

Creekview Realty

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LISTING INFORMATION (Use this form for Austin MLS Lot properties only)

The following information is required when a listing is entered into the MLS database. Mandatory items are underlined, in bold, and marked with an asterisk (*).

*Property Address _____

*City _____ *County _____ *Zip _____

*Foreclosure/REO? Yes No

Foreclosure REO Type		
<input type="checkbox"/> Bank	<input type="checkbox"/> Mortgage Co.	<input type="checkbox"/> VA
<input type="checkbox"/> FHA/HUD	<input type="checkbox"/> Private	

Sales Restrictions		
<input type="checkbox"/> Court Approval Required	<input type="checkbox"/> Probate	<input type="checkbox"/> Short Sale Potential
<input type="checkbox"/> Estate	<input type="checkbox"/> REO	
<input type="checkbox"/> Pre-foreclosure	<input type="checkbox"/> Short Sale Approved	

Subdivision Name* _____

School District* _____

Elementary School(s)** _____

Middle School** _____

Jr. High School** _____

9 Gr/High School** _____

High School** _____

Mapsco Map Page (if known) _____ Mapsco Map Grid _____

FEMA 100 yr Flood Plain? Yes No Partial Unknown ETJ? Yes No Unknown

Property Sub Type:* Multiple Lots Single Lot

Endangered Species? Yes No Unknown

Lot Size(Frontage x Depth): _____

Land SQFT: _____

Acres: _____

Waterfront? Yes No

Waterfront Description* (1 max)		
<input type="checkbox"/> Canal <input type="checkbox"/> Creek/Stream	<input type="checkbox"/> Dry/Seasonal <input type="checkbox"/> Lake	<input type="checkbox"/> Pond <input type="checkbox"/> River

Waterfront Access? Yes No Distance to Water Access:* _____

Water Access Type (4 max)		
<input type="checkbox"/> Boat Lift <input type="checkbox"/> Boat Lock <input type="checkbox"/> Boat Slip <input type="checkbox"/> Common Dock <input type="checkbox"/> Common Ramp	<input type="checkbox"/> Deed Dock <input type="checkbox"/> Dock Available <input type="checkbox"/> Hoist Dock <input type="checkbox"/> Available <input type="checkbox"/> Lake <input type="checkbox"/> None	<input type="checkbox"/> Pier <input type="checkbox"/> Private Dock <input type="checkbox"/> Public Ramp <input type="checkbox"/> Restricted Dock <input type="checkbox"/> Unrestricted Dock

View From Property* (4 Max)		
<input type="checkbox"/> City <input type="checkbox"/> Creek/Stream <input type="checkbox"/> Fields <input type="checkbox"/> Golf Course	<input type="checkbox"/> Green Belt <input type="checkbox"/> Hill Country <input type="checkbox"/> Lake/River <input type="checkbox"/> No View	<input type="checkbox"/> Panoramic <input type="checkbox"/> Pond <input type="checkbox"/> Woods

Lot Description (4 max)		
<input type="checkbox"/> Alley Access <input type="checkbox"/> Backs to Golf Course <input type="checkbox"/> Backs to Greenbelt <input type="checkbox"/> Canal (Man Made) <input type="checkbox"/> Corner Lot <input type="checkbox"/> Cul-De-Sac <input type="checkbox"/> Cultivated <input type="checkbox"/> Curbs	<input type="checkbox"/> Drought Tolerant Landscaping <input type="checkbox"/> Flag <input type="checkbox"/> In Golf Course Community <input type="checkbox"/> Interior <input type="checkbox"/> Irregular <input type="checkbox"/> Lake On Lot <input type="checkbox"/> Lakefront <input type="checkbox"/> Level <input type="checkbox"/> No Backyard Grass	<input type="checkbox"/> Open Lot <input type="checkbox"/> Pond On Lot <input type="checkbox"/> Private Road <input type="checkbox"/> Public Maintained Road <input type="checkbox"/> Rolling <input type="checkbox"/> Sloped <input type="checkbox"/> Stream On Lot <input type="checkbox"/> Wooded

Topography* (2 max)		
<input type="checkbox"/> Bottom Land <input type="checkbox"/> Cleared <input type="checkbox"/> Filled <input type="checkbox"/> Gullies <input type="checkbox"/> Level	<input type="checkbox"/> Pasture <input type="checkbox"/> Rilled <input type="checkbox"/> Rolling <input type="checkbox"/> Rough <input type="checkbox"/> Sloping	<input type="checkbox"/> Steep <input type="checkbox"/> Terraced <input type="checkbox"/> Varied <input type="checkbox"/> Wetland

Creek* (2 max)		
<input type="checkbox"/> Dry <input type="checkbox"/> Intermittent	<input type="checkbox"/> Spring Fee	<input type="checkbox"/> Year-Round

Soil* (2 max)		
<input type="checkbox"/> Black Land <input type="checkbox"/> Caliche <input type="checkbox"/> Clay	<input type="checkbox"/> Gravel <input type="checkbox"/> Limestone	<input type="checkbox"/> Sandy Loam <input type="checkbox"/> Shoals

Mineral? All None Parial

Type of Home Allowed* (3 max)		
<input type="checkbox"/> Approval Required	<input type="checkbox"/> Mobile	<input type="checkbox"/> Site Built
<input type="checkbox"/> Manufactured	<input type="checkbox"/> Modular	

Easements? Access Non Visible None Visible Architect Approved? Yes No

Horses Allowed? Yes No Number of Horses Allowed:* _____ Gated Community? Yes No

Tear Down on Property? Yes No Commercial Allowed? Yes No Live Stock? Yes No

Surface Water? Yes No Distance to Metro:* _____

Distance to Light Rail:* _____ Distance to UT Shuttle:* _____

Trees* (3 max)		
<input type="checkbox"/> Heavy	<input type="checkbox"/> Moderate	<input type="checkbox"/> Sparse
<input type="checkbox"/> Large (Over 40 Ft)	<input type="checkbox"/> None	
<input type="checkbox"/> Medium (20 Ft - 40 Ft)	<input type="checkbox"/> Small (Under 20 Ft)	

Restrictions* Yes No

Note: If you're in a subdivision you have deed restrictions. Deed restrictions prevent homeowners from using their properties in ways that would be detrimental to the local community, and are normally a positive feature.

Restriction Description (5 Max)		
<input type="checkbox"/> Adult 55+	<input type="checkbox"/> Deed Restrictions	<input type="checkbox"/> Livestock
<input type="checkbox"/> Adult 62+	<input type="checkbox"/> Development Type	<input type="checkbox"/> Other
<input type="checkbox"/> Building Size	<input type="checkbox"/> Easement/R.O.W.	<input type="checkbox"/> Seller Imposed
<input type="checkbox"/> Building Style	<input type="checkbox"/> Environmental	<input type="checkbox"/> Unknown
<input type="checkbox"/> City Restrictions	<input type="checkbox"/> Lease	<input type="checkbox"/> Zoning
<input type="checkbox"/> Covenant	<input type="checkbox"/> Limited # of Vehicles	

Fence (4 Max)		
<input type="checkbox"/> Cedar	<input type="checkbox"/> Masonry	<input type="checkbox"/> Privacy
<input type="checkbox"/> Chain Link	<input type="checkbox"/> Mesh	<input type="checkbox"/> See Agent
<input type="checkbox"/> Electric	<input type="checkbox"/> No Fence	<input type="checkbox"/> Split Rail
<input type="checkbox"/> Fenced Private Yard	<input type="checkbox"/> Non-Privacy	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Game Fence	<input type="checkbox"/> Partial	<input type="checkbox"/> Wire - Barb
<input type="checkbox"/> Goat Type	<input type="checkbox"/> Picket	<input type="checkbox"/> Wire - Smooth
<input type="checkbox"/> Invisible	<input type="checkbox"/> Pipe	<input type="checkbox"/> Wood
<input type="checkbox"/> Livestock	<input type="checkbox"/> Post	<input type="checkbox"/> Wrought Iron

Street Surface (4 Max)		
<input type="checkbox"/> Blacktop	<input type="checkbox"/> Gravel	<input type="checkbox"/> Paved/Curbed/Gutters
<input type="checkbox"/> Caliche	<input type="checkbox"/> Paved	<input type="checkbox"/> Private Road
<input type="checkbox"/> Concrete	<input type="checkbox"/> Paved/Curbed	<input type="checkbox"/> Public Maintained Road
<input type="checkbox"/> Curb/Gutter		<input type="checkbox"/> Sidewalk

Improvements* (7 max)		
<input type="checkbox"/> Bridle Path <input type="checkbox"/> Fenced <input type="checkbox"/> Filled to Grade <input type="checkbox"/> No Land Improvements <input type="checkbox"/> Paved Drive <input type="checkbox"/> Phone Lines	<input type="checkbox"/> Private Water <input type="checkbox"/> Propane Tank <input type="checkbox"/> Public Maintained Road <input type="checkbox"/> Public Water <input type="checkbox"/> See Agent <input type="checkbox"/> Septic System	<input type="checkbox"/> Sidewalks <input type="checkbox"/> Utilities-Barn <input type="checkbox"/> Utilities-Electric <input type="checkbox"/> Utilities-Natural Gas <input type="checkbox"/> Well - Private <input type="checkbox"/> Well - Shared

Buildings* (5 max)		
<input type="checkbox"/> Barn-Cattle <input type="checkbox"/> Barn-Dairy <input type="checkbox"/> Barn-Hog <input type="checkbox"/> Barn-Mini <input type="checkbox"/> Barn-Pole <input type="checkbox"/> Barns-Cattle <input type="checkbox"/> Barns-Dairy <input type="checkbox"/> Barns-Hogs <input type="checkbox"/> Barns-Mini	<input type="checkbox"/> Barns-Pole <input type="checkbox"/> Chicken Coop <input type="checkbox"/> Confinement Building <input type="checkbox"/> Equipment Shed <input type="checkbox"/> Feedlot <input type="checkbox"/> Grain Storage <input type="checkbox"/> Greenhouse <input type="checkbox"/> None <input type="checkbox"/> Shed	<input type="checkbox"/> Silo <input type="checkbox"/> Silo(s) <input type="checkbox"/> Stable(s) <input type="checkbox"/> Storage Shed <input type="checkbox"/> Structure - No Value <input type="checkbox"/> Tack Room <input type="checkbox"/> Tenant House(s) <input type="checkbox"/> Utility Building(s)

Area Amenities Available (10 Max)		
<input type="checkbox"/> Assigned Parking <input type="checkbox"/> BBQ Pit/Grill <input type="checkbox"/> Bike Storage/Locker <input type="checkbox"/> Business Center <input type="checkbox"/> Car Share Available <input type="checkbox"/> Club House <input type="checkbox"/> Cluster Mailbox <input type="checkbox"/> Common Grounds <input type="checkbox"/> Concierge <input type="checkbox"/> Conference/Meeting Room <input type="checkbox"/> Controlled Access <input type="checkbox"/> Courtyard <input type="checkbox"/> Covered Parking <input type="checkbox"/> Creative Office Space <input type="checkbox"/> Designated Car-2-Go Space(s) <input type="checkbox"/> Dog Park/Play Area <input type="checkbox"/> Dry Cleaning P/U <input type="checkbox"/> Electronic Payments <input type="checkbox"/> Elevator <input type="checkbox"/> Equestrian Community <input type="checkbox"/> Fitness Center <input type="checkbox"/> Game Room <input type="checkbox"/> General Aircraft Airport <input type="checkbox"/> Golf Course - Private <input type="checkbox"/> Golf Course - Public	<input type="checkbox"/> Google Fiber <input type="checkbox"/> Grill <input type="checkbox"/> Health Club Discount <input type="checkbox"/> High Speed Internet Access <input type="checkbox"/> Hot Tub Community <input type="checkbox"/> Housekeeping <input type="checkbox"/> Jogging/Bike Path <input type="checkbox"/> Kitchen Facilities <input type="checkbox"/> Lake Privileges <input type="checkbox"/> Laundry Facility(s) <input type="checkbox"/> Laundry Service <input type="checkbox"/> Library <input type="checkbox"/> Lounge <input type="checkbox"/> Maintenance On-Site <input type="checkbox"/> Media Center/Movie Theatre <input type="checkbox"/> Mini-Golf <input type="checkbox"/> Nest Thermostat <input type="checkbox"/> Night Security/Patrol <input type="checkbox"/> On-Site Retail <input type="checkbox"/> Online Services <input type="checkbox"/> Package Service <input type="checkbox"/> Park <input type="checkbox"/> Pet Amenities <input type="checkbox"/> Picnic Area <input type="checkbox"/> Planned Social Activities <input type="checkbox"/> Play Ground <input type="checkbox"/> Pool - Community	<input type="checkbox"/> Professional Fitness Instructor <input type="checkbox"/> Property Manager On-Site <input type="checkbox"/> Putting Green <input type="checkbox"/> Recycling Area/Center <input type="checkbox"/> Rooftop Lounge <input type="checkbox"/> Rooftop Pool <input type="checkbox"/> Room Service <input type="checkbox"/> Saltwater Pool <input type="checkbox"/> Sauna <input type="checkbox"/> Security Guard/Safety Office <input type="checkbox"/> Security System Monitored <input type="checkbox"/> See Agent <input type="checkbox"/> Shopping Mall <input type="checkbox"/> Smart Car Charging <input type="checkbox"/> Spa/Hot Tub <input type="checkbox"/> Sport Court (s) <input type="checkbox"/> Sport Facility <input type="checkbox"/> Storage <input type="checkbox"/> Tanning Salon <input type="checkbox"/> Tenant Access Cargo Elevator <input type="checkbox"/> Tennis Court(s) <input type="checkbox"/> Trash Pickup - Door to Door <input type="checkbox"/> Underground Utilities <input type="checkbox"/> Uverse <input type="checkbox"/> Valet Parking <input type="checkbox"/> Walk/Bike/Hike/Jog Trail(s) <input type="checkbox"/> Wheelchair Accessible

Number of Garages:* _____

Garage Condition? Fair Good Poor N/A

Number of Barns:* _____

Barn Condition? Fair Good Poor N/A

Number of Sheds:* _____

Shed Condition? Fair Good Poor N/A

Number of Corrals:* _____

Corrals Condition? Fair Good Poor N/A

Community Website: _____

Required Doc (10 Max)		
<input type="checkbox"/> Approved Seniors Project	<input type="checkbox"/> MUD	<input type="checkbox"/> Relo Addendum Required
<input type="checkbox"/> Corporate Listing	<input type="checkbox"/> None	<input type="checkbox"/> Rental Records Available
<input type="checkbox"/> Corporate Owned	<input type="checkbox"/> Other Disclosures	<input type="checkbox"/> Residential Service Contract
<input type="checkbox"/> Exclusions	<input type="checkbox"/> Other Real Estate Owned	<input type="checkbox"/> Seller's Disclosure
<input type="checkbox"/> Familial Relation	<input type="checkbox"/> Owner/Agent	<input type="checkbox"/> Seller Provided Survey Available
<input type="checkbox"/> Home Protection Plan	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Special Addendum
<input type="checkbox"/> Lead Base Paint Addendum	<input type="checkbox"/> Prospects Reserved	<input type="checkbox"/> Warranty
<input type="checkbox"/> Mi/Lenders Approval	<input type="checkbox"/> Real Estate Owned (Lender)	<input type="checkbox"/> Water District

Documents Available (10 Max)		
<input type="checkbox"/> Aerial Photos	<input type="checkbox"/> Financial Statement	<input type="checkbox"/> Site Plan
<input type="checkbox"/> ALTA Survey	<input type="checkbox"/> Financing	<input type="checkbox"/> Soil Test
<input type="checkbox"/> APOD/Backup Available	<input type="checkbox"/> Flowage Easement	<input type="checkbox"/> Special Assessment District
<input type="checkbox"/> Appraisal	<input type="checkbox"/> Geological	<input type="checkbox"/> Standard Industrial Classification
<input type="checkbox"/> Archeological Site	<input type="checkbox"/> Historical	<input type="checkbox"/> Survey
<input type="checkbox"/> Building Plans	<input type="checkbox"/> Income & Expense Statement	<input type="checkbox"/> Tax Return Available
<input type="checkbox"/> Condo Docs Available	<input type="checkbox"/> Leases	<input type="checkbox"/> Topography Map
<input type="checkbox"/> Cost Estimates	<input type="checkbox"/> Legal Documents	<input type="checkbox"/> Unit Mix Schedule
<input type="checkbox"/> Deed Restrictions	<input type="checkbox"/> None	<input type="checkbox"/> Utility Easement
<input type="checkbox"/> Development Plan	<input type="checkbox"/> Oak Wilt Test	<input type="checkbox"/> Vendor Leases
<input type="checkbox"/> Energy Audit Conservation Disclosure	<input type="checkbox"/> Off Site Requirements	<input type="checkbox"/> Water Capacity/Quality Report
<input type="checkbox"/> Energy, Environment and Sustainability	<input type="checkbox"/> Perc Test Results/Map	<input type="checkbox"/> Water/Well Report
<input type="checkbox"/> Engineering Report	<input type="checkbox"/> Profit & Loss Statement	<input type="checkbox"/> Water/Well Test
<input type="checkbox"/> Environmental Study	<input type="checkbox"/> Rent Roll	<input type="checkbox"/> Wetlands Approval/Waiver
<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Schedule of Personal Property	<input type="checkbox"/> Wetlands Delineation Map
	<input type="checkbox"/> Security Codes	
	<input type="checkbox"/> Septic Certificate	

Utilities* (4 Max)		
<input type="checkbox"/> Above Ground	<input type="checkbox"/> Internet-WiFi	<input type="checkbox"/> Phone on Property
<input type="checkbox"/> Electricity Available	<input type="checkbox"/> Natural Gas Available	<input type="checkbox"/> Propane Available
<input type="checkbox"/> Electricity Not Available	<input type="checkbox"/> Natural Gas Not Available	<input type="checkbox"/> Propane Needed
<input type="checkbox"/> Electricity on Property	<input type="checkbox"/> Natural Gas on Property	<input type="checkbox"/> Propane on Property
<input type="checkbox"/> Fuel Tank	<input type="checkbox"/> None Available	<input type="checkbox"/> Solar
<input type="checkbox"/> Internet-Cable	<input type="checkbox"/> Phone Available	<input type="checkbox"/> Underground
<input type="checkbox"/> Internet-Fiber	<input type="checkbox"/> Phone Not Available	<input type="checkbox"/> Wind
<input type="checkbox"/> Internet-Other/Unknown		

Sewer* (2 Max)		
<input type="checkbox"/> City at Street	<input type="checkbox"/> No Taps on Property	<input type="checkbox"/> Septic On Property
<input type="checkbox"/> City on Property	<input type="checkbox"/> None Available	<input type="checkbox"/> Septic Shared
<input type="checkbox"/> Municipality Utility District	<input type="checkbox"/> Private	<input type="checkbox"/> Taps on Property
<input type="checkbox"/> MUD on Property	<input type="checkbox"/> Septic Needed	<input type="checkbox"/> Water District

Water Supply* (2 Max)		
<input type="checkbox"/> City	<input type="checkbox"/> MUD on Property	<input type="checkbox"/> Water Line Not Available
<input type="checkbox"/> City on Property	<input type="checkbox"/> None Available	<input type="checkbox"/> Water Line On The Property
<input type="checkbox"/> Co-op	<input type="checkbox"/> Private Water Co	<input type="checkbox"/> Well Needed
<input type="checkbox"/> Municipality Utility District	<input type="checkbox"/> Water District	<input type="checkbox"/> Well On Property
	<input type="checkbox"/> Water Line Available	<input type="checkbox"/> Well Shared

Property in Groundwater Conservation District: Yes No

HOA? Yes No

HOA Name: _____

HOA Fee: _____

HOA Requirement: Mandatory Voluntary

Payment Frequency: Annually Monthly Quarterly Semi Annually

HOA Management CO: _____

HOA Transfer Fee: _____

HOA Fees Include*		
<input type="checkbox"/> Cable	<input type="checkbox"/> Heat	<input type="checkbox"/> Security System
<input type="checkbox"/> Common Area Maintenance	<input type="checkbox"/> Hot Water	<input type="checkbox"/> See Agent
<input type="checkbox"/> Common Insurance	<input type="checkbox"/> Insurance - See Agent	<input type="checkbox"/> Sewer Fees
<input type="checkbox"/> Electric	<input type="checkbox"/> Internet	<input type="checkbox"/> Trash Collection
<input type="checkbox"/> Exterior Maintenance	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Water Fees
<input type="checkbox"/> Gas	<input type="checkbox"/> Parking	

Estimated Taxes*: _____

Special Assessment? Yes No

Tax Year*: _____

Tax Rate: _____

If you have a preferred title company, enter here. If you have no preferred title company, leave this blank.

Title Company _____

Exemptions* (Select up to 3)		
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Homestead	<input type="checkbox"/> Over 65
<input type="checkbox"/> Disability	<input type="checkbox"/> None	<input type="checkbox"/> Wildlife
<input type="checkbox"/> Historical		

Possession*	
<input type="checkbox"/> Funding	<input type="checkbox"/> Lease Back
<input type="checkbox"/> Immediate	<input type="checkbox"/> Negotiable

Acceptable Financing		
<input type="checkbox"/> Assumable Loan	<input type="checkbox"/> Lease Purchase	<input type="checkbox"/> USDA
<input type="checkbox"/> Cash	<input type="checkbox"/> Owner Carry First	<input type="checkbox"/> VA
<input type="checkbox"/> Conventional	<input type="checkbox"/> Owner Carry Second	<input type="checkbox"/> Other
<input type="checkbox"/> FHA	<input type="checkbox"/> Texas Vet	

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 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 510 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. 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 1024x768. 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 _____

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

Updated 12/15/2017