

Creekview Realty

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LISTING INFORMATION

(Use this form for **Lot & Acreage** San Antonio area MLS 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 Address: _____

City: _____ County: _____ Zip: _____

*Multiple County Acct Nos: Yes No

Property Information

Type: Residential Lot Residential Lot & Acreage Resort Property
 Rural Urban Graze Other

Subdivision Name: _____

Zoning: _____ **Sq Ft of Dwelling:** _____

Sq Ft Information Source: Appraiser Appraisal Dist (Tax Records) Builder Plans

School District _____

Elementary School _____

Middle School _____

High School _____

Restrictions		Documents Available
<input type="checkbox"/> Call Broker <input type="checkbox"/> Easements <input type="checkbox"/> Building <input type="checkbox"/> No Mobile Homes <input type="checkbox"/> No Horses <input type="checkbox"/> No Farm Animals <input type="checkbox"/> Cannot be Subdivided <input type="checkbox"/> Edwards Recharge Zone <input type="checkbox"/> Of Record <input type="checkbox"/> Use Restrictions	<input type="checkbox"/> Mobile Homes Allowed <input type="checkbox"/> Manufactured Homes Allowed <input type="checkbox"/> Horses Allowed <input type="checkbox"/> Farm Animals Allowed <input type="checkbox"/> No Manufactured Homes <input type="checkbox"/> Other <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Area Plat <input type="checkbox"/> Survey <input type="checkbox"/> Topographic Map <input type="checkbox"/> Restrictions <input type="checkbox"/> Corner Staked <input type="checkbox"/> None <input type="checkbox"/> Other

Improvements		
<input type="checkbox"/> Unpaved Roads <input type="checkbox"/> Paved Roads <input type="checkbox"/> Gravel Roads <input type="checkbox"/> Curbs/Gutters <input type="checkbox"/> Small Building/Dwellings <input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Hydrant within 500ft <input type="checkbox"/> Asphalt <input type="checkbox"/> Dirt Roads <input type="checkbox"/> Easement Road <input type="checkbox"/> Private Road <input type="checkbox"/> County Road	<input type="checkbox"/> City Street <input type="checkbox"/> State Highway <input type="checkbox"/> Interstate Highway - 1 mile or less <input type="checkbox"/> US Highway <input type="checkbox"/> Other <input type="checkbox"/> Not Applicable

Miscellaneous		
<input type="checkbox"/> Latent Defects <input type="checkbox"/> Flood Plain <input type="checkbox"/> Partial Flood Plain <input type="checkbox"/> City Bus <input type="checkbox"/> Taxes Not Assessed <input type="checkbox"/> No City Tax	<input type="checkbox"/> Lender Owned (REO) <input type="checkbox"/> Corporate Owned <input type="checkbox"/> Signs Prohibited <input type="checkbox"/> Ag Exempt <input type="checkbox"/> Estate Sale Probate	<input type="checkbox"/> Commercial Potential <input type="checkbox"/> M.U.D. <input type="checkbox"/> Historic District <input type="checkbox"/> Investor Potential <input type="checkbox"/> School Bus <input type="checkbox"/> None

Green Features		
<input type="checkbox"/> Solar Electric System <input type="checkbox"/> Solar Hot Water <input type="checkbox"/> Geo-Thermal HVAC <input type="checkbox"/> Drought Tolerant Plants <input type="checkbox"/> Low Flow Commode	<input type="checkbox"/> Low Flow Fixture <input type="checkbox"/> Rain/Freeze Sensors <input type="checkbox"/> EF Irrigation Control <input type="checkbox"/> Rain Water Catchment <input type="checkbox"/> Energy Recovery Ventilator	<input type="checkbox"/> Mechanical Fresh Air <input type="checkbox"/> Enhanced Air Filtration <input type="checkbox"/> Solar Combo <input type="checkbox"/> Solar Panels

Lot Size (Acres): _____ **Front Feet:** _____ **Depth Feet:** _____

Site/Area Features		
<input type="checkbox"/> Boat Ramp <input type="checkbox"/> Dock <input type="checkbox"/> Fishing <input type="checkbox"/> Hunting <input type="checkbox"/> Clubhouse <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Playground/Park <input type="checkbox"/> Neighborhood Pool <input type="checkbox"/> Golf Course	<input type="checkbox"/> Controlled Access <input type="checkbox"/> Pond/Tank <input type="checkbox"/> Stream/River <input type="checkbox"/> Seasonal Creek <input type="checkbox"/> Lake <input type="checkbox"/> Street Gutter <input type="checkbox"/> Jogging Trails <input type="checkbox"/> Water Front Access <input type="checkbox"/> Pool <input type="checkbox"/> Bike Trails	<input type="checkbox"/> BBQ/Grill <input type="checkbox"/> Basketball Court <input type="checkbox"/> Volleyball Court <input type="checkbox"/> Lake/River Park <input type="checkbox"/> Fishing Pier <input type="checkbox"/> Boat Dock <input type="checkbox"/> Bridle Path <input type="checkbox"/> Guarded Access <input type="checkbox"/> None <input type="checkbox"/> Other

Description		
<input type="checkbox"/> Undeveloped <input type="checkbox"/> Improved	<input type="checkbox"/> Wooded <input type="checkbox"/> Cleared	<input type="checkbox"/> Irregular <input type="checkbox"/> Partial Cleared <input type="checkbox"/> Other

Lot Description		
<input type="checkbox"/> Corner <input type="checkbox"/> Cul-de-Sac/Dead End <input type="checkbox"/> In Subdivision <input type="checkbox"/> Waterfront <input type="checkbox"/> Golf Course <input type="checkbox"/> Greenbelt <input type="checkbox"/> Bluff View <input type="checkbox"/> City View <input type="checkbox"/> Hill Country View <input type="checkbox"/> Water View <input type="checkbox"/> Country View <input type="checkbox"/> Borders State Park/Game Ranch	<input type="checkbox"/> Hunting Permitted <input type="checkbox"/> Secluded <input type="checkbox"/> Gently Rolling <input type="checkbox"/> Sloping <input type="checkbox"/> Level <input type="checkbox"/> Improved Water Front <input type="checkbox"/> Unimproved Water Front <input type="checkbox"/> Xeriscaped <input type="checkbox"/> Creek <input type="checkbox"/> Creek - Seasonal <input type="checkbox"/> Canal <input type="checkbox"/> Pond/Stock Tank	<input type="checkbox"/> Lake Dunlap <input type="checkbox"/> Canyon Lake <input type="checkbox"/> Lake McQueeney <input type="checkbox"/> Lake Placid <input type="checkbox"/> Lake Seguin <input type="checkbox"/> Lake Medina <input type="checkbox"/> Meadow Lake <input type="checkbox"/> Comal River <input type="checkbox"/> Guadalupe River <input type="checkbox"/> San Marcos River <input type="checkbox"/> Blanco River <input type="checkbox"/> Pedernales River

Frontage		
<input type="checkbox"/> Private Street <input type="checkbox"/> City Street	<input type="checkbox"/> County Road <input type="checkbox"/> FM/State Highway	<input type="checkbox"/> U.S. Highway <input type="checkbox"/> Interstate Hwy - 1mi or less

Terrain		
<input type="checkbox"/> Level <input type="checkbox"/> Gentle Slope <input type="checkbox"/> Rolling	<input type="checkbox"/> Hilly <input type="checkbox"/> Rocky <input type="checkbox"/> Sandy	<input type="checkbox"/> Clay <input type="checkbox"/> Other

Trees		
<input type="checkbox"/> Few <input type="checkbox"/> Many <input type="checkbox"/> Mature	<input type="checkbox"/> Hardwood <input type="checkbox"/> Fruit/Nut	<input type="checkbox"/> Evergreen <input type="checkbox"/> None

Well Depth: _____

Utilities Available		
<input type="checkbox"/> Water System <input type="checkbox"/> Well Allowed <input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric <input type="checkbox"/> Telephone <input type="checkbox"/> Sewer System	<input type="checkbox"/> Cable TV <input type="checkbox"/> Solar <input type="checkbox"/> Other

Utilities on Site		
<input type="checkbox"/> Water on Site <input type="checkbox"/> Well <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric	<input type="checkbox"/> Telephone <input type="checkbox"/> Sewer <input type="checkbox"/> Cable TV <input type="checkbox"/> Solar	<input type="checkbox"/> Propane Tank - Leased <input type="checkbox"/> Propane Tank - Owned <input type="checkbox"/> Other <input type="checkbox"/> None

Septic System		
<input type="checkbox"/> In Place <input type="checkbox"/> Required	<input type="checkbox"/> Allowed <input type="checkbox"/> Not Allowe	<input type="checkbox"/> Other <input type="checkbox"/> Not Applicable

Utility Suppliers:

Electric _____ Gas _____ Water _____

Sewer _____ Garbage _____ Other _____

Taxed by more than 1 county? Yes No

County Tax: _____

City Tax: _____

School Tax: _____

Other Tax: _____

HOA?: Mandatory Voluntary None More than 1 HOA? Yes No

HOA Name: _____

HOA Fee: \$_____ Payment Frequency: Annual Quarterly Monthly Semi-Annual

Assoc. Transfer Fee: \$_____

Second HOA Name: _____

HOA Fee: \$_____ Payment Frequency: Annual Quarterly Monthly Semi-Annual

Assoc. Transfer Fee: \$_____

Proposed Terms		
<input type="checkbox"/> Conventional	<input type="checkbox"/> Lease Option	<input type="checkbox"/> 100% Financing
<input type="checkbox"/> Seller will carry 1st	<input type="checkbox"/> Wraparound	<input type="checkbox"/> Seller Requires Qualification
<input type="checkbox"/> Seller will carry 2nd	<input type="checkbox"/> Cash	<input type="checkbox"/> Investors OK
<input type="checkbox"/> Texas Vet	<input type="checkbox"/> Trade	<input type="checkbox"/> Other

Owner LREA/LREB? Yes No

Possible Short Sale? Yes No

Preferred Title Company (please leave blank if you have no preference): _____

Title Company Address: _____

Title Phone: _____ Escrow Officer: _____

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 directions 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 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. 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 or 25 photos, depending on your package. 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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