

Creekview Realty

John Prell, Broker Lic. #0493630
Web: www.creekviewrealty.com
Email: listing@creekviewrealty.com

Phone: 800-219-4444
Fax: 866-219-7535

LISTING INFORMATION (For Waco MLS Single Family Only)

Please provide the following information for the MLS database. Some items are required, and others are optional. 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. Required items are in **bold**.

Street Number & Name: _____

City: _____ **Zip:** _____ **County:** _____

Unit Number: _____

Subdivision: _____

School District: _____

Elementary School: _____

Tax(No Exemptions): _____ **Tax(with Exemptions):** _____ **Tax Year:** _____

Foreclosure: Yes No

Short Sale: Yes No

| Property Sub Type (Check 1) | | |
|------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Condo | <input type="checkbox"/> Single Family/Detached | <input type="checkbox"/> Townhome |

Manufactured Home: Yes No

| Manufactured Information (Check 1 if Manufactured Home) | | |
|--|---|---|
| <input type="checkbox"/> Not Permanently Attached | <input type="checkbox"/> Permanently Attached | <input type="checkbox"/> Serial # On File |

New Construction: Yes No

Year Built: _____

Bedrooms: _____ **Full Bathrooms:** _____ **Half Bathrooms:** _____ **# of Stories:** _____

Square Footage: _____

| Square Footage Source (Check 1) | | |
|---|----------------------------------|---|
| <input type="checkbox"/> Appraisal District | <input type="checkbox"/> Builder | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Appraiser | <input type="checkbox"/> Owner | <input type="checkbox"/> Unknown/Verify |

Lot Size/Acreage: _____

Mandatory HOA: Yes No HOA Dues: _____

HOA Term: Annual Monthly Quarterly None Package Deal: Yes No

| | | |
|---|--|--|
| Style(Check 1) | | |
| <input type="checkbox"/> Barndominium <input type="checkbox"/> Double Wide | <input type="checkbox"/> Log Cabin <input type="checkbox"/> Metal | <input type="checkbox"/> Modular/Prefab <input type="checkbox"/> Patio Home <input type="checkbox"/> Single Wide |

| | | |
|--|--|--|
| Construction | | |
| <input type="checkbox"/> Brick Veneer <input type="checkbox"/> Concrete Block <input type="checkbox"/> Frame <input type="checkbox"/> Frame/Brick | <input type="checkbox"/> Siding <input type="checkbox"/> Stone <input type="checkbox"/> Stone/Frame <input type="checkbox"/> Stucco | <input type="checkbox"/> Wood <input type="checkbox"/> Other <input type="checkbox"/> None |

| | | |
|--|---|---|
| Energy Features | | |
| <input type="checkbox"/> Attic Fans <input type="checkbox"/> Double Pane Windows <input type="checkbox"/> Foam Insulation <input type="checkbox"/> Geothermal | <input type="checkbox"/> Heat Pump <input type="checkbox"/> High Efficiency Unit <input type="checkbox"/> Solar <input type="checkbox"/> Storm Doors | <input type="checkbox"/> Storm Windows <input type="checkbox"/> Other <input type="checkbox"/> None |

| | | |
|--|---|--|
| Exterior Features | | |
| <input type="checkbox"/> Barn/Stables <input type="checkbox"/> Built-In Grill <input type="checkbox"/> Covered Patio/Deck <input type="checkbox"/> Dog Run <input type="checkbox"/> Fireplace/Fire Pit <input type="checkbox"/> Garden Area <input type="checkbox"/> Gated Community | <input type="checkbox"/> Gazebo/Pergola <input type="checkbox"/> Greenhouse <input type="checkbox"/> Gutters <input type="checkbox"/> Hot Tub/Spa <input type="checkbox"/> Patio/Deck <input type="checkbox"/> Screen Porch <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Storage Shed <input type="checkbox"/> Storm Shelter <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Tree House <input type="checkbox"/> Workshop <input type="checkbox"/> Other <input type="checkbox"/> None |

| | | |
|--|--|--|
| Fencing | | |
| <input type="checkbox"/> Automatic Gates <input type="checkbox"/> Barbed Wire <input type="checkbox"/> Brick/Stone <input type="checkbox"/> Cattle Pens <input type="checkbox"/> Chain <input type="checkbox"/> Completely Fenced | <input type="checkbox"/> Cross Fencing <input type="checkbox"/> Decorative Iron <input type="checkbox"/> Electric <input type="checkbox"/> None <input type="checkbox"/> Other | <input type="checkbox"/> Partially Fenced <input type="checkbox"/> Pipe <input type="checkbox"/> Rail Fence <input type="checkbox"/> Smooth Wire <input type="checkbox"/> Vinyl <input type="checkbox"/> Wooden |

Pool: Yes No

| | | |
|---|--|--|
| Pool Features | | |
| <input type="checkbox"/> Community Pool <input type="checkbox"/> Private Pool <input type="checkbox"/> Above-Ground <input type="checkbox"/> In-Ground <input type="checkbox"/> Attached Spa <input type="checkbox"/> Custom Cover | <input type="checkbox"/> Diving Board <input type="checkbox"/> Enclosed/Indoor <input type="checkbox"/> Fiberglass <input type="checkbox"/> Fresh Water <input type="checkbox"/> Gunite <input type="checkbox"/> Heated | <input type="checkbox"/> Liner <input type="checkbox"/> Other <input type="checkbox"/> Outdoor <input type="checkbox"/> Pool Fence <input type="checkbox"/> Pool House/Cabana <input type="checkbox"/> Salt Water <input type="checkbox"/> Water Feature |

| | | |
|--|--|---|
| Flooring Type | | |
| <input type="checkbox"/> Brick <input type="checkbox"/> Carpet <input type="checkbox"/> Concrete | <input type="checkbox"/> Laminate <input type="checkbox"/> None <input type="checkbox"/> Other | <input type="checkbox"/> Tile/Terrazzo <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood |

| | | |
|-------------------------------|--------------------------------------|--------------------------------|
| Foundation Type | | |
| <input type="checkbox"/> Slab | <input type="checkbox"/> Pier & Beam | <input type="checkbox"/> Other |

| | | |
|---|--|---|
| Fireplace | | |
| <input type="checkbox"/> Freestanding <input type="checkbox"/> Two or More | <input type="checkbox"/> Propane <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Wood Burning <input type="checkbox"/> Non-Wood Burning <input type="checkbox"/> None |

| | | |
|--|---|--|
| Garage & Carport (Check 1) | | |
| <input type="checkbox"/> Attached <input type="checkbox"/> Built-in Shelves <input type="checkbox"/> Carport/Attached <input type="checkbox"/> Carport/Detached | <input type="checkbox"/> Circular Drive <input type="checkbox"/> Detached <input type="checkbox"/> Front Entry <input type="checkbox"/> None | <input type="checkbox"/> Rear Entry <input type="checkbox"/> RV Parking <input type="checkbox"/> Side Entry <input type="checkbox"/> Storage Closet <input type="checkbox"/> Work Area |

Garage/Carport Total Parking: _____

| | | |
|--|--|---|
| Parking | | |
| <input type="checkbox"/> Assigned <input type="checkbox"/> Carport <input type="checkbox"/> Gravel | <input type="checkbox"/> Off Site <input type="checkbox"/> Parking Area <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Paved <input type="checkbox"/> Street Parking <input type="checkbox"/> Unpaved Area <input type="checkbox"/> None |

| | | |
|---|---|---|
| Roof | | |
| <input type="checkbox"/> Composition <input type="checkbox"/> Metal <input type="checkbox"/> None | <input type="checkbox"/> Other <input type="checkbox"/> Slate <input type="checkbox"/> Tar & Gravel | <input type="checkbox"/> Tile <input type="checkbox"/> Wood Shake <input type="checkbox"/> Wood Shingle |

| | | |
|---|--|---|
| Guest Quarters | | |
| <input type="checkbox"/> Air <input type="checkbox"/> Attached <input type="checkbox"/> Bathroom <input type="checkbox"/> Detached | <input type="checkbox"/> Garage Apartment <input type="checkbox"/> Guest House <input type="checkbox"/> Heated <input type="checkbox"/> Kitchen | <input type="checkbox"/> Main Floor <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Upstairs |

| | | |
|--|---|---|
| Utility Room/Laundry | | |
| <input type="checkbox"/> In Closet <input type="checkbox"/> Freezer Space <input type="checkbox"/> In Garage | <input type="checkbox"/> In House <input type="checkbox"/> In Kitchen <input type="checkbox"/> Sink | <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Separate Room |

| | | |
|--|---|---|
| Interior Features | | |
| <input type="checkbox"/> Bookcase/Built-ins <input type="checkbox"/> Ceiling Fan <input type="checkbox"/> Computer Nook <input type="checkbox"/> Garage Opener <input type="checkbox"/> None | <input type="checkbox"/> Other <input type="checkbox"/> Vaulted Ceiling <input type="checkbox"/> Security System <input type="checkbox"/> Skylight <input type="checkbox"/> Solar Tubes | <input type="checkbox"/> Vacuum <input type="checkbox"/> Wet Bar <input type="checkbox"/> Bay Window <input type="checkbox"/> Window Covering <input type="checkbox"/> Wired For Surround Sound |

| | | |
|---|--|---|
| Kitchen Features | | |
| <input type="checkbox"/> Breakfast Area/Bar <input type="checkbox"/> Built-in Cook Top <input type="checkbox"/> Built-in Dishwasher <input type="checkbox"/> Built-in Grill <input type="checkbox"/> Built-in Oven <input type="checkbox"/> Drop-in Range <input type="checkbox"/> Dishwasher-Portable <input type="checkbox"/> Disposal <input type="checkbox"/> Double Oven | <input type="checkbox"/> Electric <input type="checkbox"/> Freestanding Range <input type="checkbox"/> Freezer <input type="checkbox"/> Gas <input type="checkbox"/> Granite Countertops <input type="checkbox"/> Ice Maker <input type="checkbox"/> Ice Maker Connection <input type="checkbox"/> Island <input type="checkbox"/> Microwave | <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Pantry <input type="checkbox"/> Refrigerator <input type="checkbox"/> Trash Compactor <input type="checkbox"/> Vent-A-Hood <input type="checkbox"/> Wine Fridge <input type="checkbox"/> Wine Rack |

| Master Suite Features | | |
|--|--|---|
| <input type="checkbox"/> Dual Vanities | <input type="checkbox"/> None | <input type="checkbox"/> Separate Tub |
| <input type="checkbox"/> Fireplace | <input type="checkbox"/> Patio Doors | <input type="checkbox"/> Tiled Shower |
| <input type="checkbox"/> Granite Countertops | <input type="checkbox"/> Separate Closets | <input type="checkbox"/> Tiled Tub |
| <input type="checkbox"/> Isolated | <input type="checkbox"/> Separate Dressing | <input type="checkbox"/> Tub/Shower Combo |
| | <input type="checkbox"/> Separate Shower | <input type="checkbox"/> Whirlpool Tub |

Sewer: Yes No

Septic: Yes No

| HVAC | | |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Central Air | <input type="checkbox"/> Gas | <input type="checkbox"/> Space Heater |
| <input type="checkbox"/> Central Heat | <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Wall Furnace |
| <input type="checkbox"/> Electric | <input type="checkbox"/> 2+ Units | <input type="checkbox"/> Window Unit |
| <input type="checkbox"/> Floor Furnace | <input type="checkbox"/> Solar | <input type="checkbox"/> Other |
| | | <input type="checkbox"/> None |

| Water Heater | | |
|-----------------------------------|--------------------------------|-----------------------------------|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Other | <input type="checkbox"/> Tankless |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Solar | <input type="checkbox"/> 2+ Units |
| <input type="checkbox"/> None | | |

Water Frontage/Access: Yes No

Water Veiw: Yes No

| Communication/Internet | | |
|--|--|---|
| <input type="checkbox"/> Cable Connection | <input type="checkbox"/> TV - Satellite | <input type="checkbox"/> Wired For Networking |
| <input type="checkbox"/> High Speed Internet | <input type="checkbox"/> 2+ Phone Lines | <input type="checkbox"/> Intercom |
| <input type="checkbox"/> TV - Antenna | <input type="checkbox"/> Wired For Cable | <input type="checkbox"/> Other |
| | | <input type="checkbox"/> None |

Present Internet Company: _____

Rooms:

| | Level | Dimensions | | Level | Dimensions |
|-----------------|-------|-------------|----------------|-------|-------------|
| Master Bedroom: | _____ | _____x_____ | Hobby Room: | _____ | _____x_____ |
| Bedroom: | _____ | _____x_____ | Home Theater: | _____ | _____x_____ |
| Bedroom: | _____ | _____x_____ | Kitchen: | _____ | _____x_____ |
| Bedroom: | _____ | _____x_____ | Living Room: | _____ | _____x_____ |
| Bedroom: | _____ | _____x_____ | Loft: | _____ | _____x_____ |
| Breakfast Room: | _____ | _____x_____ | LR/DR Combo: | _____ | _____x_____ |
| Dining Room: | _____ | _____x_____ | Mud Room/Area: | _____ | _____x_____ |
| Family Room: | _____ | _____x_____ | Office: | _____ | _____x_____ |
| | | | Sunroom: | _____ | _____x_____ |

| | | |
|--------------------------------|---------------------------------|---------------------------------|
| Occupied | | |
| <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant | <input type="checkbox"/> Vacant |

| | | |
|---------------------------------------|-------------------------------------|--|
| Possession | | |
| <input type="checkbox"/> At Closing | <input type="checkbox"/> Immediate | <input type="checkbox"/> Other |
| <input type="checkbox"/> End of Lease | <input type="checkbox"/> Negotiable | <input type="checkbox"/> Tenant Rights |

| | | |
|---------------------------------------|---|--------------------------------|
| Financial Terms | | |
| <input type="checkbox"/> Assumption | <input type="checkbox"/> Lease Purchase | <input type="checkbox"/> Trade |
| <input type="checkbox"/> Cash | <input type="checkbox"/> Owner Assistance | <input type="checkbox"/> USDA |
| <input type="checkbox"/> Conventional | <input type="checkbox"/> Owner Financing | <input type="checkbox"/> VA |
| <input type="checkbox"/> FHA | <input type="checkbox"/> Texas Veteran | <input type="checkbox"/> Wrap |

Preferred Title Company(this can be added to the Private Agent Remarks):

Title Company: _____

Address: _____

Phone Number: _____

Escrow Officer: _____

Escrow Officer Email: _____

YOU'RE NOT DONE YET!

Please email the directions, a brief description, & photo(s) to listing@creekviewrealty.com.

You can also use our website to submit the directions, description & photo(s). 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 directions 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 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. 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 e-mail photos in jpg format. 1 photos are required by MLS. 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 _____

Seller Signature _____ Date _____

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