

# Creekview Realty

John Prell, Broker Lic. #0493630  
Phone: 800-219-9444

Web: [www.creekviewrealty.com](http://www.creekviewrealty.com)  
Email: [listing@creekviewrealty.com](mailto:listing@creekviewrealty.com)

## LISTING INFORMATION

(Use this form for Corpus Christi 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 \_\_\_\_\_

Property Type
<input type="checkbox"/> Attached or 1/2 Duplex
<input type="checkbox"/> Condo
<input type="checkbox"/> Townhome
<input type="checkbox"/> Detached
<input type="checkbox"/> Manufactured/Mobile Housing
<input type="checkbox"/> Build to Suit

Age
<input type="checkbox"/> Under Construction
<input type="checkbox"/> New (Est. Completion Date: _____)
<input type="checkbox"/> Pre Construction
<input type="checkbox"/> Previously Occupied

Sq. Ft. Source	Property Faces	
<input type="checkbox"/> Tax Records	<input type="checkbox"/> East	<input type="checkbox"/> South
<input type="checkbox"/> Builder	<input type="checkbox"/> North	<input type="checkbox"/> Southeast
<input type="checkbox"/> Appraisal	<input type="checkbox"/> Northeast	<input type="checkbox"/> Southwest
	<input type="checkbox"/> Northwest	<input type="checkbox"/> West

Building Sq Ft: \_\_\_\_\_

Year Built: \_\_\_\_\_

No. of Stories: \_\_\_\_\_

No. of Bedrooms: \_\_\_\_\_

No. of Full Baths: \_\_\_\_\_

No. of Half Baths: \_\_\_\_\_

Appx. Lot Size: \_\_\_\_\_

Lot Dimensions: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Gated Community\*? ☐ Yes ☐ No

Complex Name (if condo): \_\_\_\_\_

Unit No. (if condo): \_\_\_\_\_

**Special Notes (Max 13)**

<input type="checkbox"/> Aerial Photo	<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Owner/Agent	<input type="checkbox"/> Special Provisions
<input type="checkbox"/> Agricultural Deferral	<input type="checkbox"/> Flood Insurance Req.	<input type="checkbox"/> Perc Test	<input type="checkbox"/> Utility Easement
<input type="checkbox"/> Agricultural Exempts	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Phase I Complete	<input type="checkbox"/> Vacation Home/Resort
<input type="checkbox"/> Build to Suit	<input type="checkbox"/> Highline	<input type="checkbox"/> Phase II Complete	<input type="checkbox"/> Vacation/Daily Rental
<input type="checkbox"/> Deep Hole Test	<input type="checkbox"/> Historic	<input type="checkbox"/> Pipeline	
<input type="checkbox"/> Drainage Easement	<input type="checkbox"/> Inland Wetland Restr.	<input type="checkbox"/> Restrictions	
<input type="checkbox"/> Environmental Study	<input type="checkbox"/> Open Space Deferral	<input type="checkbox"/> Special Assessments	

**HOA Assn\*?** ☐ Yes ☐ No **HOA Dues.** \_\_\_\_\_

**HOA Pool:** ☐ Yes ☐ No

**HOA Dues Requirement\*:** ☐ Optional ☐ Mandatory ☐ Monthly ☐ Quarterly ☐ Annually
**HOA Fee Covers\***

<input type="checkbox"/> Canal Bulkhead	<input type="checkbox"/> Cable	<input type="checkbox"/> Security
<input type="checkbox"/> Median at Seapines	<input type="checkbox"/> Exterior Insurance	<input type="checkbox"/> Trash
<input type="checkbox"/> Median Whitecap	<input type="checkbox"/> Exterior Upkeep	<input type="checkbox"/> Water
<input type="checkbox"/> Boat Launch	<input type="checkbox"/> Ground Upkeep	

**Maintenance Fee:** \_\_\_\_\_

**Short Term Rental Allowed:** ☐ Yes ☐ No
**Common Features\* (Max 14)**

<input type="checkbox"/> Association Pool	<input type="checkbox"/> Gated Entrance	<input type="checkbox"/> Racquet Ball
<input type="checkbox"/> Boat Dock	<input type="checkbox"/> Golf	<input type="checkbox"/> Sauna
<input type="checkbox"/> Cabana	<input type="checkbox"/> Jogging Path	<input type="checkbox"/> Security Entrance
<input type="checkbox"/> Club House	<input type="checkbox"/> Laundry	<input type="checkbox"/> Spa
<input type="checkbox"/> Coin Laundry	<input type="checkbox"/> Private Lake/Pond	<input type="checkbox"/> Tennis

**School District:** \_\_\_\_\_

**Elementary School:** \_\_\_\_\_

**Middle School:** \_\_\_\_\_

**High School:** \_\_\_\_\_
**Proposed Financing\***

<input type="checkbox"/> Cash	<input type="checkbox"/> Int. Buydown	<input type="checkbox"/> Private
<input type="checkbox"/> Conventional	<input type="checkbox"/> Lease Purchase	<input type="checkbox"/> Texas Vet
<input type="checkbox"/> Federal Land Bank	<input type="checkbox"/> Owner Carry First	<input type="checkbox"/> Trade/Exchange
<input type="checkbox"/> FHA	<input type="checkbox"/> Owner Carry Second	<input type="checkbox"/> VA

**Possession\***

<input type="checkbox"/> Closing/Funding	<input type="checkbox"/> Negotiable	<input type="checkbox"/> Specific Date
<input type="checkbox"/> Lease Outstanding	<input type="checkbox"/> Other	

**REO, Foreclosure, Relocation\*:** ☐ Yes ☐ No

**Short Sale\*:** ☐ Yes ☐ No

**Heating/Cooling\***

<input type="checkbox"/> Central Air-Elec	<input type="checkbox"/> Gas Jets	<input type="checkbox"/> Meter Gas	<input type="checkbox"/> Propane
<input type="checkbox"/> Central Air – Gas	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> No Air	<input type="checkbox"/> Solar
<input type="checkbox"/> Central Heat – Elec	<input type="checkbox"/> Master Meter - Elec	<input type="checkbox"/> No Heat	<input type="checkbox"/> Window Unit
<input type="checkbox"/> Central Heat – Gas	<input type="checkbox"/> Master Meter Gas	<input type="checkbox"/> Panel	<input type="checkbox"/> Zoned
<input type="checkbox"/> Chilled Water	<input type="checkbox"/> Meter Elec	<input type="checkbox"/> Panel/Floor	

**Utility Room**

<input type="checkbox"/> Dryer Hookup	<input type="checkbox"/> Laundry in Garage	<input type="checkbox"/> Washer Hookup
<input type="checkbox"/> Dryer Included	<input type="checkbox"/> Laundry in Kitchen	<input type="checkbox"/> Washer Included
<input type="checkbox"/> Laundry Closet	<input type="checkbox"/> Separate Room	<input type="checkbox"/> None

Fireplace: ☐Yes ☐No**Fireplace Type\***

<input type="checkbox"/> Decorative/False	<input type="checkbox"/> Gas Log	<input type="checkbox"/> Other
<input type="checkbox"/> Free Standing Conveys	<input type="checkbox"/> Wood Burning	

**Kitchen Equipment\***

<input type="checkbox"/> Breakfast bar	<input type="checkbox"/> Freestanding range	<input type="checkbox"/> Range/Oven Electric
<input type="checkbox"/> Built-in Dishwasher	<input type="checkbox"/> Gas Cooktop	<input type="checkbox"/> Refrigerator
<input type="checkbox"/> Built in Microwave	<input type="checkbox"/> Indoor Grill	<input type="checkbox"/> Vent hood
<input type="checkbox"/> Compactor	<input type="checkbox"/> Island	<input type="checkbox"/> None
<input type="checkbox"/> Disposal	<input type="checkbox"/> Pantry	<input type="checkbox"/> Other
<input type="checkbox"/> Double oven	<input type="checkbox"/> Range/Oven Gas	

**No. of Dining Areas\*:** \_\_\_\_\_**No. of Living Areas\*:** \_\_\_\_\_Security System: ☐Yes ☐No**Security System Type:**

<input type="checkbox"/> Burglar	<input type="checkbox"/> Monitored	<input type="checkbox"/> Smoke Detector
<input type="checkbox"/> Leased	<input type="checkbox"/> Owned	<input type="checkbox"/> Sprinkler

**Interior Features\***

<input type="checkbox"/> 2nd water heater	<input type="checkbox"/> Handicap Accessible	<input type="checkbox"/> Office	<input type="checkbox"/> Split Bedroom
<input type="checkbox"/> Air Filter	<input type="checkbox"/> Humidifier	<input type="checkbox"/> Paneling	<input type="checkbox"/> Sun room
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Intercom	<input type="checkbox"/> Sauna	<input type="checkbox"/> Wet Bar
<input type="checkbox"/> Cathedral Ceiling	<input type="checkbox"/> Jet tub	<input type="checkbox"/> Sewing room	<input type="checkbox"/> Window coverings
<input type="checkbox"/> Central Vac	<input type="checkbox"/> Master Down	<input type="checkbox"/> Skylight	
<input type="checkbox"/> Dry Bar	<input type="checkbox"/> Master Up	<input type="checkbox"/> Smoke Detector	
<input type="checkbox"/> Garage Conversion	<input type="checkbox"/> None	<input type="checkbox"/> Spa/hot tub	

**Flooring\***

<input type="checkbox"/> Adobe	<input type="checkbox"/> Hardwood	<input type="checkbox"/> Stained Concrete
<input type="checkbox"/> Brick	<input type="checkbox"/> Laminate	<input type="checkbox"/> Terrazo
<input type="checkbox"/> Carpet	<input type="checkbox"/> Marble	<input type="checkbox"/> Tile
<input type="checkbox"/> Ceramic	<input type="checkbox"/> Parquet	<input type="checkbox"/> Unfinished
<input type="checkbox"/> DHannis/ Saltillo	<input type="checkbox"/> Slate	<input type="checkbox"/> Vinyl

**Utilities\***

<input type="checkbox"/> City Sewer	<input type="checkbox"/> Individual Meter	<input type="checkbox"/> Overhead Utilities	<input type="checkbox"/> Sewer Tap Fee Paid
<input type="checkbox"/> City Water	<input type="checkbox"/> M.U.D.	<input type="checkbox"/> Phone Available	<input type="checkbox"/> Underground Utilities
<input type="checkbox"/> Coop Membership	<input type="checkbox"/> Master Meter Gas	<input type="checkbox"/> Private Sewer	<input type="checkbox"/> Water Tap Fee Paid
<input type="checkbox"/> Coop Water	<input type="checkbox"/> Master Meter Water	<input type="checkbox"/> Private Water	<input type="checkbox"/> Well
<input type="checkbox"/> Environmental Study	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Other
<input type="checkbox"/> Gas Available	<input type="checkbox"/> No Sewer	<input type="checkbox"/> Septic System	
<input type="checkbox"/> Individual Meter Gas	<input type="checkbox"/> No Water	<input type="checkbox"/> Septic System Req.	

**Electric**

<input type="checkbox"/> 220V	<input type="checkbox"/> Electric Available	<input type="checkbox"/> Single Phase (typical)
<input type="checkbox"/> 3 Phase	<input type="checkbox"/> Individual Meter	<input type="checkbox"/> Underground Utilities
<input type="checkbox"/> 440V	<input type="checkbox"/> Master Meter	
<input type="checkbox"/> Coop Electric	<input type="checkbox"/> Overhead Utilities	

Pool: ☐Yes ☐No**Pool Type**

<input type="checkbox"/> Above Ground	<input type="checkbox"/> In Ground	<input type="checkbox"/> Lap Pool
<input type="checkbox"/> Diving	<input type="checkbox"/> In Ground Concrete	<input type="checkbox"/> Play Pool
<input type="checkbox"/> Enclosed	<input type="checkbox"/> In Ground Fiberglass	<input type="checkbox"/> Spa
<input type="checkbox"/> Heated	<input type="checkbox"/> In Ground Vinyl	

**Construction**

<input type="checkbox"/> Aluminum	<input type="checkbox"/> Concrete	<input type="checkbox"/> Shingles
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Frame	<input type="checkbox"/> Stucco
<input type="checkbox"/> Block	<input type="checkbox"/> Log	<input type="checkbox"/> Tilt Wall
<input type="checkbox"/> Brick/Veneer	<input type="checkbox"/> Metal	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Cement Fiberboard (Hardy B.)	<input type="checkbox"/> Rock	<input type="checkbox"/> Wood
<input type="checkbox"/> Common Wall	<input type="checkbox"/> Rock/Stone	<input type="checkbox"/> Other

**Foundation\***

<input type="checkbox"/> Basement	<input type="checkbox"/> Slab
<input type="checkbox"/> Pier & Beam	<input type="checkbox"/> Other

**Lot Description**

<input type="checkbox"/> Beachfront	<input type="checkbox"/> Cultivated	<input type="checkbox"/> Mineral Rights	<input type="checkbox"/> Undivided
<input type="checkbox"/> Beachview	<input type="checkbox"/> Golf Course	<input type="checkbox"/> No Mineral Rights	<input type="checkbox"/> Waterfront
<input type="checkbox"/> Canal	<input type="checkbox"/> Horses Permitted	<input type="checkbox"/> Partial Mineral Rights	<input type="checkbox"/> Waterview
<input type="checkbox"/> Common Area	<input type="checkbox"/> Interior	<input type="checkbox"/> Partially Wooded	<input type="checkbox"/> Wooded
<input type="checkbox"/> Corner	<input type="checkbox"/> Irregular	<input type="checkbox"/> Pasture	<input type="checkbox"/> Zero Lot
<input type="checkbox"/> Cul de Sac	<input type="checkbox"/> Landscaped	<input type="checkbox"/> Subdivided	<input type="checkbox"/> Other

**Exterior Buildings**

<input type="checkbox"/> Barns	<input type="checkbox"/> Goat/Sheep Shed	<input type="checkbox"/> Mare Motel	<input type="checkbox"/> Stanchion Dairy Barn
<input type="checkbox"/> Breeding Barn	<input type="checkbox"/> Guest Quarters	<input type="checkbox"/> Mobile	<input type="checkbox"/> Tack Room
<input type="checkbox"/> Broiler Operation	<input type="checkbox"/> Hangers	<input type="checkbox"/> Parlor Dairy Barn	<input type="checkbox"/> Winery
<input type="checkbox"/> Equipment Barn	<input type="checkbox"/> Haybarn	<input type="checkbox"/> Show Barn	<input type="checkbox"/> Workshop
<input type="checkbox"/> Farrowing Shed	<input type="checkbox"/> Indoor Arena	<input type="checkbox"/> Silo	<input type="checkbox"/> None
<input type="checkbox"/> Feeder Pig Barn	<input type="checkbox"/> Loaf Shed	<input type="checkbox"/> Stable	

**Exterior Features**

<input type="checkbox"/> Arena	<input type="checkbox"/> Deck Open	<input type="checkbox"/> Patio Covered	<input type="checkbox"/> Stable/Barn
<input type="checkbox"/> Automatic Gate	<input type="checkbox"/> Dog Run	<input type="checkbox"/> Patio Open	<input type="checkbox"/> Storage Building
<input type="checkbox"/> Boat Dock	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Patio Screen	<input type="checkbox"/> Tennis Courts
<input type="checkbox"/> Boat Launch	<input type="checkbox"/> Guest Quarters	<input type="checkbox"/> RV Parking	<input type="checkbox"/> Workshop
<input type="checkbox"/> Boat Lift	<input type="checkbox"/> Gutters	<input type="checkbox"/> Spa/Hot Tub	
<input type="checkbox"/> Cabana	<input type="checkbox"/> Handicap Accessible	<input type="checkbox"/> Sport Court	
<input type="checkbox"/> Deck Covered	<input type="checkbox"/> Outdoor Kitchen	<input type="checkbox"/> Sprinkler System	

**Style**

<input type="checkbox"/> Colonial	<input type="checkbox"/> Log	<input type="checkbox"/> Southwestern
<input type="checkbox"/> Contemporary	<input type="checkbox"/> Manufactured	<input type="checkbox"/> Spanish
<input type="checkbox"/> Early American	<input type="checkbox"/> Mediterranean	<input type="checkbox"/> Traditional
<input type="checkbox"/> English	<input type="checkbox"/> Mobile	<input type="checkbox"/> Victorian
<input type="checkbox"/> French	<input type="checkbox"/> Ranch	

**Fence Type**

<input type="checkbox"/> Automatic Gate	<input type="checkbox"/> Brick/Stucco	<input type="checkbox"/> Partial	<input type="checkbox"/> Slick Wire
<input type="checkbox"/> Barbed Wire	<input type="checkbox"/> Chain Link	<input type="checkbox"/> Pipe	<input type="checkbox"/> Wood
<input type="checkbox"/> Block	<input type="checkbox"/> Cross Fence	<input type="checkbox"/> Sea Wall	

**Roof\***

<input type="checkbox"/> BUG	<input type="checkbox"/> Flat	<input type="checkbox"/> Tar/Gravel
<input type="checkbox"/> Composite Shingle	<input type="checkbox"/> Metal	<input type="checkbox"/> Tile/Slate
<input type="checkbox"/> Concrete Tile	<input type="checkbox"/> Other	<input type="checkbox"/> Wood Shingle

**Road Surface Front**

<input type="checkbox"/> All weather	<input type="checkbox"/> Curbs/gutters	<input type="checkbox"/> None	<input type="checkbox"/> Storm sewer
<input type="checkbox"/> Alley	<input type="checkbox"/> Dirt	<input type="checkbox"/> Oil screen	<input type="checkbox"/> US highway
<input type="checkbox"/> Asphalt	<input type="checkbox"/> FM road	<input type="checkbox"/> Paved	<input type="checkbox"/> Unimproved
<input type="checkbox"/> Caliche	<input type="checkbox"/> Gravel	<input type="checkbox"/> Private	<input type="checkbox"/> None
<input type="checkbox"/> City	<input type="checkbox"/> Interstate	<input type="checkbox"/> Road easement	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Loop	<input type="checkbox"/> Sidewalk	
<input type="checkbox"/> County	<input type="checkbox"/> Major artery	<input type="checkbox"/> State	

**No. Garage Spaces\*:** \_\_\_\_\_**Parking\***

<input type="checkbox"/> Asphalt	<input type="checkbox"/> Detached	<input type="checkbox"/> On Street
<input type="checkbox"/> Assigned	<input type="checkbox"/> Front	<input type="checkbox"/> Porte Cochere
<input type="checkbox"/> Attached	<input type="checkbox"/> Garage	<input type="checkbox"/> Rear
<input type="checkbox"/> Carport	<input type="checkbox"/> Garage Conversion	<input type="checkbox"/> Side
<input type="checkbox"/> Concrete	<input type="checkbox"/> Garage Door Opener	<input type="checkbox"/> Wrap
<input type="checkbox"/> Covered	<input type="checkbox"/> Gravel	<input type="checkbox"/> None

**Preferred Title Company:** \_\_\_\_\_**Title Co. Phone#:** \_\_\_\_\_

Energy Star: ☐ Yes ☐ No

Green Built Program: ☐ Yes ☐ No

Energy Features:

<input type="checkbox"/> Attic Exhaust Fan	<input type="checkbox"/> Solar Panel(s)	<input type="checkbox"/> Thermal Window(s)
<input type="checkbox"/> Attic Fan	<input type="checkbox"/> Solar Screen(s)	<input type="checkbox"/> Tinted Windows
<input type="checkbox"/> Ceiling Fan(s)	<input type="checkbox"/> Storm Door(s)	<input type="checkbox"/> None
<input type="checkbox"/> Insulated Door(s)	<input type="checkbox"/> Storm Window(s)	

Occupancy: ☐ Owner ☐ Tenant ☐ Vacant

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

**Please email the directions, a brief description, & photo(s) to [listing@creekviewrealty.com](mailto:listing@creekviewrealty.com)**

Please be sure to reference the property address in the email, and include your last name.

**1) Please email directions** on how to get to the property. **The space for the directions is limited to 150 characters WITH SPACES** so starting with some major cross streets is good enough. (MS Word will count characters for you: Go to "Review" and select "Word Count".)

**2) Please email a brief description** of the property. **The space for the description is limited to 1000 characters WITH SPACES.** (MS Word will count characters for you: Go to "Review" 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.** The MLS allows up to 36 photos. **All listings must include at least a photo front.** 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](mailto:listing@creekviewrealty.com).**

**You may also fax to 866-219-7535**

*Updated 12/21/2017*