

Creekview Realty

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LISTING INFORMATION

(Use this form for Longview 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 Information

Type: ☐ Single Family Detached ☐ Condominiums ☐ Manufactured Home ☐ Townhouse

Map Grid (if known) _____

*Property Address _____

*City _____ *County _____ *Zip _____

***# of Bedrooms:** _____ ***# of Full Baths:** _____ ***# of Half Baths:** _____

***# of Garage Spaces:** _____ ***Garage Type:** ☐ None ☐ Garage ☐ Carport ☐ Both

Square Footage Range:		
____ 1. 0-999	____ 3. 1501-2000	____ 5. 2501-3000
____ 2. 1000-1500	____ 4. 2001-2500	____ 6. 3001-4000

Age: (years)		
____ 1. New (never lived in)	____ 5. 16-25	____ 9. 75+
____ 2. 1-5	____ 6. 26-40	____ 10. Unknown
____ 3. 6-10	____ 7. 41-50	
____ 4. 11-15	____ 8. 51-75	

Lot Size: (acres)		
____ 1. Less than .5	____ 5. 10-15	____ 9. 75+
____ 2. .5-1	____ 6. 15-30	____ 10. Unknown
____ 3. 1-5	____ 7. 30-100	
____ 4. 5-10	____ 8. 51-75	

***Survey Available:** ☐ Yes ☐ No

***Water System:** _____

***Homeowners Fee:** ☐ Yes ☐ No

***Fee Amount:** _____ ***Fee Monthly:** _____ ***Fee Annual:** _____

***Taxes:** _____

Exemptions: _____

***School District:** _____

Junior College: _____

***Flood Zone:** ☐ Yes ☐ No ☐ Unknown

Waterfront: ☐ Yes ☐ No

Approx Lot Dimensions: _____

Approx Acres: _____

***Approx Sq Ft:** _____ (Living areas that are heated only; do not include garage, covered patio, etc)

***Source of Sq Ft:** ☐ Tax Records ☐ Builder ☐ Seller

***Total Rooms:** _____

***Total Baths:** _____

Room Dimensions:

Master Bedroom: _____X_____ Bedroom #2: _____X_____ Bedroom #3: _____X_____

Bedroom #4: _____X_____ Den: _____X_____ Family Room: _____X_____

Kitchen: _____X_____ Living Room: _____X_____ Dining Room: _____X_____

Fireplace #: _____ **Pool:** ☐ Yes ☐ No **Hot Tub Spa:** ☐ Yes ☐ No

***Foreclosure/REO:** ☐ Yes ☐ No

Preferred Title Company: _____ **Phone#:** _____

***Year Built:** _____

Occupancy: ☐ Owner ☐ Tenant ☐ Vacant

Please check all of the following items that apply:

A. AVAILABLE FINANCING		
___ 1. Assumption	___ 7. Non Qualifying	___ 13. Interest Buy-Down
___ 2. Credit Check Required	___ 8. Cash	___ 14. Land Bank
___ 3. Conventional	___ 9. Owner Carry 1st	___ 15. USDA
___ 4. FHA	___ 10. Owner Carry 2nd	___ 16. USDA
___ 5. VA	___ 11. Lease Purchase	
___ 6. Must Qualify	___ 12. Trade or Exchange	

C. POSSESSION:	
___ 1. Immediate (before closing)	___ 3. Subject to Tenants Rights
___ 2. At Closing	___ 4. Negotiable

D. SPECIAL CONDITIONS**		
___ 1. Owner-Agent	___ 6. Latent Defects	___ 13. Planned Unit Dev
___ 2. Flood Zone	___ 8. Rented	___ 14. HOA Dues
___ 3. Meets Wheelchair Req.	___ 10. NA	___ 16. Other
___ 4. Reserved Items	___ 11. Fees/Assessments Req	___ 17. Historical Home
___ 5. Home Warranty	___ 12. Requires Flood Ins	___ 18. Historical Neighborhood

E. WARRANTY		
___ 1. As-Is (Implies problems)	___ 3. 1 Year Warranty Available	___ 5. None
___ 2. See Seller's Disclosure	___ 4. Builder Warranty Available	___ 7. WDI Warrantee

F. DOCUMENTS ON FILE		
___ 1. Survey Plat	___ 8. Boundary Survey	___ 14. Field Notes
___ 3. Perc Test	___ 9. Appraisal	___ 15. Floor Plan
___ 4. Topo Map	___ 10. Deed Restrictions	___ 16. None
___ 5. Soil Survey	___ 11. Legal Description	___ 17. Other
___ 6. Owner Title Policy	___ 12. Aerial Survey	
___ 7. Feasibility	___ 13. New Survey Lines	

G. 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	___ 14. Other
___ 5. Contemporary/Modern	___ 10. Early American	___ 15. Garden Home

H. LEVELS**	
___ 1. 1 Story	___ 3. 2 Stories
___ 2. 1.5 Stories	___ 4. 3 Stories

I. CONSTRUCTION**		
___ 1. Brick	___ 7. Alum/Vinyl Siding	___ 13. Modular
___ 2. Brick and Stone	___ 8. Siding	___ 14. Log
___ 3. Brick Veneer	___ 9. Shingles	___ 15. Stucco
___ 4. Brick and Wood	___ 10. Metal	___ 16. Other
___ 5. Stone/Rock	___ 11. New Construction	
___ 6. Wood/Frame	___ 12. Cedar	

J. ROOF**		
___ 1. Composition	___ 4. Tile	___ 7. Aluminum/Metal
___ 2. Wood Shingle	___ 5. Built-Up	___ 8. Other
___ 3. Shake	___ 6. Slate	

K. FOUNDATION		
___ 1. Slab	___ 4. Tri-Level	___ 7. Combo Pier & Beam/Slab
___ 2. Pier and Beam	___ 5. Combination	
___ 3. 2 Story	___ 6. Other	

L. HEATING		
___ 1. Central / Electric	___ 5. Floor Furnace	___ 9. Baseboard
___ 2. Central / Gas	___ 6. Wall Heat	___ 10. None
___ 3. Zoned	___ 7. Space Heat	___ 11. Other
___ 4. Heat Pump	___ 8. Panel Heat Heat Pump	

M. COOLING		
___ 1. Central Electric	___ 4. Heat Pump	___ 7. Attic Fan
___ 2. Central Gas	___ 5. Evaporator	___ 8. Individual Controlled
___ 3. Zoned	___ 6. Window Unit(s)	___ 8. Other

N. UTILITY TYPE		
___ 1. Electric	___ 5. LP Gas	___ 9. None
___ 2. Rural Electric	___ 6. Natural Gas	___ 10. High Speed Internet Avail
___ 3. COOP Electric	___ 7. Propane	___ 11. Cable Available
___ 4. Gas	___ 8. Alternative	___ 12. Other

O. ENERGY EFFICIENT		
___ 1. Wind Turbine	___ 4. Ceiling Fans	___ 7. Thermopane Windows
___ 2. Power Attic Vent	___ 5. Storm Windows	
___ 3. Timed Thermostat	___ 6. Storm Doors	

P. WATER HEATER		
___ 1. Gas	___ 3. Solar	___ 5. Tankless Water Heater
___ 2. Electric	___ 4. More Than One	

Q. WATER/SEWER		
___ 1. Public Sewer	___ 6. Septic Tank	___ 11. Municipal Utility District
___ 2. Conventional Septic	___ 7. Public Water	___ 12. Cooperative
___ 3. Aerobic Septic System	___ 8. Private Water	___ 13. None
___ 4. Private Sewer	___ 9. Well	___ 14. Other
___ 5. Rural System	___ 10. Community	

R. ROOM DESCRIPTION		
___ 1. Separate Formal Living	___ 6. Utility Room	___ 11. 1 Living Area
___ 2. Den	___ 7. Library/Study	___ 12. 2 Living Areas
___ 3. Game Room	___ 8. Sunroom	___ 13. 3 Living Areas
___ 4. Office	___ 9. Mother-in-law Suite	___ 14. 4 + Living Areas
___ 5. Family Room	___ 10. Bonus Room	___ 15. Other

S. BATH DESCRIPTION		
___ 1. Shower Only	___ 7. Separate Dressing Areas	___ 13. Vinyl Tile
___ 2. Tub Only	___ 8. Separate Lavatories	___ 14. Ceramic Tile
___ 3. Shower and Tub	___ 9. Double Lavatory	___ 15. Tile
___ 4. Shower/Tub	___ 10. Separate Water Closet	___ 16. Carpet
___ 5. Shower and Jacuzzi Tub	___ 11. Walk-In Closet	___ 17. Marble
___ 6. Dressing Area	___ 12. Separate Walk-In Closets	___ 18. Other

T. BEDROOM DESCRIPITON**		
___ 1. Master Bedroom Split	___ 5. Master BR Downstairs	___ 9. Walk-in Closet
___ 2. Guest Bedroom Split	___ 6. Guest BR Downstairs	___ 10. Separate Walk-in Closet
___ 3. All Bedrooms Upstairs	___ 7. Master Bed Sitting Area	
___ 4. All Bedroom Downstairs	___ 8. Other	

U. DINING ROOM		
___ 1. Separate Formal Dining	___ 3. Kitchen/Eating Combo	___ 5. Breakfast Room
___ 2. Formal Living Combo	___ 4. Den/Dining Combo	___ 6. Breakfast Bar
		___ 7. Other

V. UTILITY/LAUNDRY		
___ 1. Inside Room	___ 8. Closet	___ 15. Community Laundry
___ 2. Kitchen	___ 9. Dryer/Electric	___ 16. Washer Connection
___ 3. Garage	___ 10. Dryer/Gas	___ 17. None

W. INTERIOR		
___ 1. With Curtains - All	___ 11. Bookcases	___ 21. Cable TV
___ 2. Partial Curtains	___ 12. Paneling	___ 22. TV Antenna
___ 3. Wood Shutters	___ 13. Wet Bar	___ 23. Blinds
___ 4. Shades/Blinds	___ 14. Intercom	___ 24. Satellite Dish
___ 5. Carpeting	___ 15. Central Vacuum	___ 25. Sauna
___ 6. Vinyl Flooring	___ 16. Ceiling Fan	___ 26. Whirlpool Type Tub
___ 7. Tile Flooring	___ 17. Security System Owned	___ 27. Smoke Detectors
___ 8. Hardwood Floors	___ 18. Atrium	___ 28. Wired for Networking
___ 9. Other Floors	___ 19. Skylights	___ 29. CO Detector
___ 10. High Ceilings	___ 20. Attic Stairs	___ 30. Other
		___ 31. Laminate Flooring

X. KITCHEN EQUIPMENT		
___ 1. Elec Range/Oven	___ 9. Cooktop-Gas	___ 17. Refrigerator
___ 2. Gas Range/Oven	___ 10. Cooktop-Electric	___ 18. Washer
___ 3. Free Range	___ 11. Indoor Grill/Vent	___ 19. Dryer
___ 4. Self-Cleaning Oven	___ 12. Microwave	___ 20. Ice Maker
___ 5. Drop-in Range	___ 13. Dishwasher	___ 21. Ice Maker Connection
___ 6. Double Oven	___ 14. Disposal	___ 22. Pantry
___ 7. Oven-Gas	___ 15. Trash Compactor	___ 23. Food Center
___ 8. Oven-Electric	___ 16. Vent Fan	___ 24. Other

Y. FIREPLACE		
___ 1. One Woodburning	___ 7. Double Sided	___ 13. Insert Unit
___ 2. Two Woodburning	___ 8. Fireplace Screen	___ 14. Gas Starter
___ 3. Three Woodburning	___ 9. Den	___ 15. Blower
___ 4. Mock Fireplace	___ 10. Living Room	___ 16. Glass Doors
___ 5. Gas Logs	___ 11. Bedroom	___ 17. None
___ 6. Freestanding	___ 12. Wood Stove	___ 18. Other

Z. EXTERIOR		
___ 1. Auto Sprinkler	___ 8. Outside BBQ Grill	___ 15. Sprinkler System
___ 2. Guest Quarters	___ 9. Security Gate	___ 16. Tennis Courts
___ 3. Storage Building	___ 10. Pier & Deck	___ 17. Courtyard
___ 4. Workshop	___ 11. Patio Open	___ 18. Balcony
___ 5. Barn/Stable	___ 12. Patio Covered	___ 19. Security Lighting
___ 6. Screened Porch	___ 13. Deck Open	___ 20. Gutter(s)
___ 7. Porch	___ 14. Deck Covered	___ 21. Other

ZA. POOL/SPA		
___ 1. Heated	___ 4. Above Ground	___ 7. Indoor Hot Tub/Spa
___ 2. Gunite	___ 5. In Ground	___ 8. Outdoor Hot Tub/Spa
___ 3. Vinyl-Lined	___ 6. Indoor/Covered	___ 9. Other
		___ 10. Community Pool

ZB. FENCING		
___ 1. Wood Fence	___ 5. Brick Fence	___ 9. Wrought Iron
___ 2. Metal Fence	___ 6. Partial Fence	___ 10. Stone
___ 3. Cross Fence	___ 7. Chain Link Fence	___ 11. Other
___ 4. Barbwire Fence	___ 8. Vinyl	

ZC. DRIVEWAY		
___ 1. Concrete	___ 4. Gravel	___ 7. Other Driveway
___ 2. Natural	___ 5. Shared	
___ 3. Paved	___ 6. None Driveway	

ZD. PARKING TYPE		
___ 1. Attached	___ 4. Converted	___ 7. Circle Drive
___ 2. Detached	___ 5. Golf Cart	___ 8. Street
___ 3. Rear/Side Entry	___ 6. Parking Pad	

ZE. GARAGE		
___ 1. Front Entry	___ 5. Garage Conversion	___ 9. Workshop Area
___ 2. Rear Entry	___ 6. Door with Opener	___ 10. RV Pad
___ 3. Side Entry	___ 7. Golf Cart Storage	___ 11. Other
___ 4. Detached	___ 8. Boat Storage	

ZF. LOT		
___ 1. Landscaped	___ 4. Alley Access	___ 7. Waterview
___ 2. Cul-de-Sac	___ 5. Corner	
___ 3. Golf Course	___ 6. Waterfront	

ZG. ROAD TYPE		
___ 1. City/Town Road	___ 5. Private	___ 9. Other
___ 2. County Maintained Road	___ 6. Unimproved	___ 10. County Road
___ 3. State Highway	___ 7. All Weather	
___ 4. Interstate	___ 8. Curbs/Gutters	

ZH. ROAD SURFACE		
___ 1. Concrete	___ 4. Oil	___ 7. Natural
___ 2. Asphalt	___ 5. Dirt	___ 8. Other
___ 3. Gravel	___ 6. All Weather	

ZI. TOPOGRAPHY		
___ 1. Level	___ 4. Hill Side	___ 7. Filled Land
___ 2. Rolling	___ 5. Steep	___ 8. Other
___ 3. Sloped	___ 6. Fill Needed	

ZJ. GRASSES		
___ 1. Native	___ 4. Bahia	___ 7. Other
___ 2. Improved	___ 5. Bermuda	
___ 3. Coastal	___ 6. None	

ZK. TELEVISION ACCESS		
___ 1. Sandy Loam	___ 4. Clay	___ 7. Other
___ 2. Black	___ 5. In Flood Plain	
___ 3. Rocky	___ 6. None	

ZL. LAND		
___ 1. Paved Interior Roads	___ 3. Pond	___ 5. Cul-de-sac
___ 2. Lake	___ 4. Creek	___ 6. Golf Course

ZM. 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. None
___ 5. Metal Outbuildings	___ 10. Corrals	

ZN. EASEMENTS		
___ 1. Natural Gas	___ 5. Drainage	___ 9. Pipeline
___ 2. Electric	___ 6. Road	___ 10. None
___ 3. Telephone	___ 7. Access	___ 11. Other
___ 4. Water Lines	___ 8. Unknown	

ZO. TIMBER TYPE		
___ 1. Partial Coverage	___ 4. Hardwood	___ 7. None
___ 2. Cluster	___ 5. Softwood	___ 8. Unknown
___ 3. Heavily Wooded	___ 6. Mixed	

ZP. EXEMPTIONS		
___ 1. AG	___ 3. Senior +65	___ 5. None
___ 2. Homestead	___ 4. Timber	___ 6. Other

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 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 450 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 of the 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 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

Updated 11/12/15

Add comments regarding any above item in the box below: