

Creekview Realty

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LISTING INFORMATION

(Use this form for Temple - Belton MLS only)

The following information is requested 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.

Property Address

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

Please choose one of the 3 showing options instructing Realtors how they should give notification and have access to the property. Note that the first 2 options require a keybox.

- _____ Show Any Time - No notice required (Typically used for vacant homes.)
- _____ "Courtesy Call" - Call or leave message to inform of planned showing. No confirmation required.
- _____ Confirmed Appointment Only (Note: This option will reduce your number of showings)

Special Showing Instructions _____

Property Type

- _____ Single Family
- _____ Condo
- _____ Townhouse
- _____ Patio / Garden Home
- _____ Mobile Home w/ Land
- _____ Recreational

No. of Bedrooms* _____

No. of Full Baths* _____

No. of Half Baths* _____

Living Areas:

- _____ 1 Area/Room
- _____ 2 Area/Room
- _____ 3 Area/Room

Dining Area(s):

- _____ None
- _____ Informal Only
- _____ Formal & Informal
- _____ 3 Plus
- _____ Formal Only

Age:

- _____ New (Never lived in)
- _____ 5 years or less
- _____ 6-10
- _____ 11-15
- _____ 16-25
- _____ 26-40
- _____ 41-60
- _____ 61-100
- _____ 100+
- _____ Unknown

Fireplace(s)? _____ Yes _____ No

Garage Spaces

_____ 0 _____ 1 _____ 2 _____ 3+

Approx Acres: _____

School District: _____

Occupancy

____ Owner ____ Tenant ____ Vacant

Subdivision Name _____

Lot Size (sq ft or Acres) _____

Square Feet (heated living area) _____

Square Feet Source

- ____ Tax Records
- ____ Appraisal
- ____ Building Plans
- ____ Seller
- ____ Other _____

Builder Name _____

Year Built _____

Year Built Source

- ____ Tax Records
- ____ Appraisal
- ____ Builder
- ____ Seller
- ____ Other _____

Total Annual Taxes _____

Loan Payoff Information*

1st Mortgage Lender : _____

Approx Payoff Amount: _____

2nd Mortgage Lender : _____

Approx Payoff Amount: _____

Room Dimensions

Living Room _____ x _____

Dining Room _____ x _____

Den _____ x _____

Master Bedroom _____ x _____

Bedroom 2 _____ x _____

Bedroom 3 _____ x _____

Bedroom 4 _____ x _____

Other Room _____ x _____

Zoning _____

Water Source _____

Keybox Location _____

Features

A. BASIC ROOMS

- ____ 1. Formal Living
- ____ 2. Formal Dining
- ____ 3. Formal Living/Dining Combo
- ____ 4. Living Room
- ____ 5. Breakfast Room
- ____ 6. Liv/Dining Combo
- ____ 7. Kitchen/Dining Combo

B. OTHER ROOMS

- ____ 1. Game Room
- ____ 2. Study/Office
- ____ 3. Loft
- ____ 4. Enclosed Porch
- ____ 5. Workshop
- ____ 6. Basement
- ____ 7. Media Room
- ____ 8. Flex Room
- ____ 9. Other

C. KITCHEN

- ____ 1. Galley
- ____ 2. U-Shaped
- ____ 3. Country
- ____ 4. Breakfast Bar
- ____ 5. Breakfast Area
- ____ 6. Eat in
- ____ 7. Other

D. KITCHEN FEATURES

- ____ 1. Garbage Disposal
- ____ 2. Trash Compactor
- ____ 3. Refrigerator included
- ____ 4. Vent Hood
- ____ 5. Built-in Dishwasher
- ____ 6. Pantry
- ____ 7. Island
- ____ 8. Gas Appliances
- ____ 9. Electric Appliances
- ____ 10. Double Oven
- ____ 11. Microwave
- ____ 12. Granite countertops

E. UTILITY AREA

- 1. None
- 2. In Garage
- 3. In Kitchen
- 4. In Closet Area
- 5. Separate Room
- 6. Gas Dryer Connection
- 7. Electric Dryer Connection
- 8. Washer Connection
- 9. Freezer Space
- 10. Laundry Sink
- 11. Other

F. WATER HEATER

- 1. Gas
- 2. Electric
- 3. Other
- 4. Tank Less

G. HEATING TYPE

- 1. Gas
- 2. Electric
- 3. Space
- 4. Central
- 5. Window Unit
- 6. Heat Pump
- 7. 2 or more
- 8. Other
- 9. None

H. AIR CONDITIONING

- 1. Gas
- 2. Electric
- 3. Heat Pump
- 4. Central
- 5. Window/Wall Unit
- 6. Other
- 7. None

I. INTERIOR FEATURES

- 1. Security System
- 2. Smoke/Heat Alarm
- 3. Intercom
- 4. Garage Door Opener
- 5. Central Vacuum
- 6. Blinds/Shades
- 7. Drapes/Curtains
- 8. Skylight
- 9. Ceiling Fan(s)
- 10. Wet Bar
- 11. French Doors
- 12. Raised Ceiling
- 13. Water Softener
- 14. Handicapped

J. FIREPLACE

- 1. None
- 2. One
- 3. 2 or More
- 4. Brick
- 5. Other

K. FLOORS

- 1. Carpet
- 2. Vinyl
- 3. Tile or Terrazzo
- 4. Laminate
- 5. Wood
- 6. Other

L. FOUNDATION

- 1. Slab
- 2. Pier-Beam

M. ROOF

- 1. Composition
- 2. Wood Shingle
- 3. Tile
- 4. Metal
- 5. Other

N. CONSTRUCTION

- 1. Brick
- 2. Brick Veneer
- 3. Wood
- 4. Stone/Rock
- 5. Stucco
- 6. Siding
- 7. Other

O. EXTERIOR FEATURES

- 1. Above Ground Pool
- 2. In Ground Pool
- 3. Storage Shed Portable
- 4. Storage Shed Slab
- 5. Barn/Stable
- 6. Greenhouse
- 7. Satellite
- 8. Cable Access
- 9. Covered Patio/Deck
- 10. Patio/Deck
- 11. BBQ Grill
- 12. Sprinkler System
- 13. Hot Tub/Spa
- 14. Screen Porch
- 15. Thermal Windows
- 16. Gutters
- 17. Community Mail Box
- 18. Tennis Court(s)
- 19. Handicapped
- 20. Other

P. WATER ACCESS

- 1. Lake Access
- 2. Lake View
- 3. River/Creek Frontage

Q. TREES

- 1. No Trees
- 2. Young Trees
- 3. Large Trees
- 4. Fruit Trees
- 5. Native Trees
- 6. Garden Area

R. FENCE/TYPE

- 1. Wood
- 2. Chain Link
- 3. Brick
- 4. Privacy
- 5. Partial
- 6. Combination
- 7. Other
- 8. None

S. LEVELS

- 1. One story
- 2. Two Story or More
- 3. Master Down
- 4. Basement
- 5. Split Level
- 6. Other

T. STYLE

- 1. Ranch
- 2. Traditional
- 3. Spanish
- 4. Contemporary
- 5. Victorian
- 6. Texas
- 7. Other
- 8. A Frame
- 9. Garden Home
- 10. Manufactured – Single Wide
- 11. Manufactured – Double Wide
- 12. Hill Country
- 13. Craftsman
- 14. Prefab/Modular
- 15. None
- 16. Dome
- 17. Log

U. GARAGE TYPE

- 1. None
- 2. Attached Garage
- 3. Detached Garage
- 4. Attached Carport

- 5. Detached Carport
- 6. Converted Garage
- 7. Garage + Carport

V. UTILITY

- 1. City Water
- 2. City Sewer
- 3. Septic
- 4. Private
- 5. Co/Op Water
- 6. Co/Op Electric
- 7. Other

X. SCHOOLS

- 1. Temple ISD
- 2. Belton ISD
- 3. Salado
- 4. Troy ISD
- 5. Bartlett ISD
- 6. Holland ISD
- 7. Academy ISD
- 8. Rogers ISD
- 9. Other

Y POSSESSION

- 1. Immediate
- 2. Negotiable
- 3. Closing
- 4. Subject to Lease

Z. TERMS

- 1. Conventional
- 2. Assume Existing Loan
- 3. Cash
- 4. VA
- 5. FHA
- 6. Texas Veterans
- 7. Negotiable
- 8. Other
- 9. Seller Finance

ZA. GARAGE/CARPORT

- 1. 1 Car Garage
- 2. 2 Car Garage
- 3. 3+ Car Garage
- 4. Detached Garage
- 5. Oversized Garage
- 6. Rear Entry Garage
- 7. Circular Drive
- 8. Converted to Living space
- 9. RV Parking Available
- 10. None – Garage
- 11. Other Garage
- 12. 1 Car Port
- 13. 2 Car Carport
- 14. 3+ Car Carport
- 15. Detached Carport
- 16. Other Carport

- 17. Side Entry Carport
- 18. None – Carport
- 19. Rear Entry Carport
- 20. Attached Garage
- 21. Side Entry Garage
- 22. Garage Door Openers

ZB. TOPO/LAND DESCRIPTION

- 1. Ranch
- 2. Partially Wooded
- 3. Gently Rolling
- 4. Cul-De-Sac
- 5. Flood Plain
- 6. Greenbelt
- 7. Secluded
- 8. Open
- 9. Borders State Park/Game
- 10. Level
- 11. Ag Exempt
- 12. Corner Lot
- 13. On Golf Course
- 14. Hunting Permitted
- 15. Mature Trees
- 16. Horse Property
- 17. Wooded
- 18. Sloping
- 19. None
- 20. Other

ZC. WATER/SEWER

- 1. City Water
- 2. Co-Op Water
- 3. Well
- 4. Other Water
- 5. None Water
- 6. Public Sewer
- 7. Septic
- 8. Aerobic
- 9. Other Sewer
- 10. None Sewer

ZD. DOCUMENTS AVAILABLE

- 1. Sellers Disclosure
- 2. Survey
- 3. Homeowners Association
- 4. Home Inspection Reports
- 5. Lead Based Paint
- 6. Pest Inspection Reports
- 7. Relocation Addendum
- 8. Other
- 9. Online
- 10. Appraisal
- 11. Deed Restrictions
- 12. Inspection – Septic
- 13. Engineer's Report
- 14. Floor Plan
- 15. Topo Map
- 16. Subdivision Restrictions
- 17. Special Contract / Addendum
- 18. Short Sale Addendum
- 19. Flood Certificate
- 20. On Site Sewer
- 21. Field Notes
- 22. Plat
- 23. Boundary Survey
- 24. Inspection – Pest
- 25. Lead Based Pain Addendum
- 26. Aerial Photos

ZE. SPECIAL

- 1. Owner/Agent
- 2. Tenants Rights/Possession
- 3. Reservations on Listing
- 4. Lender Owned
- 5. As Is
- 6. Handyman Special
- 7. Home Protection Plan
- 8. Government Owned
- 9. Other

YOU'RE NOT DONE YET!

Please email the directions, a 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 100 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 450 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. At least 1 photo of the front is required by MLS. 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.

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