Lake
- Comal River
- Guadalupe River
- San Marcos River
- Blanco River
- Pedernales River
- Creek Seasonal
- Canal
- Pond/Stock Tank
- Lake Dunlap
- Canyon Lake
- Lake McQueeney
- Lake Placid
- N/A

Miscellaneous

- Latent Defects
- Flood Plain Insurance
- Lender Owned
- Corporate Owned
- Company Relocation
- Estate Sale / Probate
- Home Service Plan
- Pet Restrictions
- VA/FHA Approved
- Apartment Conversion.
- Taxes not Yet Assessed
- No City Tax
- M.U.D.
- Additional Builder Warranty
- VA Foreclosure
- HUD Home
- Historic District
- Cluster Mail Box
- School Bus
- College Bus Route
- Tenants Rights/Possession
- Repaired Defects
- As-Is

Accessibility

- 2+ Access Exits
- Interior Door Openings 32"+
- Exterior Door Openings 36"+
- 36 Inch or More Wide Halls 42" Wide
- Chairlift
- Doors-Pocket
- Doors-Swing in
- Doors w/ Lever Handles
- Entry Slope less than 1 ft
- Flashing Doorbell
- Flooring Modifications
- Grab Bars in Bathroom(s)
- Grab Bars Throughout
- Hearing Modifications
- Kitchen Modifications
- Low Bathroom Mirrors
- Low Closet Rods
- Low Pile Carpet
- No Carpet
- Lower Fixtures
- Lowered Light Switches
- Modified Wall Outlets
- Ramped Entrance
- No Steps Down
- Near Bus Line
- Level Lot
- Level Drive
- No Stairs
- First Floor Bath
- First Floor Bedroom w/ Bath
- Disabled Parking
- Ramp - Main Level
- Stall Shower
- Thresholds less than 5/8 of an inch
- Vehicle Transfer Area
- Wheelchair Accessible
- Wheelchair Adaptable
- Wheelchair Height Mailbox
- Wheelchair Height Shelves
- Wheelchair Modifications
- Wheelchair

Green Certification

- HERS Rated
- HERS 0-85
- HERS 86-100
- HERS 101+
- Energy star Certified
- LEED Certified
- LEED Silver
- LEED Gold
- LEED Platinum
- NGBP-National Green
- Build San Antonio Green

Green Features

- Solar Electric System
- Solar Hot Water
- Geo-Thermal HVAC
- Drought Tolerant Plants
- Low Flow Commode
- Low Flow Fixture
- Rain/Freeze Sensors
- EF Irrigation Control
- Rain Water Catchment
- Energy Recovery Ventilator
- Mechanical Fresh Air
- Enhanced Air Filtration
- Solar Combo
- Solar Panels

Energy Efficiency

- Tankless Water Heater
- Smart Electric Meter
- 13-15 SEER AX
- 16+ SEER AC
- Programmable Thermostat
- 12"+ Attic Insulation
- Double Pane Windows
- Variable Speed HVAC
- Energy Star Appliances
- Radiant Barrier
- Low E Windows
- Dehumidifier
- 90% Efficient Furnace
- High Efficiency Water Heater
- Foam Insulation
- Cellulose Insulation
- Storm Windows
- Storm Doors
- Ceiling Fans
- Wind Power
- Recirculating Hot Water

Stories in Bldg: _____

Entry Level: _____

Unit Levels:

- 1 Level
- 2 levels
- 3 Levels
- 4+ Levels

Units Exterior Features

- Ground Floor Unit
- Hot Tub
- Patio Slab
- Covered Patio
- Bar-b-q Pit/Grill
- Deck/Balcony
- Privacy Fence
- Chain Link Fence
- Partial Fence
- Storm Windows
- Double Pane Windows
- Solar Screens
- Decorative Bars
- Storage Building/Shed
- Has Gutters
- Special Yard Lighting
- Mature Trees
- City View
- Country View
- Pool View
- Stone/Masonry Fence
- Outdoor Kitchen

Exterior

- Asbestos Shingles
- Brick
- Stone / Rock
- Wood
- Stucco
- Siding
- Masonry/Steel
- Rock/Stone Veneer
- Steel Frame
- Log
- 1 Side Masonry
- 2 Side Masonry
- Metal Structure
- Other

Roof

- Built-Up / Gravel
- Composition
- Heavy Composition
- Metal
- Wood Shingle / Shake
- Tile
- Slate
- Concrete
- Wood
- Clay
- Flat
- Other

Foundation

- Slab
- Cedar Post
- Pier & Beam
- Basement
- Other

Parking

- One Car Garage
- Two Car Garage
- Three Car Garage
- 4+ Car Garage
- Detached
- Attached
- Converted Garage
- Golf Cart
- Rear Entry
- Side Entry
- Oversized
- Tandem
- None or N/A
- One Car Carport
- Two Car Carport
- Three Car Carport
- 4+ Car Carport
- One Car Open Space
- Two Car Open Space
- Three Car Open Space
- 4+ Car Open Space
- Circular Drive
- Pad Only (Off Street)
- Street Parking Only
- RV/Boat Parking
- Bus/RV Garage
- Unpaved Drive
- None

of Parking Spaces: _____

Building: _____

Interior Features

- One Living Area
- Two Living Areas
- Three Living Areas
- Living Room / Dining Room Combo
- Separate Dining Room
- Eat-In Kitchen
- Auxiliary Kitchen
- Two Eating Areas
- Island Kitchen
- Breakfast Bar
- Walk-in Pantry
- Study/Office
- Atrium
- Sunroom / Florida Room
- Game Room
- Media Room
- Workshop
- Loft
- Sauna
- Utility Room Inside
- Utility Area in Garage
- Common Utility Area
- All Bedrooms Upstairs
- Secondary Bedroom Downstairs
- First Floor Level – No Steps
- Converted Garage
- High Ceilings
- Open Floor Plan
- Maid's Quarters
- Pull Down Storage
- Skylights
- Cable TV Available
- All Bedrooms Downstairs
- Laundry in Closet
- Laundry Main Level
- Laundry Upper Level
- Laundry Lower Level
- Laundry Room
- Laundry in Kitchen
- Telephone
- Walk in Closets
- Unfinished Basement
- Attic - Access Only
- Attic - Expandable
- Attic - Partially Finished
- Attic - Floored
- Attic - Partially Floored
- Attic - Permanent Stairs
- Attic - Pull Down Stairs
- Attic - Storage Only
- Attic - Radiant Barrier Deck
- Attic Fan
- Attic - None
- Attic - Other
- Not Applicable

Inclusions

- Ceiling Fan(s)
- Chandelier
- Central Vacuum
- Washer Connection
- Dryer Connection
- Stacked W/D Connection
- Washer
- Dryer
- Stacked Washer/Dryer
- Built-In Oven
- Self-Cleaning Oven
- Microwave Oven
- Stove/Range
- Gas Cooking
- Gas Grill
- Refrigerator
- Disposal
- Dishwasher
- Trash Compactor
- Ice Maker Connection
- Water Softener - Owned
- Water Softener – Leased
- Plumb for Water Softener
- Wet Bar
- Vent Fan
- Smoke Alarm
- Security System - Owned
- Security System – Leased
- Pre-Wired for Security
- High Speed Internet Access
- Intercom
- Attic Fan
- Satellite Dish - Owned
- Garage Door Opener
- Electric Water Heater
- Wood Stove
- In Wall Pest Control
- Smooth Cook-top
- Down Draft
- Solid Counter Tops
- 2nd Floor Utility Room
- Double Ovens
- Custom Cabinets
- Central Distribution Plumbing System
- Carbon Monoxide Detector
- Propane Water Heater
- 2+ Water Heater Units
- City Garbage Services
- Private Garbage Services
- Co-op Water
- City Water
- None

Flooring

- Carpeting
- Saltillo Tile
- Ceramic Tile
- Marble
- Linoleum
- Parquet
- Wood
- Vinyl
- Laminate
- Slate
- Stained Concrete
- Brick
- Unstained Concrete
- Stone
- Terrazzo
- Other

Fireplaces: _____

Fireplace

- One Fireplace
- Two Fireplaces
- Three+ Fireplaces
- Living Room
- Dining Room
- Family Room
- Master Bedroom
- Gas Logs Included
- Mock Fireplace
- Wood Burning
- Gas
- Stove
- Open
- Prefabricated
- Wood Burning
- Glass/Enclosed Screen
- Not Applicable
- Other

Window Coverings

- 1 All Remain
- 2 Some Remain
- 3 None Remain

Bedrooms: _____

Master Bedroom

- Split
- Downstairs
- Upstairs
- Outside Access
- Dual Masters
- Sitting Room
- Walk-in Closet
- Multiple Closets
- Ceiling Fan
- Full Bath
- Half Bath
- Other

Full Baths: _____

#Half Baths: _____

Master Bathroom

- Tub/Shower separate
- Tub/Shower combo
- Tub only
- Shower only
- His & Her Baths
- Single vanity
- Separate vanity
- Double vanity
- Tub has whirlpool
- Bidet
- Garden tub
- None

Room Dimensions:

Entry Room _____ X _____

Living Room _____ X _____

Family Room _____ X _____

Study/Office _____ X _____

Kitchen* _____ X _____

Breakfast Rm _____ X _____

Dining Room _____ X _____

Utility Room _____ X _____

Master BR* _____ X _____

Master Bath _____ X _____

2nd Bedroom* _____ X _____

3rd Bedroom _____ X _____

4th Bedroom _____ X _____

Other Room 1 Use: _____

Other Room 1 _____ X _____

Other Room 2 Use: _____

Other Room 2 _____ X _____

Air Conditioning

- One Central
- Two Central
- Three+ Central
- One Window Unit
- Two Window Unit
- Three+ Window Unit
- Heat Pump
- Zoned
- Not Applicable
- Other

Heating

- Central
- Heat Pump
- Floor Furnace
- Jet
- Panel
- Window Unit
- Solar
- Wood Stove
- Zoned
- 1 Unit
- 2 Units
- 3+ Units
- Other

Heating Fuel

- Electric
- Natural Gas
- Propane
- Solar
- Propane Leased
- Other

Utility Suppliers:

Gas _____

Electric _____

Garbage _____

Water _____

Sewer _____

Other _____

Taxed by more than 1 county? Yes No

Total Tax & Year (Without Exemptions): _____

HOA?: Mandatory Voluntary None **More than 1 HOA?** Yes No

HOA Name: _____

HOA Fee: \$_____ **Payment Frequency:** Annual Quarterly Monthly Semi-Annual

Assoc. Transfer Fee: \$_____

Proposed Terms

- Conventional
- FHA
- VA
- Seller will carry 1st
- Seller will carry 2nd
- Seller Requires Qualification
- Lease Option
- Buydown
- Wraparound
- TX Veterans
- Cash
- Trade
- 100% Financing
- VA Substitution
- Release Required
- Investors OK
- Assumption with Qualifying
- Assumption Non-Qualifying
- USDA
- Other

Possession:

- Before Closing
- Closing/Funding
- Specific Date
- Current Lease Agreement
- Tenant Will Vacate
- Negotiable

Occupancy: Vacant Tenant Owner Other Home Tender

Currently Being Leased: Yes No

Preferred Title Company (please leave blank if you have no preference): _____

YOU'RE NOT DONE YET!

Please email the directions, 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 255 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 512 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. 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. All listings include at least a photo of the front. 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 _____

**Please email completed forms to listing@creekviewrealty.com.
You may also fax to 866-219-7535**

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