

Creekview Realty

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LISTING INFORMATION - LEASE (Use this form for San Antonio MLS Residential Lease 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

Property Address _____ Unit # _____

City _____ County _____ Zip _____

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

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

- No Inclusions
- Electricity
- Gas
- Water/Sewer
- Condo/HOA Fees
- No Furnishings
- Some Furnishings
- Security Monitoring
- Water Softener
- Yard Maintenance
- Garbage Pickup
- HOA Amenities
- All Bills
- Parking
- Pool Service
- Dishes
- Linen
- Pest Control
- Cable TV
- Sales Tax
- Gardening
- Maid Service
- Phone - Local
- Phone - Long Distance
- Property Tax
- Satellite TV
- Repairs
- Furnished
- Other

Tenant Pays

- Gas/Electric
- Water/Sewer
- Interior Maintenance
- Yard Maintenance
- Pool Maintenance
- Exterior Maintenance
- Garbage Pickup
- HOA fees
- Security Monitoring
- Renters Insurance Required
- Key Remote Deposit
- Other
- None

Restrictions

- Pets Allowed
- Pet Restrictions
- No Pets Allowed
- Pets Negotiable
- No RV Parking
- Dogs Allowed Only
- Cats Allowed Only
- Pets Under 25 lbs Only
- Pets Outside Only
- Smoking Outside Only
- Horses Allowed
- Farm Animals Allowed
- Exotic Types Ok
- Smoking Allowed
- Not Applicable/None
- Other

Common Area Amenities

- Elevator
- Party Room
- Clubhouse
- Pool
- Sauna
- Exercise Room
- Jogging Trail
- Playground
- BBQ/Picnic
- Golf
- Tennis Court
- Extra Storage
- RV Parking
- Near Shopping
- Sports Court
- Airport Property
- Hanger Access
- Taxiway Access
- Lighted Airfield
- Bike Trails
- Basketball Court
- Volleyball Court
- Lake/River Park
- Boat Ramp
- Fishing Pier
- Boat Dock
- Bridle Path
- Other
- None

Accessibility

- 2+ Access Exits
- Interior Door Openings 32"+
- Exterior Door Openings 36"+
- 36" or More Wide Halls
- Hallways 42" Wide
- Chairlift
- Doors - Pocket
- Doors - Swing-In
- Doors w/ Lever Handles
- Entry Slope less than 1 Foot
- 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
- Other Main Level Modifications
- 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"
- Vehicle Transfer Area
- Wheelchair Accessible
- Wheelchair Adaptable
- Wheelchair Height Mailbox
- Wheelchair Height Shelves
- Wheelchair Modifications
- Wheelchair Ramp(s)
- Handicap Parking
- Other

Green Features:

- Solar Electric System
- Solar Hot Water
- Geo-Thermal HVAC
- Drought Tolerant Plants
- Low Flow Commode
- Low Flow Fixture(s)
- 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 Pan Windows
- Variable Speed HVAC
- Energy Star Appliances
- Radiant Barrier
- Low E Windows
- Dehumidifier
- 90% Efficient Furnace
- High Efficiency Water
- Foam Insulation
- Cellulose Insulation
- Storm Windows
- Storm Doors
- Ceiling Fans
- Wind Power
- Recirculating Hot Water

Section 8 Qualified? Yes No

Style

- One Story
- Two Story
- Three or more Story
- Split Level
- Contemporary
- Colonial
- Tudor
- Spanish
- Ranch
- Historical / Older
- Traditional
- Mediterranean
- Texas Hill Country
- A-Frame
- Log Cabin
- Victorian
- Craftsman
- Dome
- Manufactured Home - Single Wide
- Manufactured Home - Double Wide

Exterior

- Asbestos Shingles
- Brick
- Three Sides Masonry
- Four Sides Masonry
- Stone / Rock
- Wood
- Stucco
- Siding
- Cement Fiber
- Aluminum
- Vinyl
- Masonry/Steel
- Rock/Stone
- Steel Frame
- Log
- One Side Masonry
- Two 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
- Four+ Car Garage
- Detached
- Attached
- Converted Garage
- Golf Cart
- Rear Entry
- Side Entry
- Oversized
- Tandem
- None - Garage
- One Car Carport
- Two Car Carport
- Three Car Carport
- Four or More Car Carport
- One Car Open Space
- Two Car Open Space
- Three Car Open Space
- Four+ Car Open Space
- Circular Drive
- Pad Only (Off Street)
- Street Parking Only
- RV/Boat Parking
- Bus/RV Garage
- Unpaved Drive
- None

Pool/Spa Features

- In Ground Pool
- Above Ground Pool
- Adjoining Pool/Spa
- Hot Tub
- Pool is Heated
- Pool is Solar Heated
- Fenced Pool
- Enclosed Pool
- Diving Board
- Pool Sweep
- None
- Other

Exterior Features

- Private Tennis
- Patio Slab
- Covered Patio
- BBQ Pit/Grill
- Gas Grill
- Deck/Balcony
- Privacy Fence
- Chain Link Fence
- Wrought Iron Fence
- Partial Fence
- Sprinkler System
- Partial Sprinkler System
- Storm Windows
- Double Pane Windows
- Solar Screens
- Decorative Security Bars on Windows
- Storage Building / Shed
- Gazebo
- Has Gutters
- Special Yard Lighting
- Mature Trees
- Detached Quarters
- Additional Dwelling
- Horse Stalls / Barn
- Dog Run Kennel
- Wire Fence
- Stone/Masonry Fence
- Outdoor Kitchen
- Aircraft Hanger
- Workshop
- Cross Fenced
- Ranch Fence
- Glassed in Porch
- Screened Porch
- Boat House
- Dock
- Storm Doors
- Garage Apartment
- Water Front Improved
- Water Front Unimproved
- Other
- None

Lot Size (Acres): _____

Lot Description

- Corner
- Cul-de-Sac / Dead End
- Lakefront
- On Golf Course
- On Waterfront
- On Greenbelt
- Bluff View
- City View
- Country View
- Riverfront
- Water View
- Horses Allowed
- Irregular
- 1/2 – 1 Acre
- 1-2 Acres
- 2-5 Acres
- 5-10 Acres
- Multiple Parcels
- Street Gutters
- Zero Lot Line
- Ag Exempt
- Borders State Park/Game Ranch
- Hunting Permitted
- Partially Wooded
- Wooded
- Mature Trees
- Secluded
- Gently Rolling
- Sloping
- Level
- Improved Water Front
- Unimproved Water Front
- Xeriscaped
- Creek
- Creek - Seasonal
- Canal
- Pond/Stock Tank
- Lake Dunlap
- Canyon Lake
- Lake McQueeney
- Lake Placid
- Lake Seguin
- Lake Medina
- Meadow Lake
- Comal River
- Guadalupe River
- San Marcos River
- Blanco River
- Pedernales River
- Water Access
- Other

Lot Dimensions: _____

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
- Shop
- Loft
- Sauna
- Utility Room Inside
- Utility Area in Garage
- All Bedrooms Upstairs
- Secondary Bedroom Downstairs
- First Floor Level – No Steps
- Converted Garage
- High Ceilings
- Open Floor Plan
- Guest Suite
- Maid's Quarters
- Pull Down Storage
- Skylights
- Cable TV Available
- High Speed Internet
- All Bedrooms Downstairs
- Laundry in Closet
- Laundry Main Level
- Laundry Upper Level
- Laundry Lower Level
- Laundry in Garage
- Laundry Room
- Laundry in Kitchen
- Telephone
- Walk in Closets
- Unfinished Basement
- Attic - Access only
- Attic - Expandable
- Attic - Finished
- Attic - Partially Finished
- Attic - Floored
- Attic - Partially Floored
- Attic - Permanent Stairs
- Attic - Pull Down Stairs
- Attic - Radiant Barrier Decking
- Attic - Storage Only
- Attic Fan
- Attic - None
- Other
- Not Applicable

Inclusions

- Ceiling Fan(s)
- Chandelier
- Central Vacuum
- Washer Connection
- Dryer Connection
- Washer
- Dryer
- Stacked Washer/Dryer
- Cook Top
- 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
- Wet Bar
- Vent Fan
- Intercom
- Smoke Alarm
- Security System - Owned
- Security System – Leased
- Pre-Wired for Security
- Attic Fan
- Electric Water Heater
- Gas Water Heater
- Wood Stove
- Satellite Dish – Owned
- Garage Door Opener
- Whole House Fan
- In Wall Pest Control
- Plumbing for Water Softener
- Smooth Cooktop
- 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 Service
- Private Garbage Service
- Not Applicable

Security

- Controlled Access
- Closed Circuit TV
- Pre-Wired
- Security System
- Guarded Access
- Not Applicable
- Other

Flooring

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

of Fireplaces: _____

Fireplace

- Living Room
- Dining Room
- Master Bedroom
- Gas Logs Included
- Mock Fireplace
- Wood Burning
- Gas
- Kitchen
- Game Room
- Prefab
- Gas Starter
- Heatilator
- Stove Insert
- Stone/Rock/Brick
- Glass/Enclosed Screen
- N/A
- 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 _____

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 _____

Air Conditioning

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

Heating

- Central
- Heat Pump
- Floor Furnace
- Jet
- Panel
- Window Unit
- Wood Stove
- Zoned
- 1 Unit
- 2 Units
- 3+ Units
- Other
- None

Heating Fuel

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

Water/Sewer

- Water System
- Private Well
- Sewer System
- Septic
- Aerobic Septic
- Water Storage
- City
- Co-op Water
- None- Water
- None - Sewer
- Other

Utility Suppliers:

Electric _____

Gas _____

Water _____

Sewer _____

Garbage _____

Other _____

Financial

Date Available _____

Min # of Months _____

Max # of Months _____

Security Deposit _____

Cleaning Deposit _____

Pet Deposit _____

Pet Deposit Refundable: Yes No

Pet Rent: Yes No

Pet Rent Amount: _____

Apply At _____

Application Form _____

Application Fee _____

Personal Checks Accepted? Yes No

Cash Accepted? Yes No

Occupancy: Vacant Tenant Owner Other Home Tender

Owner LREA/LREB? Yes No

Miscellaneous:

- Owner-Manager
- Broker-Manager
- Also for Sale
- Lease Option
- City Bus
- Cluster Mail Box
- School Bus
- College Bus Route
- Tenants Rights/Possession
- Repaired Defects
- As-Is
- Not Applicable

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. Choose the menu item "Sellers", and select "Photo Guide".

Please be sure photos do not exceed 640x480. 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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