

Creekview Realty

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LISTING INFORMATION - LEASE

(Use this form for San Antonio MLS Residential Lease Listings only)

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 Information

Mapsco Grid (if known) _____ List Price _____
Monthly Lease _____
Property Address _____ Unit # _____
City _____ County _____ Zip _____

Type: Single Family Detached Patio/Garden Home Detached Townhouse/Attached
 Duplex Condominium Apartment Manufactured Home Modular Home

Subdivision Name: _____ **Condo Name:** _____

Year Built: _____ **Sq Ft of Dwelling:** _____ (Heated Areas Only)

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

School District _____

Elementary School _____

Middle School _____

High School _____

Construction: New Pre-Owned

Builder's Name: _____

Rent Includes

- 1 No Inclusions
- 2 Electricity
- 3 Gas
- 4 Water/Sewer
- 5 Condo/HOA Fees
- 6 No Furnishings
- 7 Some Furnishings
- 8 Security Monitoring
- 9 Water Softener
- 10 Yard Maintenance
- 11 Garbage Pickup
- 12 HOA Amenities

Tenant Pays

- 1 Gas/Electric
- 2 Water/Sewer
- 3 Interior Maintenance
- 4 Yard Maintenance
- 5 Pool Maintenance
- 6 Exterior Maintenance
- 7 Garbage Pickup
- 8 HOA fees
- 9 Security Monitoring
- 10 Other
- 11 None

Restrictions

- 1 Pets Allowed
- 2 Pet Restrictions
- 3 No Pets Allowed
- 4 Pets Negotiable
- 5 No RV Parking
- 6 Dogs Allowed Only
- 7 Cats Allowed Only
- 8 Pets Under 25 lbs Only
- 9 Pets Outside Only
- 10 Smoking Outside Only
- 11 Not Applicable/None
- 12 Other

Common Area Amenities

- 1 Elevator
- 2 Party Room
- 3 Clubhouse
- 4 Pool
- 5 Sauna
- 6 Exercise Room
- 7 Jogging Trail
- 8 Playground
- 9 BBQ/Picnic
- 10 Golf
- 11 Tennis Court
- 12 Extra Storage
- 13 RV Parking
- 14 Near Shopping
- 15 Other
- 16 None

Accessibility

- 1 Ramped Entrance
- 2 Handicap Parking
- 3 Level Lot
- 4 Level Drive
- 5 Near Bus Line
- 6 Hallways 42" Wide
- 7 Low Pile Carpet
- 8 Interior Door Openings 32"+
- 9 Exterior Door Openings 36"+
- 10 No Stairs
- 11 First Floor Bath
- 12 First Floor Bedroom
- 13 Stall Shower
- 14 Other

Section 8 Qualified? Yes No

Style

- 1 One Story
- 2 Two Story
- 3 Three or more Story
- 4 Split Level
- 5 Contemporary
- 6 Colonial
- 7 Tudor
- 8 Spanish
- 9 Ranch
- 10 Historical / Older

- 11 Traditional
- 12 Mediterranean
- 13 Texas Hill Country
- 14 A-Frame
- 15 Log Cabin
- 16 Victorian
- 17 Other

Exterior

- 1 Asbestos Shingles
- 2 Brick
- 3 Three Sides Masonry
- 4 Four Sides Masonry
- 5 Stone / Rock
- 6 Wood
- 7 Stucco
- 8 Siding
- 9 Cement Fiber
- 10 Aluminum
- 11 Vinyl
- 12 Other

Roof

- 1 Built-Up / Gravel
- 2 Composition
- 3 Heavy Composition
- 4 Metal
- 5 Wood Shingle / Shake
- 6 Tile
- 7 Slate
- 8 Concrete
- 9 Clay
- 10 Other

Foundation

- 1 Slab
- 2 Cedar Post
- 3 Pier & Beam
- 4 Basement
- 5 Other

Parking

- 1 One Car Carport
- 2 Two Car Carport
- 3 Three or more Car Carport
- 4 Detached
- 5 Rear Entry
- 6 Side Entry
- 7 Circular Drive
- 8 Pad Only (Off Street)
- 9 Street Parking Only
- 10 Converted Garage
- 11 RV/Boat Parking
- 12 Bus/RV Garage
- 13 Oversized
- 14 Golf Cart
- 15 Attached
- 16 Unpaved Drive
- 17 None / Not Applicable

of Parking Spaces: _____

Pool/Spa Features

- 1 In Ground Pool
- 2 Above Ground Pool
- 3 Adjoining Pool/Spa
- 4 Hot tub
- 5 Pool is Heated
- 6 Pool is Solar Heated
- 7 Fenced Pool
- 8 Enclosed Pool
- 9 Diving Board
- 10 Pool Sweep
- 11 None
- 12 Other

Exterior Features

- 1 Private Tennis
- 2 Patio Slab
- 3 Covered Patio
- 4 BBQ Pit/Grill
- 5 Gas Grill
- 6 Deck/Balcony
- 7 Privacy Fence
- 8 Chain Link Fence
- 9 Wrought Iron Fence
- 10 Partial Fence
- 11 Sprinkler System
- 12 Partial Sprinkler System
- 13 Storm Windows
- 14 Double Pane Windows
- 15 Solar Screens
- 16 Decorative Security Bars on Windows
- 17 Storage Building / Shed
- 18 Gazebo
- 19 Has Gutters
- 20 Special Yard Lighting
- 21 Mature Trees
- 22 Detached Quarters
- 23 Additional Dwelling
- 24 Horse Stalls / Barn
- 25 Dog Run Kennel
- 26 Wire Fence
- 27 Stone Fence
- 28 Outdoor Kitchen

Lot Size (Acres): _____

Lot Description

- 1 Corner
- 2 Cul-de-Sac / Dead End
- 3 On Golf Course
- 4 On Waterfront
- 5 On Greenbelt
- 6 Bluff View
- 7 City View
- 8 Country View
- 9 Water View
- 10 Horses Allowed
- 11 Irregular
- 12 Over 1/2 – 1 Acre
- 13 1-2 Acres
- 14 2-5 Acres

- 15 5-10 Acres
- 16 Multiple Parcels
- 17 Street Gutters
- 18 Zero Lot Line

Lot Dimensions: _____

Interior Features

- 1 One Living Area
- 2 Two Living Areas
- 3 Three Living Areas
- 4 Living Room / Dining Room Combo
- 5 Separate Dining Room
- 6 Eat-In Kitchen
- 7 Auxiliary Kitchen
- 8 Two Eating Areas
- 9 Island Kitchen
- 10 Breakfast Bar
- 11 Walk-in Pantry
- 12 Study/Library
- 13 Atrium
- 14 Sunroom / Florida Room
- 15 Game Room
- 16 Media Room
- 17 Workshop
- 18 Loft
- 19 Sauna
- 20 Utility Room Inside
- 21 Utility Area in Garage
- 22 All Bedrooms Upstairs
- 23 Secondary Bedroom Downstairs
- 24 First Floor Level – No Steps
- 25 Converted Garage
- 26 High Ceilings
- 27 Open Floor Plan
- 28 Mother-In-Law Suite
- 29 Maid's Quarters
- 30 Pull Down Storage
- 31 Skylights
- 32 Cable TV Available
- 33 High Speed Internet
- 34 Not Applicable

Inclusions

- 1 Ceiling Fan(s)
- 2 Chandelier
- 3 Central Vacuum
- 4 Washer Connection
- 5 Dryer Connection
- 6 Washer
- 7 Dryer
- 8 Stacked Washer/Dryer
- 9 Cooktop
- 10 Built-In Oven
- 11 Self-Cleaning Oven
- 12 Microwave Oven
- 13 Stove/Range
- 14 Gas Cooking
- 15 Gas Grill
- 16 Refrigerator
- 17 Disposal

- 18 Dishwasher
- 19 Trash Compactor
- 20 Water to Fridge for Ice Maker
- 21 Water Softener - Owned
- 22 Water Softener - Leased
- 23 Wet Bar
- 24 Vent Fan
- 25 Intercom
- 26 Smoke Alarm
- 27 Security System - Owned
- 28 Security System – Leased
- 29 Pre-Wired for Security
- 30 Attic Fan
- 31 Electric Water Heater
- 32 Gas Water Heater
- 33 Wood Stove
- 34 Satellite Dish – Owned
- 35 Garage Door Opener
- 36 Whole House Fan
- 37 In Wall Pest Control
- 38 Plumbing for Water Softener
- 39 Smooth Cooktop
- 40 Down Draft
- 41 Not Applicable

Security

- 1 Controlled Access
- 2 Closed Circuit TV
- 3 Pre-Wired
- 4 Security System
- 5 Not Applicable
- 6 Other

Flooring

- 1 Carpeting
- 2 Saltillo Tile
- 3 Ceramic Tile
- 4 Marble
- 5 Linoleum
- 6 Parquet
- 7 Wood
- 8 Vinyl
- 9 Laminate
- 10 Slate
- 11 Stained Concrete
- 12 Other

of Fireplaces: _____

Window Coverings

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

Bedrooms: _____

Master Bedroom

- 1 Split
- 2 Downstairs
- 3 Upstairs
- 4 Outside Access

- 5 Dual Masters
- 6 Sitting Room
- 7 Walk-in Closet
- 8 Multiple Closets
- 9 Ceiling Fan
- 10 Full Bath
- 11 Half Bath
- 12 Other

Full Baths: _____

#Half Baths: _____

Master Bathroom

- 1 Tub/Shower separate
- 2 Tub/Shower combo
- 3 Tub only
- 4 Shower only
- 5 His & Her Baths
- 6 Single vanity
- 7 Separate vanity
- 8 Double vanity
- 9 Tub has whirlpool
- 10 Bidet
- 11 Garden tub
- 12 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 _____

2nd Bedroom* _____ X _____

3rd Bedroom* _____ X _____

4th Bedroom* _____ X _____

5th Bedroom* _____ X _____

Other Room 1 Use: _____

Other Room 1 _____ X _____

Other Room 2 Use: _____

Other Room 2 _____ X _____

- 6 Window Unit
- 7 Other
- 8 None

Air Conditioning

- 1 One Central
- 2 Two Central
- 3 Three+ Central
- 4 One Window/Wall Unit
- 5 Two Window/Wall Units
- 6 Three+ Window/Wall Units
- 7 Heat Pump
- 8 Zoned
- 9 Not Applicable

Heating Fuel

- 1 Electric
- 2 Natural Gas
- 3 Propane
- 4 Solar
- 6 Other

Heating

- 1 Central
- 2 Heat Pump
- 3 Floor Furnace
- 4 Jet
- 5 Panel

Water/Sewer

- 1 Water System
- 2 Private Well
- 3 Sewer System
- 4 Septic
- 5 Aerobic Septic
- 6 Water Storage
- 7 Other

Utility Suppliers:

Electric _____

Gas _____

Water _____

Sewer _____

Garbage _____

Other _____

Financial

Date Available _____

Min # of Months _____

Max # of Months _____

Security Deposit _____

Cleaning Deposit _____

Pet Deposit _____

Apply At _____

Application Form _____

Application Fee _____

Personal Checks Accepted? Yes No

Cash Accepted? Yes No

Phone number to call for Showings (one number only): _____

Occupancy: Vacant Tenant Owner Other Home Tender

Owner LREA/LREB? Yes No

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff Amount: _____

2nd Mortgage Lender : _____

Approx Payoff Amount: _____

Miscellaneous:

- 1 Owner-Manager
- 2 Broker-Mangaer
- 3 Also for Sale

- 4 Lease Option
- 5 City Bus

☐ 6 N/A

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 500 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. For Showcase listings, please email 6 to 10 photos. 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 _____

Please fax completed form to 972-881-9955. No cover page is necessary.