

Creekview Realty

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LISTING INFORMATION

(Use this form for Austin MLS *Multi-Family* 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	

House on Property? ☐ Yes ☐ No

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

Type of Property*		
<input type="checkbox"/> Duplex	<input type="checkbox"/> Triplex	<input type="checkbox"/> Fourplex

Number of Stories*	
<input type="checkbox"/> 1 Story	<input type="checkbox"/> 3 Story
<input type="checkbox"/> 2 Story	<input type="checkbox"/> Multi-Level

Unit Mix (4 max)		
<input type="checkbox"/> 1/1	<input type="checkbox"/> 2/2	<input type="checkbox"/> 3/2
<input type="checkbox"/> 1/1.5	<input type="checkbox"/> 2/2.5	<input type="checkbox"/> 3/2.5
<input type="checkbox"/> 2/1	<input type="checkbox"/> 3/1	<input type="checkbox"/> 3/3
<input type="checkbox"/> 2/1.5	<input type="checkbox"/> 3/1.5	<input type="checkbox"/> 3/3.5

Construction of Dwelling* (5 max)		
<input type="checkbox"/> 1 side Masonry	<input type="checkbox"/> Frame/Brick Veneer	<input type="checkbox"/> Stone Veneer
<input type="checkbox"/> 2 side Masonry	<input type="checkbox"/> Frame/Stone	<input type="checkbox"/> Stucco
<input type="checkbox"/> 3 side Masonry	<input type="checkbox"/> HardiPlank Type	<input type="checkbox"/> Stucco Veneer
<input type="checkbox"/> All Sides Masonry	<input type="checkbox"/> Industrial	<input type="checkbox"/> Triple Wide
<input type="checkbox"/> Aluminum Siding	<input type="checkbox"/> Log	<input type="checkbox"/> Vertical Siding
<input type="checkbox"/> Brick Veneer	<input type="checkbox"/> Metal Siding	<input type="checkbox"/> Vinyl Siding
<input type="checkbox"/> Clapboard	<input type="checkbox"/> Modular	<input type="checkbox"/> Wood Shingle
<input type="checkbox"/> Composition Shingle	<input type="checkbox"/> Natural Building	<input type="checkbox"/> Alt. Bldg Sys.(ICF,SIP,Other)
<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Single Wide	
<input type="checkbox"/> Frame	<input type="checkbox"/> Steel	

Roof Description* (4 max)		
<input type="checkbox"/> Aluminum	<input type="checkbox"/> Flat	<input type="checkbox"/> Pitched
<input type="checkbox"/> Asphalt Shingles	<input type="checkbox"/> Green/Garden	<input type="checkbox"/> Rubber
<input type="checkbox"/> Barrel	<input type="checkbox"/> Mansard	<input type="checkbox"/> Slate/Imitation Slate
<input type="checkbox"/> Built-Up	<input type="checkbox"/> Membrane	<input type="checkbox"/> S-Tile
<input type="checkbox"/> Composition Shingle	<input type="checkbox"/> Metal	<input type="checkbox"/> Tar/Gravel
<input type="checkbox"/> Concrete	<input type="checkbox"/> Mixed	<input type="checkbox"/> Tile
<input type="checkbox"/> Fiber Cement	<input type="checkbox"/> Overlay	<input type="checkbox"/> Wood Shingle

Year Built* _____ If you house is within Austin city limits and more than 10 years old, have you had energy audit completed? ☐Yes ☐No ☐N/A

Year Built Description*		
<input type="checkbox"/> Appraiser	<input type="checkbox"/> New	<input type="checkbox"/> Tear Down
<input type="checkbox"/> Approximate	<input type="checkbox"/> Owner	<input type="checkbox"/> Under Construction
<input type="checkbox"/> Historic Design	<input type="checkbox"/> Plan & Permit Stage	<input type="checkbox"/> Unknown
	<input type="checkbox"/> Resale	<input type="checkbox"/> Updated/Remodeled

Square Feet* _____

Square Foot Source*		
<input type="checkbox"/> Appraiser	<input type="checkbox"/> Multiple Dwelling	<input type="checkbox"/> Tax Record
<input type="checkbox"/> Approximate	<input type="checkbox"/> Other	<input type="checkbox"/> Management Company
<input type="checkbox"/> Builder	<input type="checkbox"/> Owner	

Foundation Description* (2 max)		
<input type="checkbox"/> Basement	<input type="checkbox"/> Crawlspace	<input type="checkbox"/> Pier & Beam
<input type="checkbox"/> Block & Beam	<input type="checkbox"/> None	<input type="checkbox"/> Pilings
<input type="checkbox"/> Bois Darc Post	<input type="checkbox"/> On Stilts	<input type="checkbox"/> Slab

Condition* (2 max)		
<input type="checkbox"/> As-Is	<input type="checkbox"/> New Construction	<input type="checkbox"/> See Disclosure
<input type="checkbox"/> Latent Defect(s)	<input type="checkbox"/> Not Applicable	

Trees on Property (3 max)		
<input type="checkbox"/> Heavily Treed	<input type="checkbox"/> Moderate	<input type="checkbox"/> Sparse
<input type="checkbox"/> Large (Over 40')	<input type="checkbox"/> None	
<input type="checkbox"/> Medium (20'-40')	<input type="checkbox"/> Small (Under 20')	

Lot Size / Dimensions:* _____

No. of Blocks to UT Shuttle: _____

Acres:* _____

Distance to Light Rail: _____

Land Sq Ft:* _____

No. of Blocks to Metro: _____

Pool on Property? ☐Yes ☐No

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

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

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

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"/> Seller Imposed
<input type="checkbox"/> Building Size	<input type="checkbox"/> Easement/R.O.W.	<input type="checkbox"/> Unknown
<input type="checkbox"/> Building Style	<input type="checkbox"/> Environmental	<input type="checkbox"/> Zoning
<input type="checkbox"/> City Restrictions	<input type="checkbox"/> Lease	
<input type="checkbox"/> Covenant	<input type="checkbox"/> Limited # of Vehicles	

Owner Pays (10 max)		
<input type="checkbox"/> All Bills	<input type="checkbox"/> HOA Dues	<input type="checkbox"/> Pool Service
<input type="checkbox"/> Association Fees	<input type="checkbox"/> HOA User Fees	<input type="checkbox"/> Pool Service - Chemical Only
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Linen	<input type="checkbox"/> Pool Service - Full
<input type="checkbox"/> Cable/Satellite TV	<input type="checkbox"/> Maid Service	<input type="checkbox"/> Property Tax
<input type="checkbox"/> Dishes	<input type="checkbox"/> None	<input type="checkbox"/> Repairs
<input type="checkbox"/> Electric	<input type="checkbox"/> Other Tax	<input type="checkbox"/> Security System Monitoring
<input type="checkbox"/> Gardening	<input type="checkbox"/> Parking Fees	<input type="checkbox"/> Trash Collection
<input type="checkbox"/> Service	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Water
<input type="checkbox"/> Gas	<input type="checkbox"/> Pool Maintenance	<input type="checkbox"/> Yard Maintenance

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

Gated Community: ☐Yes ☐No

Community Website (if one exists):

Unit One:

Unit Number: _____

Leased:* ☐Yes ☐No

Number of Living Rooms: _____

Number of Dining Rooms: _____

Number of Bedrooms: _____

Number of Full Bathrooms: _____

Number of Half Bathrooms: _____

Number of Garage Spaces: _____

Number of Carports: _____

Number of Fireplaces:* _____

Actual Rent (\$): _____

Deposit: _____

Pet Deposit: _____ ☐ Per Pet

Furnished: ☐Furnished ☐Partially Furnished ☐Unfurnished

Tenant:* ☐Yes ☐No ☐Owner

Lease Expires: _____

Month to Month: ☐Yes ☐No

Additional Rooms (8 max)		
<input type="checkbox"/> Atrium	<input type="checkbox"/> Foyer	<input type="checkbox"/> Porch
<input type="checkbox"/> Bedroom/Office	<input type="checkbox"/> Game	<input type="checkbox"/> Screened Porch/Patio
<input type="checkbox"/> Breakfast Area	<input type="checkbox"/> Kit/Din Combo	<input type="checkbox"/> Storage Room
<input type="checkbox"/> Converted Garage	<input type="checkbox"/> Kitchenette	<input type="checkbox"/> Sun Room
<input type="checkbox"/> Exercise	<input type="checkbox"/> Living/Den	<input type="checkbox"/> Utility Room
<input type="checkbox"/> Family/Den	<input type="checkbox"/> Loft	<input type="checkbox"/> Workshop
<input type="checkbox"/> Formal Dining	<input type="checkbox"/> Office/Study	
<input type="checkbox"/> Formal Living	<input type="checkbox"/> Pantry	

Showing Instructions: _____

Inclusions/Features (14 max)		
<input type="checkbox"/> A/C - Chilled Water <input type="checkbox"/> A/C - Chiller DX System <input type="checkbox"/> A/C - Mini-Split System <input type="checkbox"/> A/C - Propane Gas <input type="checkbox"/> A/C - Seer Rated 13-15 <input type="checkbox"/> A/C - Seer Rated 16+ <input type="checkbox"/> A/C - Wall Unit <input type="checkbox"/> A/C Central <input type="checkbox"/> A/C None <input type="checkbox"/> A/C Window Unit <input type="checkbox"/> Attic Fan <input type="checkbox"/> Awning <input type="checkbox"/> Back Steps <input type="checkbox"/> Balcony <input type="checkbox"/> Carbon Monoxide Detector <input type="checkbox"/> Ceiling Fan(s) <input type="checkbox"/> Central Dehumidifier <input type="checkbox"/> Central Vacuum <input type="checkbox"/> Compost Area/Bin <input type="checkbox"/> Conditioned Space for HVAC <input type="checkbox"/> Convection Oven <input type="checkbox"/> Cook Top <input type="checkbox"/> Deck <input type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Double Pane Windows <input type="checkbox"/> Downdraft <input type="checkbox"/> Dryer <input type="checkbox"/> Dryer Connections Dumbwaiter <input type="checkbox"/> Electric and Gas Connections <input type="checkbox"/> Electric Dryer <input type="checkbox"/> Connections Electrostatic Air Filter <input type="checkbox"/> Energy Audit <input type="checkbox"/> Energy Star Appliances <input type="checkbox"/> Exhaust Fan Recirculating <input type="checkbox"/> Exhaust Fan Vented <input type="checkbox"/> Exterior Steps <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Flashing Light Notification <input type="checkbox"/> Floor-Bamboo <input type="checkbox"/> Floor-Brick/Adobe <input type="checkbox"/> Floor-Carpet <input type="checkbox"/> Floor-Concrete <input type="checkbox"/> Floor-Cork <input type="checkbox"/> Floor-Hard Tile <input type="checkbox"/> Floor-Laminate <input type="checkbox"/> Floor-Linoleum <input type="checkbox"/> Floor-Marble <input type="checkbox"/> Floor-No Carpet <input type="checkbox"/> Floor-None <input type="checkbox"/> Floor-Parquet <input type="checkbox"/> Floor-Quarry Tile <input type="checkbox"/> Floor-Sheet Vinyl <input type="checkbox"/> Floor-Slate <input type="checkbox"/> Floor-Stained Concrete <input type="checkbox"/> Floor-Stone <input type="checkbox"/> Floor-Terrazzo <input type="checkbox"/> Floor-Vinyl Tile <input type="checkbox"/> Floor-Wood <input type="checkbox"/> Floor-Wood Under Carpet <input type="checkbox"/> Front Steps <input type="checkbox"/> Garage Door Opener <input type="checkbox"/> Garage Door Steps	<input type="checkbox"/> Garden Tub <input type="checkbox"/> Gas Dryer Connections <input type="checkbox"/> Gutters Full <input type="checkbox"/> Gutters Partial <input type="checkbox"/> Hand Rails <input type="checkbox"/> Heat - Baseboard <input type="checkbox"/> Heat - Boiler <input type="checkbox"/> Heat Pump <input type="checkbox"/> Heat-Central <input type="checkbox"/> Heat-Electric <input type="checkbox"/> Heat-Floor Furnace <input type="checkbox"/> Heat-Natural Gas <input type="checkbox"/> Heat-None <input type="checkbox"/> Heat-Propane <input type="checkbox"/> Heat-Radiant <input type="checkbox"/> Heat-Radiator <input type="checkbox"/> Heat-Solar <input type="checkbox"/> Heat-Space Heater <input type="checkbox"/> Heat-Wood <input type="checkbox"/> HEPA Filter <input type="checkbox"/> High Ceilings <input type="checkbox"/> High Roof Windows <input type="checkbox"/> High Speed Connection <input type="checkbox"/> Home Automation System <input type="checkbox"/> Hot Tub <input type="checkbox"/> Humidifier <input type="checkbox"/> ICF Compatible Fixtures <input type="checkbox"/> In-Law Plan <input type="checkbox"/> Instant Hot Water <input type="checkbox"/> Insulated Doors <input type="checkbox"/> Intercom <input type="checkbox"/> Intercom Entry <input type="checkbox"/> Interior Garage Steps <input type="checkbox"/> Interior Steps <input type="checkbox"/> Jennaire Type <input type="checkbox"/> Jetted Tub <input type="checkbox"/> Kitchen Open to Family Room <input type="checkbox"/> Load Controller <input type="checkbox"/> Low/No Voc <input type="checkbox"/> Lower Fixtures <input type="checkbox"/> Microwave Oven <input type="checkbox"/> No Exterior Steps <input type="checkbox"/> No Interior Steps <input type="checkbox"/> No W/D Connections <input type="checkbox"/> Oven-Double <input type="checkbox"/> Oven-Self Cleaning <input type="checkbox"/> Oven-Single <input type="checkbox"/> Patio-Covered <input type="checkbox"/> Patio-Uncovered <input type="checkbox"/> Pest Tubes in Walls <input type="checkbox"/> Porch-Enclosed <input type="checkbox"/> Porch-Open <input type="checkbox"/> Programmable Thermostat <input type="checkbox"/> Ramp(s) <input type="checkbox"/> Range-Free Standing <input type="checkbox"/> Refrigerator <input type="checkbox"/> RV/Boat Parking <input type="checkbox"/> Satellite Dish - Leased <input type="checkbox"/> Satellite Dish - Owned <input type="checkbox"/> Security Lighting	<input type="checkbox"/> Security System - Leased <input type="checkbox"/> Security System - Owned <input type="checkbox"/> Separate Shower <input type="checkbox"/> Skylight <input type="checkbox"/> Smoke Detector <input type="checkbox"/> Solar Assisted <input type="checkbox"/> Solar Screen <input type="checkbox"/> Solar Water Heater <input type="checkbox"/> Sprinkler - Automatic <input type="checkbox"/> Sprinkler - Back Yard <input type="checkbox"/> Sprinkler - Drip Only/Bubblers <input type="checkbox"/> Sprinkler - Front Yard <input type="checkbox"/> Sprinkler - In-ground <input type="checkbox"/> Sprinkler - Manual <input type="checkbox"/> Sprinkler - Multiple Yards <input type="checkbox"/> Sprinkler - Partial <input type="checkbox"/> Sprinkler - Rain Sensor <input type="checkbox"/> Sprinkler - Side Yard <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Stackable W/D Connections <input type="checkbox"/> Stackable Washer Dryer <input type="checkbox"/> Stainless Steel <input type="checkbox"/> Storage Shed <input type="checkbox"/> Storm Door(s) <input type="checkbox"/> Storm Windows <input type="checkbox"/> Strawbale <input type="checkbox"/> Sunken Living/Den <input type="checkbox"/> Thermo Window(s) <input type="checkbox"/> Tinted Windows <input type="checkbox"/> Trash Compactor <input type="checkbox"/> Turbines <input type="checkbox"/> Updated A/C Unit (>12 Seer) <input type="checkbox"/> View <input type="checkbox"/> Walk-In Closet <input type="checkbox"/> Wall Unit <input type="checkbox"/> Washer <input type="checkbox"/> Washer Connections <input type="checkbox"/> Washer Dryer Connections <input type="checkbox"/> Water Heater Electric <input type="checkbox"/> Water Heater Gas <input type="checkbox"/> Water Heater Geothermal <input type="checkbox"/> Water Heater Recirculating <input type="checkbox"/> Water Heater Solar <input type="checkbox"/> Water Heater Tankless <input type="checkbox"/> Water Softener - Leased <input type="checkbox"/> Water Softener - Owned <input type="checkbox"/> Wet Bar <input type="checkbox"/> Whole House Fan <input type="checkbox"/> Wide Doors <input type="checkbox"/> Window Treatments <input type="checkbox"/> Window Unit <input type="checkbox"/> Wired for Cable <input type="checkbox"/> Wired for Security <input type="checkbox"/> Wired for Surround Sound <input type="checkbox"/> Zone Air/Heat

Unit Two:

Unit Number: _____ Leased:* ☐Yes ☐No Number of Living Rooms: _____

Number of Dining Rooms: _____ Number of Bedrooms: _____

Number of Full Bathrooms: _____ Number of Half Bathrooms: _____

Number of Garage Spaces: _____ Number of Carports: _____

Number of Fireplaces:* _____ Actual Rent (\$): _____

Deposit: _____ Pet Deposit: _____ ☐ Per Pet

Furnished: ☐Furnished ☐Partially Furnished ☐Unfurnished Tenant:* ☐Yes ☐No ☐Owner

Lease Expires: _____ Month to Month: ☐Yes ☐No

Additional Rooms (8 max)		
<input type="checkbox"/> Atrium	<input type="checkbox"/> Foyer	<input type="checkbox"/> Porch
<input type="checkbox"/> Bedroom/Office	<input type="checkbox"/> Game	<input type="checkbox"/> Screened Porch/Patio
<input type="checkbox"/> Breakfast Area	<input type="checkbox"/> Kit/Din Combo	<input type="checkbox"/> Storage Room
<input type="checkbox"/> Converted Garage	<input type="checkbox"/> Kitchenette	<input type="checkbox"/> Sun Room
<input type="checkbox"/> Exercise	<input type="checkbox"/> Living/Den	<input type="checkbox"/> Utility Room
<input type="checkbox"/> Family/Den	<input type="checkbox"/> Loft	<input type="checkbox"/> Workshop
<input type="checkbox"/> Formal Dining	<input type="checkbox"/> Office/Study	
<input type="checkbox"/> Formal Living	<input type="checkbox"/> Pantry	

Showing Instructions: _____

Inclusions/Features (14 max)		
<input type="checkbox"/> A/C - Chilled Water <input type="checkbox"/> A/C - Chiller DX System <input type="checkbox"/> A/C - Mini-Split System <input type="checkbox"/> A/C - Propane Gas <input type="checkbox"/> A/C - Seer Rated 13-15 <input type="checkbox"/> A/C - Seer Rated 16+ <input type="checkbox"/> A/C - Wall Unit <input type="checkbox"/> A/C Central <input type="checkbox"/> A/C None <input type="checkbox"/> A/C Window Unit <input type="checkbox"/> Attic Fan <input type="checkbox"/> Awning <input type="checkbox"/> Back Steps <input type="checkbox"/> Balcony <input type="checkbox"/> Carbon Monoxide Detector <input type="checkbox"/> Ceiling Fan(s) <input type="checkbox"/> Central Dehumidifier <input type="checkbox"/> Central Vacuum <input type="checkbox"/> Compost Area/Bin <input type="checkbox"/> Conditioned Space for HVAC <input type="checkbox"/> Convection Oven <input type="checkbox"/> Cook Top <input type="checkbox"/> Deck <input type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Double Pane Windows <input type="checkbox"/> Downdraft <input type="checkbox"/> Dryer <input type="checkbox"/> Dryer Connections Dumbwaiter <input type="checkbox"/> Electric and Gas Connections <input type="checkbox"/> Electric Dryer <input type="checkbox"/> Connections Electrostatic Air Filter <input type="checkbox"/> Energy Audit <input type="checkbox"/> Energy Star Appliances <input type="checkbox"/> Exhaust Fan Recirculating <input type="checkbox"/> Exhaust Fan Vented <input type="checkbox"/> Exterior Steps <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Flashing Light Notification <input type="checkbox"/> Floor-Bamboo <input type="checkbox"/> Floor-Brick/Adobe <input type="checkbox"/> Floor-Carpet <input type="checkbox"/> Floor-Concrete <input type="checkbox"/> Floor-Cork <input type="checkbox"/> Floor-Hard Tile <input type="checkbox"/> Floor-Laminate <input type="checkbox"/> Floor-Linoleum <input type="checkbox"/> Floor-Marble <input type="checkbox"/> Floor-No Carpet <input type="checkbox"/> Floor-None <input type="checkbox"/> Floor-Parquet <input type="checkbox"/> Floor-Quarry Tile <input type="checkbox"/> Floor-Sheet Vinyl <input type="checkbox"/> Floor-Slate <input type="checkbox"/> Floor-Stained Concrete <input type="checkbox"/> Floor-Stone <input type="checkbox"/> Floor-Terrazzo <input type="checkbox"/> Floor-Vinyl Tile <input type="checkbox"/> Floor-Wood <input type="checkbox"/> Floor-Wood Under Carpet <input type="checkbox"/> Front Steps <input type="checkbox"/> Garage Door Opener <input type="checkbox"/> Garage Door Steps	<input type="checkbox"/> Garden Tub <input type="checkbox"/> Gas Dryer Connections <input type="checkbox"/> Gutters Full <input type="checkbox"/> Gutters Partial <input type="checkbox"/> Hand Rails <input type="checkbox"/> Heat - 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Unit Three:

Unit Number: _____ Leased:* ☐Yes ☐No Number of Living Rooms: _____

Number of Dining Rooms: _____ Number of Bedrooms: _____

Number of Full Bathrooms: _____ Number of Half Bathrooms: _____

Number of Garage Spaces: _____ Number of Carports: _____

Number of Fireplaces:* _____ Actual Rent (\$): _____

Deposit: _____ Pet Deposit: _____ ☐ Per Pet

Furnished: ☐Furnished ☐Partially Furnished ☐Unfurnished Tenant:* ☐Yes ☐No ☐Owner

Lease Expires: _____ Month to Month: ☐Yes ☐No

Additional Rooms (8 max)		
<input type="checkbox"/> Atrium	<input type="checkbox"/> Foyer	<input type="checkbox"/> Porch
<input type="checkbox"/> Bedroom/Office	<input type="checkbox"/> Game	<input type="checkbox"/> Screened Porch/Patio
<input type="checkbox"/> Breakfast Area	<input type="checkbox"/> Kit/Din Combo	<input type="checkbox"/> Storage Room
<input type="checkbox"/> Converted Garage	<input type="checkbox"/> Kitchenette	<input type="checkbox"/> Sun Room
<input type="checkbox"/> Exercise	<input type="checkbox"/> Living/Den	<input type="checkbox"/> Utility Room
<input type="checkbox"/> Family/Den	<input type="checkbox"/> Loft	<input type="checkbox"/> Workshop
<input type="checkbox"/> Formal Dining	<input type="checkbox"/> Office/Study	
<input type="checkbox"/> Formal Living	<input type="checkbox"/> Pantry	

Showing Instructions: _____

Inclusions/Features (14 max)		
<input type="checkbox"/> A/C - Chilled Water <input type="checkbox"/> A/C - Chiller DX System <input type="checkbox"/> A/C - Mini-Split System <input type="checkbox"/> A/C - Propane Gas <input type="checkbox"/> A/C - Seer Rated 13-15 <input type="checkbox"/> A/C - Seer Rated 16+ <input type="checkbox"/> A/C - Wall Unit <input type="checkbox"/> A/C Central <input type="checkbox"/> A/C None <input type="checkbox"/> A/C Window Unit <input type="checkbox"/> Attic Fan <input type="checkbox"/> Awning <input type="checkbox"/> Back Steps <input type="checkbox"/> Balcony <input type="checkbox"/> Carbon Monoxide Detector <input type="checkbox"/> Ceiling Fan(s) <input type="checkbox"/> Central Dehumidifier <input type="checkbox"/> Central Vacuum <input type="checkbox"/> Compost Area/Bin <input type="checkbox"/> Conditioned Space for HVAC <input type="checkbox"/> Convection Oven <input type="checkbox"/> Cook Top <input type="checkbox"/> Deck <input type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Double Pane Windows <input type="checkbox"/> Downdraft <input type="checkbox"/> Dryer <input type="checkbox"/> Dryer Connections Dumbwaiter <input type="checkbox"/> Electric and Gas Connections <input type="checkbox"/> Electric Dryer <input type="checkbox"/> Connections Electrostatic Air Filter <input type="checkbox"/> Energy Audit <input type="checkbox"/> Energy Star Appliances <input type="checkbox"/> Exhaust Fan Recirculating <input type="checkbox"/> Exhaust Fan Vented <input type="checkbox"/> Exterior Steps <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Flashing Light Notification <input type="checkbox"/> Floor-Bamboo <input type="checkbox"/> Floor-Brick/Adobe <input type="checkbox"/> Floor-Carpet <input type="checkbox"/> Floor-Concrete <input type="checkbox"/> Floor-Cork <input type="checkbox"/> Floor-Hard Tile <input type="checkbox"/> Floor-Laminate <input type="checkbox"/> Floor-Linoleum <input type="checkbox"/> Floor-Marble <input type="checkbox"/> Floor-No Carpet <input type="checkbox"/> Floor-None <input type="checkbox"/> Floor-Parquet <input type="checkbox"/> Floor-Quarry Tile <input type="checkbox"/> Floor-Sheet Vinyl <input type="checkbox"/> Floor-Slate <input type="checkbox"/> Floor-Stained Concrete <input type="checkbox"/> Floor-Stone <input type="checkbox"/> Floor-Terrazzo <input type="checkbox"/> Floor-Vinyl Tile <input type="checkbox"/> Floor-Wood <input type="checkbox"/> Floor-Wood Under Carpet <input type="checkbox"/> Front Steps <input type="checkbox"/> Garage Door Opener <input type="checkbox"/> Garage Door Steps	<input type="checkbox"/> Garden Tub <input type="checkbox"/> Gas Dryer Connections <input type="checkbox"/> Gutters Full <input type="checkbox"/> Gutters Partial <input type="checkbox"/> Hand Rails <input type="checkbox"/> Heat - 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Required Documentation/Agent Information* (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 REO	<input type="checkbox"/> Seller Survey Available
<input type="checkbox"/> Familial Relationship	<input type="checkbox"/> Owner/Agent	<input type="checkbox"/> Sellers Disclosure
<input type="checkbox"/> Home Protection Plan	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Special Addendum
<input type="checkbox"/> Lead Based Paint Addendum	<input type="checkbox"/> Prospects Reserved	<input type="checkbox"/> Warranty
<input type="checkbox"/> Mi/Lenders Approval	<input type="checkbox"/> REO (Lender)	<input type="checkbox"/> Water District

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

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

Sewer* (2 max)		
<input type="checkbox"/> City at Street	<input type="checkbox"/> None Available	<input type="checkbox"/> Septic On Property
<input type="checkbox"/> City at Property	<input type="checkbox"/> Private	<input type="checkbox"/> Septic Shared
<input type="checkbox"/> Municipality Utility District	<input type="checkbox"/> Septic Needed	<input type="checkbox"/> Water District

Laundry Facilities* (1 max)		
<input type="checkbox"/> Common	<input type="checkbox"/> None	<input type="checkbox"/> Separate

Meter Description* (3 max)		
<input type="checkbox"/> Allocation Billing	<input type="checkbox"/> Gas Common	<input type="checkbox"/> Water Common
<input type="checkbox"/> Electric Common	<input type="checkbox"/> Gas Separate	<input type="checkbox"/> Water Separate
<input type="checkbox"/> Electric Separate	<input type="checkbox"/> Read Meter	

Water Supply* (2 max)		
<input type="checkbox"/> City	<input type="checkbox"/> None	<input type="checkbox"/> Well Needed
<input type="checkbox"/> Co-op	<input type="checkbox"/> Private Water Co	<input type="checkbox"/> Well On Property
<input type="checkbox"/> Municipality Utility District	<input type="checkbox"/> Water District	<input type="checkbox"/> Well Shared

Groundwater Conservation District? ☐ Yes ☐ No

If you have any specific upgraded Energy Efficiency features, or Energy Environment and Sustainability features, or special green ratings, please submit documentation so we can include it in your listing. (It is more likely for such features to be included in new homes.)

Upgraded Energy Efficient? ☐ Yes ☐ No

EES Features? ☐ Yes ☐ No

Upgraded Energy Efficient Features (10 max)		EES Features
<input type="checkbox"/> Appliances	<input type="checkbox"/> Roof	<input type="checkbox"/> Healthy Living Features
<input type="checkbox"/> HVAC	<input type="checkbox"/> Sealed Attic	<input type="checkbox"/> Materials and Construction
<input type="checkbox"/> Insulation	<input type="checkbox"/> Water Heater	<input type="checkbox"/> Other
<input type="checkbox"/> Lighting	<input type="checkbox"/> Windows and Doors	<input type="checkbox"/> Sustainability
<input type="checkbox"/> On Site Renewable Energy		<input type="checkbox"/> Water Conservation
<input type="checkbox"/> Other		

Green Rating Program (1 max)
<input type="checkbox"/> Building America
<input type="checkbox"/> Energy Star Homes
<input type="checkbox"/> Environments for Living
<input type="checkbox"/> LEED-H
<input type="checkbox"/> NAHB

Rating Achieved		
<input type="checkbox"/> 1 Star	<input type="checkbox"/> Bronze	<input type="checkbox"/> Platinum
<input type="checkbox"/> 2 Star	<input type="checkbox"/> Certified	<input type="checkbox"/> Silver
<input type="checkbox"/> 3 Star	<input type="checkbox"/> Emerald	
<input type="checkbox"/> 4 Star	<input type="checkbox"/> Gold	
<input type="checkbox"/> 5 Star	<input type="checkbox"/> N/A	

HERS Index: _____ HERS Year: _____

Rating Year: _____

HOA? ☐ Yes ☐ No

HOA NAME: _____

HOA Mgt Co: _____

HOA Transfer Fee: _____

HOA Amount: _____

HOA Requirement: ☐ Mandatory ☐ Voluntary

HOA Payment Frequency
<input type="checkbox"/> Annually
<input type="checkbox"/> Monthly
<input type="checkbox"/> Quarterly
<input type="checkbox"/> Semi-Annually

HOA Fee Includes (5 max)		
<input type="checkbox"/> Cable	<input type="checkbox"/> Heat	<input type="checkbox"/> Security System
<input type="checkbox"/> Common Insurance	<input type="checkbox"/> Hot Water	<input type="checkbox"/> Sewer Fees
<input type="checkbox"/> Common Area Maintenance	<input type="checkbox"/> Insurance	<input type="checkbox"/> Trash Collection
<input type="checkbox"/> Electric	<input type="checkbox"/> Internet	<input type="checkbox"/> Water Fees
<input type="checkbox"/> Exterior Maintenance	<input type="checkbox"/> Landscaping	
<input type="checkbox"/> Gas	<input type="checkbox"/> Parking	

Estimated Taxes*: _____

Actual Tax: _____

Tax Year*: _____

Tax Rate: _____

Special Assessment? ☐Yes ☐No

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

Title Co _____ Phone _____ Contact Name _____

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

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

Proposed Financing*		
<input type="checkbox"/> Assumable – Qualify	<input type="checkbox"/> Exchange	<input type="checkbox"/> Texas Vet
<input type="checkbox"/> Buyer Assistance Programs	<input type="checkbox"/> FHA	<input type="checkbox"/> USDA Eligible
<input type="checkbox"/> Cash	<input type="checkbox"/> Lease Purchase	<input type="checkbox"/> VA
<input type="checkbox"/> Committed Money	<input type="checkbox"/> Lender Approval	<input type="checkbox"/> Zero Down
<input type="checkbox"/> Conventional	<input type="checkbox"/> Owner Financing - 1st Mtg.	
<input type="checkbox"/> Court Approval	<input type="checkbox"/> Owner Financing –2nd Mtg	

Occupancy*		
<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> Vacant

Owner Name (If different from your own)*: _____

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 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 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 12/07/2017