

Creekview Realty

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LISTING INFORMATION (Use this form for McAllen MLS only)

The following information is required when a listing is entered into the MLS database. It is important to be as complete and accurate as possible, because agents often run property searches based on selection criteria provided by this form. Required items are marked with an asterisk (*).

*Property Address: _____ Unit #: _____

*City _____ *County _____ *State _____ *Zip _____

Property Type*:

House Garden/Patio Home Townhouse Condo
 Manufactured/Mobile Duplex (One Side)

Subdivision Name* _____

Elementary School* _____

Junior/Middle School* _____

High School* _____

School District* _____

Lot Dimensions* _____

Lot Sq Ft* _____

Acreage* _____

No. of Bedrooms: _____

Maid Quarters? Yes No

No. of Baths: _____

No. of Half Baths: _____

No. Living Areas: _____

No. of Dining Areas: _____

Foyer? Yes No

Laundry Location: Area Garage Room None

Handicap Accessible: Yes No

No. of Stories*: _____

Estimated Sq Ft*: _____

Sq Ft Source*: Appraisal County Appraisal Dist. House Plans Seller Other

Year Built*: _____

Year Built Source: Appraisal Builder County Appraisal Dist. Other
 City Permit Seller Year Unknown

Private Pool: Yes No

Garage Spaces: _____

Garage Type: Attached Detached

Garage Entry: Front
 Rear
 Side

Golf Cart: Yes No N/A

Carport Spaces: _____

Carport Type: Attached Detached

Carport Entry: Front
 Rear
 Side

Mobile Home Serial #: _____ Mobile Home Width: _____ Mobile Home Length: _____

Own Lot: Yes No N/A

Preferred Escrow Amount : _____ Preferred Title Co _____

Tax ID Number* _____ Base Taxes*: _____

Tax Year* _____ HOA: Yes No

HOA Fees: _____ HOA Fees Dues Paid: Annually Quarterly Monthly

Non-Conveyances (50 Characters w/ Spaces): _____

Property Features

*Foundation (Maximum 2)

Basement Crawl Space Pier & Beam Pilings
 Slab Other

*Roof (Maximum 2)

Built-up/Gravel Clay Tile Composition Shingle Concrete Tile
 Metal Slate /Tile Wood Shingle/Shake Double Roof-Mobile Home
 Fiberglass Tile Other

*Exterior Siding (Maximum 3)

Aluminum Siding Brick Veneer Concrete Block Hardy Plank
 Stone Stucco Frame/Wood Vinyl Siding
 Solid Masonry Asbestos Siding Masonite Siding Other

***Flooring (Maximum 4)**

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Carpet | <input type="checkbox"/> Ceramic Tile | <input type="checkbox"/> Granite | <input type="checkbox"/> Hardwood |
| <input type="checkbox"/> Laminate | <input type="checkbox"/> Marble | <input type="checkbox"/> Parquet | <input type="checkbox"/> Porcelain Tile |
| <input type="checkbox"/> Sattillo Tile | <input type="checkbox"/> Slate | <input type="checkbox"/> Stained Concrete | <input type="checkbox"/> Terrazzo Tile |
| <input type="checkbox"/> Travertine | <input type="checkbox"/> Vinyl/Linoleum | <input type="checkbox"/> Other | |

***Window Coverings (Maximum 3)**

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Custom Drapes | <input type="checkbox"/> Drapes/Curtains | <input type="checkbox"/> Mini Blinds | <input type="checkbox"/> Partial Window Coverings |
| <input type="checkbox"/> Plantation Shutters | <input type="checkbox"/> Vertical Blinds | <input type="checkbox"/> Wood/Faux Blinds | <input type="checkbox"/> No Window Coverings |
| <input type="checkbox"/> Other | | | |

***Conveying Appliances (Maximum 12)**

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Built-in Refrigerator | <input type="checkbox"/> Oven- Convection | <input type="checkbox"/> Cooktop- Elec. Smooth | <input type="checkbox"/> Cooktop-Elec Coil |
| <input type="checkbox"/> Cooktop- Gas | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Disposal | <input type="checkbox"/> Double Oven |
| <input type="checkbox"/> Dryer | <input type="checkbox"/> Ice Maker | <input type="checkbox"/> Oven- Microwave | <input type="checkbox"/> Single Oven |
| <input type="checkbox"/> Standard Refrigerator | <input type="checkbox"/> Stove/Range-Elec.Smooth | <input type="checkbox"/> Stove/Range-Elec. Coil | <input type="checkbox"/> Stove/Range- Gas |
| <input type="checkbox"/> Trash Compactor | <input type="checkbox"/> Oven- Warming | <input type="checkbox"/> Washer | <input type="checkbox"/> Wine Cooler |
| <input type="checkbox"/> No Conveying Appliances | <input type="checkbox"/> Other | | |

***Interior Feaures (Maximum 10)**

- | | | | |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Bay Window | <input type="checkbox"/> Bonus Room | <input type="checkbox"/> Built-ins | <input type="checkbox"/> Ceiling Fans |
| <input type="checkbox"/> Central Vacuum | <input type="checkbox"/> Crown/Cove Molding | <input type="checkbox"/> Decorative/High Ceil. | <input type="checkbox"/> Office/Study |
| <input type="checkbox"/> Other Walk-in Closet(s) | <input type="checkbox"/> Skylight | <input type="checkbox"/> Wet/Dry Bar | <input type="checkbox"/> Firewall |
| <input type="checkbox"/> Split Bedrooms | <input type="checkbox"/> Split Bedrooms | <input type="checkbox"/> Other | |

***Master Suite (Maximum 8)**

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Bidet | <input type="checkbox"/> Double Vanity | <input type="checkbox"/> Downstairs Master | <input type="checkbox"/> Garden Tub |
| <input type="checkbox"/> His/Her Closet(s) | <input type="checkbox"/> Outside Access | <input type="checkbox"/> Private Commode | <input type="checkbox"/> Separate Shower |
| <input type="checkbox"/> Shower Only | <input type="checkbox"/> Sitting Area | <input type="checkbox"/> Split Bedrooms | <input type="checkbox"/> Tub Only |
| <input type="checkbox"/> Tub/Shower Combo | <input type="checkbox"/> Upstairs Master | <input type="checkbox"/> Walk-in Closet(s) | <input type="checkbox"/> Whirlpool Jets |
| <input type="checkbox"/> None | <input type="checkbox"/> Other | | |

***Special Features (Maximum 7)**

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> 1 Year Warranty | <input type="checkbox"/> 2-10 Year Warranty | <input type="checkbox"/> Audio/Video Wiring | <input type="checkbox"/> Automated Lighting |
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> Handicap Access | <input type="checkbox"/> Intercom | <input type="checkbox"/> In-Wall Pest Control System |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Satellite System | <input type="checkbox"/> Security System | <input type="checkbox"/> Underslab Termite System |
| <input type="checkbox"/> Video Surveillance | <input type="checkbox"/> Home Warranty | <input type="checkbox"/> Internet Access | <input type="checkbox"/> CO Detectors |
| <input type="checkbox"/> None | <input type="checkbox"/> Smoke Detectors | <input type="checkbox"/> Other | |

***HVAC System (Maximum 4)**

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Central | <input type="checkbox"/> Central Zoned | <input type="checkbox"/> Floor | <input type="checkbox"/> Wall |
| <input type="checkbox"/> No Heat | <input type="checkbox"/> Electric | <input type="checkbox"/> Electric Heat Pump | <input type="checkbox"/> Natural Gas |
| <input type="checkbox"/> Propane/Butane | <input type="checkbox"/> Oil | <input type="checkbox"/> Solar | <input type="checkbox"/> Window |
| <input type="checkbox"/> No Cooling | <input type="checkbox"/> Radiant | <input type="checkbox"/> Other | |

***Energy Features (Maximum 6)**

- | | | | |
|--|--|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Attic Fans | <input type="checkbox"/> Double Pane Windows | <input type="checkbox"/> Solar Screen | <input type="checkbox"/> Storm Doors |
| <input type="checkbox"/> Storm Windows | <input type="checkbox"/> Programmable Therm | <input type="checkbox"/> Energy Star | <input type="checkbox"/> Green Built |
| <input type="checkbox"/> None | <input type="checkbox"/> Other | | |

***Water Heater (Maximum 2)**

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> 2+ Water Heater | <input type="checkbox"/> Electric | <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Propane/Butane |
| <input type="checkbox"/> Solar | <input type="checkbox"/> No Water Heater | <input type="checkbox"/> Reverse Osmosis | <input type="checkbox"/> Tankless |
| <input type="checkbox"/> Water Heater | <input type="checkbox"/> WH- Attic | <input type="checkbox"/> WH- Garage | <input type="checkbox"/> WH- Laundry |
| <input type="checkbox"/> WH- Other Location | <input type="checkbox"/> Water Softener | <input type="checkbox"/> Other | |

*Water/Sewer (Maximum 4)

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Public Water | <input type="checkbox"/> Public Water Avail. | <input type="checkbox"/> Private Well | <input type="checkbox"/> Shared Well |
| <input type="checkbox"/> Other Water Source | <input type="checkbox"/> City Sewer | <input type="checkbox"/> Septic | <input type="checkbox"/> MUD |
| <input type="checkbox"/> Assessment | <input type="checkbox"/> No Sewer | <input type="checkbox"/> Other Sewer Type | |

*Garage (Maximum 5)

- | | | | |
|--------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> One Car | <input type="checkbox"/> Two Cars | <input type="checkbox"/> Three Cars | <input type="checkbox"/> 4+ Cars |
| <input type="checkbox"/> Golf Cart | <input type="checkbox"/> No Garage | <input type="checkbox"/> Attached | <input type="checkbox"/> Detached |
| <input type="checkbox"/> Front Entry | <input type="checkbox"/> Side Entry | <input type="checkbox"/> Rear Entry | <input type="checkbox"/> Opener/Control |
| <input type="checkbox"/> Other | | | |

*Carport (Maximum 5)

- | | | | |
|--|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> One Car | <input type="checkbox"/> Two Cars | <input type="checkbox"/> Three Cars | <input type="checkbox"/> 4+ Cars |
| <input type="checkbox"/> Golf Cart | <input type="checkbox"/> No Carport | <input type="checkbox"/> Attached | <input type="checkbox"/> Detached |
| <input type="checkbox"/> Front Entry | <input type="checkbox"/> Side Entry | <input type="checkbox"/> Rear Entry | <input type="checkbox"/> Opener/Control |
| <input type="checkbox"/> Other Carport | | | |

*Street Type (Maximum 2)

- | | | | |
|----------------------------------|-------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> Caliche | <input type="checkbox"/> Dirt | <input type="checkbox"/> Gravel | <input type="checkbox"/> Paved |
| <input type="checkbox"/> Other | | | |

*Exterior Features (Maximum 6)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Balcony | <input type="checkbox"/> BBQ Pit/Grill | <input type="checkbox"/> Covered Patio | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Detached Quarters | <input type="checkbox"/> Gazebo | <input type="checkbox"/> Gutters/Spouting | <input type="checkbox"/> Horse Stables/Barn |
| <input type="checkbox"/> Patio Slab | <input type="checkbox"/> Private Tennis | <input type="checkbox"/> Sauna | <input type="checkbox"/> Screened Patio |
| <input type="checkbox"/> Steam Room | <input type="checkbox"/> Storage Building | <input type="checkbox"/> Workshop | <input type="checkbox"/> None |
| <input type="checkbox"/> Boat House | <input type="checkbox"/> Boat Lift | <input type="checkbox"/> Boat Dock | <input type="checkbox"/> Hurricane Shutters |
| <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Mature Trees | <input type="checkbox"/> Motorized Gate | <input type="checkbox"/> Rock Yard |
| <input type="checkbox"/> Manual Gate | <input type="checkbox"/> Other | | |

*Location Features (Maximum 6)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Alley | <input type="checkbox"/> Corner Lot | <input type="checkbox"/> Cul-de-Sac Lot | <input type="checkbox"/> Curb & Gutter |
| <input type="checkbox"/> Irregular Lot | <input type="checkbox"/> Flood Irrigation | <input type="checkbox"/> On Golf Course | <input type="checkbox"/> On Waterfront |
| <input type="checkbox"/> Bayside | <input type="checkbox"/> Gulfside | <input type="checkbox"/> Reseca | <input type="checkbox"/> None |
| <input type="checkbox"/> Other | | | |

*Fence (Maximum 8)

- | | | | |
|---|-------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Barbed Wire | <input type="checkbox"/> Chain Link | <input type="checkbox"/> Cross Fence | <input type="checkbox"/> Non-Privacy |
| <input type="checkbox"/> Electric Fence | <input type="checkbox"/> Masonry | <input type="checkbox"/> Partial | <input type="checkbox"/> Privacy |
| <input type="checkbox"/> Smooth Wire | <input type="checkbox"/> Wood | <input type="checkbox"/> Decorative Metal | <input type="checkbox"/> Vinyl |
| <input type="checkbox"/> Other | <input type="checkbox"/> None | | |

*Private Pool (Maximum 5)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> No Pool | <input type="checkbox"/> Above Ground | <input type="checkbox"/> Diving Board | <input type="checkbox"/> Heated |
| <input type="checkbox"/> In Ground | <input type="checkbox"/> Indoor Hot Tub | <input type="checkbox"/> Indoor Pool | <input type="checkbox"/> Outdoor Hot Tub |
| <input type="checkbox"/> Pool Area Fence | <input type="checkbox"/> Other Pool | <input type="checkbox"/> Valet/Caretaker | <input type="checkbox"/> No Cleaning System |
| <input type="checkbox"/> Other Cleaning System | | | |

*Community Amenities (Maximum 5)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> No Special Amenities | <input type="checkbox"/> Certified 55+ Comm. | <input type="checkbox"/> Country Club | <input type="checkbox"/> Gated Entrance |
| <input type="checkbox"/> Golf Available | <input type="checkbox"/> Guarded Entrance | <input type="checkbox"/> HOA | <input type="checkbox"/> Horse/Livestock Allowed |
| <input type="checkbox"/> Planned Unit Dev. | <input type="checkbox"/> Pool Privileges | <input type="checkbox"/> Tennis Privileges | <input type="checkbox"/> Tennis Available |
| <input type="checkbox"/> Other | | | |

*Proposed Financing (Maximum 8)

- | | | | |
|-------------------------------|--|--------------------------------|--|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Conventional | <input type="checkbox"/> FHA | <input type="checkbox"/> Owner Financing |
| <input type="checkbox"/> VA | <input type="checkbox"/> Lease Available | <input type="checkbox"/> Other | |

*Possession (Maximum 2)

- Immediate Negotiable Closing/Funding Tenant Rights
- Other

*Kitchen Countertops (Maximum 3)

- Solid Surface Stone Laminate Tile
- Granite Other Natural Stone 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 45 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 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.
You may also fax to 866-219-7535**