## Creekview Realty

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## LISTING INFORMATION

(Use this form for Tyler 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.

Prope	erty Information					
Туре:	□Single Family Detached	□Condominiums	□Garden Home	☐ Modular Home		
	☐Manufactured Home	□Town Home				
*Prope	rty Address					
*City _		*County	*County			
	front: □Yes □No <u>*W</u> Community: □Yes □No					
*# of B	edrooms:	*# of Full Baths:	<u>*#</u>	of Half Baths:		
*# of G	arage Spaces:	*# of Carport Spaces:	of Carport Spaces: Floor # (if Condo			
* <u>Year E</u>	Built: Year Built	Source: ☐ Tax Records	□ Builder □ Se	eller		
* <u>Appro</u>	x Sq Ft: (Livi	ng areas that are heated o	nly; do not include g	arage, covered patio, etc)		
*Sourc	e of Sq Ft:  Tax Records	□ Builder □ Seller				
Approx	Lot Dimensions:					
Lot Size	e Source: 🗆 Survey 🕒 Tax	Records 🗆 Builder 🗅	Seller			
Approx	Acres:					
Lake N	ame (if applicable)					
<u>Approx</u>	Shore Line	Shore Line S	Source: □ Survey 〔	□ Tax Records □ Seller		
Mineral	Rights: □Yes □No Su	ırface Rights Avail: □Yes	□No <u>Subsurfa</u>	ace Rts Avail: □Yes □No		

Subdivision Name							
Elementary School		_					
Middle School							
High School							
Room Dimensions:							
Bedroom #1:X Bed	Iroom #2:X	X					
Bedroom #4:XLivi	ng Room:X	_ Dining Room:X					
Family Room:X Kito	chen:X	Breakfast Room:X					
Den/Study:X Oth	er Room:X	X					
Outbuilding:X							
Possession: Upon Closing/Fur		essible move-in before close)					
		Gas					
Phone		Water					
<u>HOA/Club</u> : □Yes □No	Initiation Fee Amount	:					
Occurrence of Fee:	□One Time Fee	□Quarterly □Yearly					
HOA/Club Amount:	Occurrence of Fee:   Mo	onthly □One Time Fee □Quarterly □Yearly					
Taxes: Tax	Year:	Exemptions: □Yes □No					
Occupancy: □ Owner □ Tena		<i>y</i> :					
A. AVAILABLE FINANCING							
1. Assumption	6. Must Qualify	11. Trade or Exchange					
2. Credit Check Required	7. Cash	12. Land Bank					
3. Conventional	8. Owner Carry 1s	13. USDA					
4. FHA	9. Owner Carry 2n						
E \/A	10 Loggo Durchag						

B. BATH DESCRIPTION**		<u></u>			
1. Shower Only	9. Dressing Area	17. Separate Walk-In Closet			
2. Tub Only	10. Separate Dressing Areas	18. Linen Closet			
3. Shower and Tub	11. Jack & Jill	19. Vinyl Tile			
4. Shower/Tub	12. Separate Lavatories	20. Ceramic Tile			
5. Shower and Jetted Tub	13. Double Lavatory	21. Tile			
6. Double Shower	14. Bidet	22. Carpet			
7. Garden Tub	15. Separate Water Closet	23. Marble			
8. Steam Shower	16. Walk-In Closet				
C. BEDROOM DESCRIPITON**					
1. Master Bedroom Split	5. Master BR Downstairs	9. Separate Walk-in Closet			
2. Guest Bedroom Split	6. Guest BR Downstairs	10. Fireplace in Master			
3. All Bedrooms Upstairs	7. Sitting Area in Master				
4. All Bedroom Downstairs	8. Walk-in Closet				
1. Select All	5. Select Cabinets	9. Select Landscaping			
D. CONSTRUCTION STAGE (New					
1. Select All2. Select Appliances	6. Select Wallpaper	10. All Done			
2. Select Appliances3. Select Flooring	7. Select Paint	10. All Done			
4. Select Counter Tops	8. Select Faint				
E. CONSTRUCTION**					
1. Brick and Stone	7. Siding	13. Modular			
2. Brick Veneer	8. Shingles	13. Woddiai 14. Log			
3. Brick and Wood	9. Stucco	14. Log 15. Masonry			
4. Stone/Rock	10. Metal	16. Wood Based Siding			
5. Wood/Frame	11. New Construction	17. Concrete Based Siding			
6. Alum/Vinyl Siding	12. Cedar	18. Common Wall			
o. / ildiii/ viiiyi Claing	12. 00001	To. Common Wan			
F. COOLING**					
1. Central Electric	4. Zoned-2	7. Individual Controlled			
2. Central Gas	5. Window Unit(s)	8. Other			
3. Zoned-3 or More	6. Attic Fan				
G. DEFECTS					
G. DEFECTS1. None	3. Defects Repaired	4. Reports Available			

H. DINING ROOM**					
1. Separate Formal Dining	3. Kitchen/Eating Combo	5. Breakfast Room			
2. Formal Living Combo	4. Den/Dining Combo	6. Breakfast Bar			
	Doi:/Diming Combo	o. Broantaot Bar			
I. DOCUMENTS ON FILE					
1. Survey Plat	7. Boundary Survey	13. Field Notes			
2. Perc Test	8. Appraisal	14. Floor Plan			
3. Topo Map	9. Deed Restrictions	 15. None			
4. Soil Survey	10. Legal Description	16. Other			
5. Owner Title Policy	11. Aerial Survey				
6. Feasibility	12. New Survey Lines				
J. DRIVEWAY	O. Davied	C No Debug.			
1. Concrete	3. Paved	5.No Driveway			
2. Natural	4. Gravel	6. Other Driveway			
K. ENERGY EFFICIENCY					
1. 12+ Inch Attic Insulation	9. Foam Insulation	17. Solar Screens			
2. 13-15 SEER AC	10. High Effi. Water Heater	18. Storm Door(s)			
3. 16+ SEER AC	11. Insulated Doors	19. Storm Window(s)			
4. 90% Efficient Furnace	12. Low E Windows	20. Thermo Windows			
5. Attic Fan	13. Programmable Thermostat	21. Tinted Windows			
6. Dehumidifier	14. Radiant Barrier	22. Turbines			
7. Double Pane Windows	15. Smart Electric Meter	23. Variable Speed HVAC			
8. Energy Star Appliances	16. Solar Panels	24. Ventilator			
L. EXTERIOR**					
1. Screened Porch	7. Patio Covered	13. Balcony			
2. Porch	8. Deck Open	14. Security Lighting			
3. Outside BBQ Grill	9. Deck Covered	15. Gutter(s)			
4. Security Gate	10. Sprinkler System	16. Landscape Lighting			
5. Pier & Deck	11. Tennis Courts	17. Outside Kitchen Equip.			
6. Patio Open	12. Courtyard				
M. FENCING**					
1. Wood Fence	6. Partial Fence	11. Pipe			
2. Metal Fence	7. Chain Link Fence	12. Automatic Gate			
3. Cross Fence	8. Vinyl13. Dog Run/Kennel				
4. Barbwire Fence	9. Wrought Iron				
5. Brick Fence	10. Stone				

N. FIREPLACE**				
1. One Wood Burning	7. Glass Doors	13. Stone		
2. Two or More	8. Gas Logs	14. Decorative/Mock		
3. Wood Burning Stove	9. Gas Only	15. Direct Vent		
4. Insert Units	10.Electric	16. Freestanding		
5. Gas Starter	11. Exterior	17. See Through		
6. Blower Fan	12. Brick	18. Other		
O. FLOORING				
1. Carpet	6. Stone	11. Slate		
2. Wood	7. Brick	12. Cork		
3. Laminate	8. Marble	13. Terrazo		
4. Tile	9. Vinyl	14. Wood Under Carpet		
5. Decorative Concrete	10. Parquet			
P. FOUNDATION**		T		
1. Slab	3. Combination	5. Pilings		
2. Pier and Beam	4. Basement			
Q. GARAGE				
1.Front Entry	6.Door w/ Opener w/Controls	11.RV Pad		
2.Rear Entry	7.Door w/Opener no Controls	12.Other		
3.Side Entry	8.Golf Cart Storage	14.Attic Lift		
4.Detached	9.Boat Storage			
5.Garage Conversion	10.Workshop Area			
R. GREEN				
1. Solar Electric System	6. Low Flow Fixtures	11. Energy Recovery  Ventilator		
2. Solar Hot Water	7. Rain/Freeze Sensors	12. Mechanical Fresh Air		
3. Geo-Thermal HVAC	8. Wind Power	13. Enhanced Air Filtration		
4. Drought Tolerant Plants	9. EF Irrigation Control			
5. Low Flow Commode	10. Rain Water Catchment			
S. GREEN CERTIFICATION				
1. HERS Rated	5. Energy Star Certified	9. LEED Platinum		
2. HERS 0-85	6. LEED Certified	10. Green Built N. TX		
3. HERS 86-100 7. LEED Silver 11 NGBP-National G				
4. HERS 101+	8. LEED Gold	11 140Di 14alional Green		
T. HANDICAP AMENITIES				
1. Elevator	4. Meets ADA Requirements	7. Wide Doorways		
2. Hand Rails	5. Ramp			
<ol><li>Lower Fixtures</li></ol>	6. Wheelchair Access			

U. HEATING**					
1. Central / Electric	4. Floor Furnance	7. Wall Heat			
2. Central / Gas	5. Panel Heat	8. Heat Pump			
3. Zoned	6. Space Heat	9. None			
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V. INTERIOR**					
1. Paneling	8. Skylights	15. Surround Sound			
2. Wet Bar	9. Attic Stairs	16. Smoke Alarm			
3. Intercom	10. Cable TV Avail.	17. Elevator			
4. Central Vacuum	11. TV Antenna	18. Plantation Shutters			
5. Ceiling Fan	12. Blinds	19. Smart Home Features			
6. Security System	13. Satellite Dish	20. Vaulted Ceilings			
7. Atrium	14. Sauna				
W. INTERNET ACCESS					
1. DSL	3. Satellite	5. None			
2. Dial-Up	4. Cable				
X. KITCHEN EQUIPMENT**					
1. Range/Oven-Gas	9. Cooktop-Electric	17. Ice Machine			
2. Range/Oven-Elec	10. Dishwasher	18. Food Center			
3. Freestanding Range	11. Disposal	19. Island			
4. Drop-in Range	12. Microwave	20. Warming Drawer(s)			
5. Double Oven	13. Trash Compactor	21. Instant Hot Water			
6. Oven-Gas	14. Indoor Grill	22. None			
7. Oven-Electric	15. Pantry				
8. Cooktop-Gas	16. Refrigerator				
Y. LEVELS**					
1. 1 Story	3. 3 Stories	5. Split Level			
2. 2 Stories	4. 1 ½ Stories	6. Basement			
Z. LOT OR LAND DESCRIPTION					
1. Water/Lakefront	6. Corner	11. Pasture			
2. Waterview	7. Subdivision Lot	12. Cultivated			
3. Cul-de-Sac	8. Rectangular	13. Equestrian			
4. Wooded	9. Irregular				
5. On Golf Course	10. Zero Lot Line				
74 NEIQUEORUGOS					
ZA. NEIGHBORHOOD	7.0 % 0.1	10.5			
1. Common Areas	7. Security – Gated	13. Boat House			
2. Tennis Courts	8. Dining – Country Club	14 Green Belt			
3. Pool	9. Resort Property	15. RV Parking			
4. Golf	10. Landing Strip	16. Playground			
5. Stables – Horses	11. Boat Ramp				
6. Fishing	12. Boat Dock – Slip				

ZB. OUTBUILDINGS**				
1. Guest Quarters	6. Greenhouse	11. Boat Slip		
2. Cabana	7. Stables	12. Boat House		
3. Gazebo	8. Tack Room	13. Work Shop		
4. Storage Buildings	9. Barn	14. Additional Residence		
5. Metal Outbuildings	10. Corrals	15. None		
ZC. POOL/SPA**				
1. Heated	7. Indoor Hot Tub/Spa	13. Custom Cover		
2. Gunite	8. Outdoor Hot Tub/Spa	14. Diving		
3. Vinyl-Lined	9. Chlorine	15. Pool Perimeter Fence		
4. Above Ground	10. Saltwater	16. None		
5. In Ground	11. Cabana			
6. Indoor/Covered	12. Cleaning System			
ZD. ROOF**				
1. Composition	5. Aluminum/Metal	9. Overlay		
2. Wood Shingle	6. Built-Up	10. Metal Shake		
3. Tile	7. Concrete	11. Wood Shake		
4. Slate	8. Fiber Cement	12. Tar/Gravel		
ZE. ROOM DESCRIPTION**				
1. Separate Formal Living	7. Utility Closet	13. 3 Living Areas		
2. Den	8. Library/Study	14. 4 + Living Areas		
3. Game Room	9. Sunroom	15. Media Room		
4. Office	10. Mother-in-law Suite	16. Great Room		
5. Family Room	11. 1 Living Area	17. None		
6. Utility Room	12. 2 Living Areas			
ZF. SEWER				
1. Public Sewer	3. Aerobic Septic System	5. Sewer Available		
2. Conventional Septic	4. Private Sewer			
ZH. SPECIAL CONDITIONS**				
1. Owner-Agent	4. Planned Unit Development	7. Special Contract/		
2. Fees/Assessments	5. Homeowner's Assn Dues	Provisions		
3. Requires Flood Insurance	6. HUD			
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ZI. STREET UTILITIES	T = 11 1 11 11 11 11 11 11 11 11 11 11 11			
1. Paved	5. Underground Utilities	9. Private Street		
2. Gravel	6. Overhead Utilities	10. Alley Way		
3. All Weather Surface	7. Curbs	11. Brick Streets		
4. Dirt	8. Public Sidewalks			

ZJ. STYLE				
1. Traditional	6. English	11. Victorian		
2. Spanish/Mediterranean	7. Manufactured Housing	12. Cottage		
3. Colonial	8. Dome House	13. Ranch		
4. French	9. Log			
5. Contemporary/Modern	10. Early American			
ZK. TELEVISION ACCESS				
1. Antenna	2. Cable	3. Satellite		
ZL. WARRANTY				
1. As-Is (Implies problems)	3. 1 Year Warranty Available	5. None		
2. See Seller's Disclosure	4. Builder Warranty Available			
ZM. WATER				
1. Public Water	4. Community	7. Water Available		
2. Private Water	5. Municipal Utility District	8. Water Onsite		
3. Well	6. Cooperative			
_				
ZN. WATER HEATER				
1.Re-Circulating	3. Tankless-Electric	5. Standard-Electric		
2. Tankless-Gas	4. Standard-Gas	6. 2 or more units		

## YOU'RE NOT DONE YET! . . . . . .

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

- 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 512 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 1,000 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.

То	_		best			to	the	Photo	Guide	on	our	website	at
http:	//www.	creekv	iewrealt	y.com/pho	loguide.l	html							

3) Please email photo(s) in jpg format. All listings include at least a photo of the front

\*\*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
Seller Signature	Date

Please email completed forms to <u>listing@creekviewrealty.com</u>. You may also fax to 866-219-7535.

Updated 12/28/2017