

Creekview Realty

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LISTING INFORMATION

(Use this form for San Antonio Multi-family 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 Information

Mapsco Grid (if known): _____ List Price: _____

Property Address: _____

City: _____ County: _____ Zip: _____

Occupancy: Owner Tenant Vacant

Type: 1 Story 2 Story 3 Story 4+story

Subdivision Name: _____

Year Built: _____ **Sq Ft:** _____

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:** _____

Accessibility

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

Miscellaneous

- 1 Latent Defects
- 2 Flood Plain Insurance
- 3 Lender Owned
- 4 Corporate Owned
- 5 Company Relocation
- 6 Estate Sale / Probate
- 7 Home Service Plan
- 8 Bldr 10yr Warranty
- 9 M.U.D.
- 10 HUD Home
- 11 Handyman Special
- 12 City Bus
- 13 Taxes Not Assessed
- 14 Converted Single Family

15 Historic District

Lot Size (Acres): _____

Green Certification

- 1 HERS Rated
- 2 HERS 0-85
- 3 HERS86-100
- 4 HERS 101+
- 5 Energy star Certified
- 6 LEED Certified
- 7 LEED Silver
- 8 LEED Gold
- 9 LEED Platinum
- 10 NGBP-National Green
- 11 Build San Antonio Green

Green Features

- 1 Solar Electric System
- 2 Solar Hot Water
- 3 Geo-Thermal HVAC
- 4 Drought Tolerant Plants
- 5 Low Flow Commode
- 6 Low Flow Fixture
- 7 Rain/Freeze Sensors
- 8 EF Irrigation Control
- 9 Rain Water Catchment
- 10 Energy Recovery Ventilator
- 11 Mechanical Fresh Air
- 12 Enhanced Air Filtration

Energy Efficiency

- 1 Tankless Water Heater
- 2 Smart Electric Meter
- 3 13-15 SEER AX
- 4 16+ SEER AC
- 5 Programmable Thermostat
- 6 12"+ Attic Insulation
- 7 Double Pane Windows
- 8 Variable Speed HVAC
- 9 Energy Star Appliances
- 10 Radiant Barrier
- 11 Low E Windows
- 12 Dehumidifier
- 13 90% Efficient Furnace
- 14 High Efficiency Water Heater
- 15 Foam Insulation
- 16 Cellulose Insulation
- 17 Storm Windows
- 18 Storm Doors
- 19 Ceiling Fans
- 20 Wind Power
- 21 Recirculating Hot Water

Exterior

- 1 Asbestos Shingles
- 2 Brick
- 3 Stone / Rock
- 4 Wood
- 5 Stucco
- 6 Frame

7 Siding

8 3 Sides Masonry

9 4 Sides Masonry

Exterior Features

- 1 In-Ground Pool
- 2 Diving Board
- 3 Above Ground Pool
- 4 Pool is Heated
- 5 Spa Adjoining Pool
- 6 Hot Tub
- 7 Private Tennis
- 8 Patio Slab
- 9 Covered Patio
- 10 Bar-B-Que Pit/Grill
- 11 Deck/Blacony
- 12 Privacy Fence
- 13 Chain Link Fence
- 14 Partial Fence
- 15 Sprinkler System
- 16 Storm Windows
- 17 Double Pane Windows
- 18 Solar Screens
- 19 Decorative Bars
- 20 Storage Building Shed
- 21 Gazebo
- 22 Has Gutters
- 23 Special Yard Lights
- 24 Mature Trees
- 25 Detached Quarters
- 26 Neighborhood Pool
- 27 Neighborhood Tennis
- 28 Cable TV Available
- 29 Park/Playground
- 30 Controlled Access
- 31 Tennis Court
- 32 Clubhouse
- 33 Common Utility Room
- 34 NA

Roof

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

Foundation

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

Flooring

- 1 Carpeting
- 2 Saltillo Tile
- 3 Ceramic Tile

- 4 Marble
- 5 Linoleum
- 6 Parquet
- 7 Wood
- 8 Vinyl
- 9 Laminate
- 10 Stained Concrete
- 11 Other

Total Units: _____

Meters:

- 1 Separate Electric
- 2 Separate Gas
- 3 Separate Water
- 4 Common Water
- 5 Common Electric
- 6 Common Gas
- 7 Other

Air Conditioning:

- 1 Multi-Unit
- 2 Unit Central
- 3 Window/Wall
- 4 None
- 5 Other

Utility Suppliers:

Electric _____

Gas _____

Water _____

Sewer _____

Garbage _____

Other _____

Heating

- 1 Central
- 2 Heat Pump
- 3 Floor Furnace
- 4 Jet
- 5 Panel
- 6 Window Unit
- 7 Other

Heating Fuel

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

Water/Sewer

- 1 Water System
- 2 Private Well
- 3 Sewer System
- 4 Septic
- 5 Other

Financial :

Gross Annual Income: _____

Net Operating Expense: _____

Annual Operating Expense: _____

% Vacancy Rate: _____

Op Exp Includes:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> 1 Taxes | <input type="checkbox"/> 5 Licenses/ Permits | <input type="checkbox"/> 9 Misc |
| <input type="checkbox"/> 2 Insurance | <input type="checkbox"/> 6 All Utilities | <input type="checkbox"/> 10 Reserves |
| <input type="checkbox"/> 3 Maintenance | <input type="checkbox"/> 7 Equipment | <input type="checkbox"/> 11 N/A |
| <input type="checkbox"/> 4 Management | <input type="checkbox"/> 8 Services | <input type="checkbox"/> 12 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: \$ _____ **Assoc. Transfer Fee:** \$ _____

Payment Frequency: Annual Quarterly Monthly Semi-Annual

Proposed Terms

- 1 Conventional
- 2 FHA
- 3 VA

- 4 Seller will carry 1st
- 5 Seller will carry 2nd
- 6 Seller Requires Qualification
- 7 Lease Option

- 8 Buydown
- 9 Wraparound
- 10 TX Veterans
- 11 Cash
- 12 Trade

- 13 100% Financing
- 14 VA Substitution
- 15 Release Required
- 16 Investors OK
- 17 Other

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff Amount: _____

2nd Mortgage Lender : _____

Approx Payoff Amount: _____

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

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.

Updated 10/15/2010