

# Creekview Realty

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Toll Free: 800-219-9444  
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## LISTING INFORMATION (Use this form for San Antonio MLS Multi-Family listings)

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

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Type:  1 Story  2 Story  3 Story  4+story

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

Year Built: \_\_\_\_\_ Sq Ft: \_\_\_\_\_

Sq Ft Information Source:  Appraiser  Appraisal Dist (Tax Records)  Builder Plans  Survey

School District \_\_\_\_\_

Elementary School \_\_\_\_\_

Middle School \_\_\_\_\_

High School \_\_\_\_\_

### Sale Lease Includes

- Buildings
- Equipment
- Fixtures
- Furniture
- Inventory
- Land
- None
- Other

Construction:  New  Pre-Owned

Builder's Name: \_\_\_\_\_

### Accessibility/Adaptive Home:

- 2+ Access Exits
- Interior Door Opening 32"+
- Exterior Door Opening 32"+
- 36" or more wide halls
- Hallways 42" wide
- Chairlift
- Doors - Pockets
- Doors - Swing-In
- Doors w/Lever Handles
- Entry Slope less than 1ft
- Flashing Doorbell
- Flooring Modifications
- Grab Bars in Bathroom(s)
- Grab Bars Throughout
- Hearing Modifications
- Kitchen Modifications
- Low Bathroom Mirrors
- Low Closet Rods
- Low Pile Carpet
- No Carpet
- Lower Fixtures
- Lowered Light Switches
- Modified Wall Outlets
- Ramped Entrance
- No Steps Down
- Other Main Level Modifications
- Near Bus Line
- Level Lot
- Level Drive
- No Stairs
- First Floor Bath
- First Floor Bedroom  w/ Bath
- Disabled Parking
- Ramp - Main Level
- Stall Shower
- Thresholds less than 5/8in
- Vehicle Transfer Area
- Wheelchair Accessible
- Wheelchair Adaptable
- Wheelchair Height Mailbox
- Wheelchair Height Shelves
- Wheelchair Modifications
- Wheelchair Ramps

### Miscellaneous

- Latent Defects
- Flood Plain Insurance
- Lender Owned
- Corporate Owned
- Company Relocation
- Estate Sale / Probate
- Home Service Plan
- Builder 10yr Warranty
- M.U.D.
- HUD Home
- Handyman Special
- City Bus
- Taxes Not Assessed
- Converted Single Family
- Historic District

Lot Size (Acres): \_\_\_\_\_

### Green Certification

- HERS Rated
- HERS 0-85
- HERS 86-100
- HERS 101+
- Energy star Certified
- LEED Certified
- LEED Silver
- LEED Gold
- LEED Platinum
- NGBP-National Green
- Build San Antonio Green

### Green Features

- Solar Electric System
- Solar Hot Water
- Geo-Thermal HVAC
- Drought Tolerant Plants
- Low Flow Commode
- Low Flow Fixture
- Rain/Freeze Sensors
- EF Irrigation Control
- Rain Water Catchment
- Energy Recovery Ventilator
- Mechanical Fresh Air
- Enhanced Air Filtration
- Solar Combo
- Solar Panels

### Energy Efficiency

- Tankless Water Heater
- Smart Electric Meter
- 13-15 SEER AX
- 16+ SEER AC
- Programmable Thermostat
- 12"+ Attic Insulation
- Double Pane Windows
- Variable Speed HVAC
- Energy Star Appliances
- Radiant Barrier
- Low E Windows
- Dehumidifier
- 90% Efficient Furnace
- High Efficiency Water Heater
- Foam Insulation
- Cellulose Insulation
- Storm Windows
- Storm Doors
- Ceiling Fans
- Wind Power
- Recirculating Hot Water

### Style

- One Story
- Two Story
- 3 or More Story
- Split Level
- Contemporary
- Colonial
- Tudor
- Spanish
- Ranch
- Historic/Other
- Traditional
- Mediterranean
- Texas Hill Country
- A-Frame
- Log Cabin
- Victorian
- Craftsman
- Dome
- Manufactured Home - Single Wide
- Manufactured Home - Double Wide
- Wide
- Other

### Exterior

- Asbestos Shingle
- Brick
- 3 Sides Masonry
- 4 Sides Masonry
- Stone/Rock
- Wood
- Stucco
- Siding
- Cement Fiber
- Aluminum
- Vinyl
- Frame
- Masonry/Steel
- Rock/Stone Veneer
- Steel Frame
- Log
- 1 Side Masonry
- 2 Sides Masonry
- Metal Structure
- Other

### Exterior Features

- Private Tennis
- Patio Slab
- Covered Patio
- Bar-B-Que Pit/Grill
- Gas Grill
- Deck/Balcony
- Privacy Fence
- Chain Link Fence
- Wrought Iron Fence
- Partial Fence
- Sprinkler System
- Partial Sprinkler System
- Storm Windows
- Double Pane Windows
- Solar Screens

### Exterior Features

- Decorative Bars
- Storage Building/Shed
- Gazebo
- Has Gutters
- Special Yard Lighting
- Mature Trees
- Detached Quarters
- Additional Dwelling
- Horse Stalls/Barn
- Dog Run Kennel
- Wire Fence
- Stone/Masonry Fence
- Outdoor Kitchen
- In-Ground Pool
- Diving Board
- Above Ground Pool
- Pool is Heated
- Spa Adjoining Pool
- Hot Tub
- Neighborhood Pool
- Neighborhood Tennis
- Cable TV Available
- Park/Playground
- Controlled Access
- Tennis Court
- Clubhouse
- Common Utility Room
- Aircraft Hanger
- Workshop
- Cross Fence
- Ranch Fence
- Glassed in Porch
- Screened Porch
- Boat House
- Dock
- Storm Doors
- Garage Apartment
- Water Front Improved
- Water Front Unimproved
- Xeriscaped
- Ag Exempt
- Borders State Park/Game Ranch
- Hunting Permitted
- Partially Wooded
- Wooded
- Mature Trees
- Secluded
- Gently Rolling
- Sloping
- Level
- Improved Water Front
- Unimproved Water Front
- Creek
- Creek - Seasonal
- Canal
- Pond/Stock Tank
- Water Access

**Roof**

- Built-Up / Gravel
- Composition
- Heavy Composition
- Metal
- Wood Shingle / Shake
- Tile
- Slate
- Wood
- Flat
- Clay
- Other

**Foundation**

- Slab
- Cedar Post
- Pier & Beam
- Basement
- Other

**Flooring**

- Carpeting
- Saltillo Tile
- Ceramic Tile
- Marble
- Linoleum
- Parquet
- Wood
- Vinyl
- Laminate
- Stained Concrete
- Brick
- Unstained Concrete
- Stone
- Terrazzo
- Other

**Total Units:** \_\_\_\_\_

**Meters:**

- Separate Electric
- Separate Gas
- Separate Water
- Common Water
- Common Electric
- Common Gas
- Other

**Air Conditioning:**

- Multi-Unit
- Unit Central
- Window/Wall
- One Central
- Two Central
- Three+ Central
- One Window/Wall
- Two Window/Wall
- Three+ Window/Wall
- Heat Pump
- Zoned
- None
- Other

**Heating**

- Central
- Heat Pump
- Floor Furnace
- Jet
- Panel
- Window Unit
- Wood Stove
- Zoned
- 1 Unit
- 2 Units
- 3+ Units
- Other

**Heating Fuel**

- Electric
- Natural Gas
- Propane
- Solar
- Propane Leased
- Other

**Water/Sewer**

- Water System
- Private Well
- Sewer System
- Septic
- Aerobic Septic
- Water Storage
- City
- Co-op Water
- None - Water
- None - Sewer
- Other

Utility Suppliers:

Electric \_\_\_\_\_

Sewer \_\_\_\_\_

Gas \_\_\_\_\_

Garbage \_\_\_\_\_

Water \_\_\_\_\_

Other \_\_\_\_\_

**Financial :**

**Gross Annual Income:** \_\_\_\_\_

**Net Operating Expense:** \_\_\_\_\_

**Annual Operating Expense:** \_\_\_\_\_

**% Vacancy Rate:** \_\_\_\_\_

**Op Exp Includes:**

- Taxes
- Insurance
- Maintenance
- Management

- Licenses/ Permits
- All Utilities
- Equipment
- Services

- Misc
- Reserves
- N/A
- Other

Taxed by more than 1 county? Yes No

Total Tax & Year (Without Exemptions): \_\_\_\_\_

HOA?: Mandatory Voluntary None More than 1 HOA? Yes No

HOA Name: \_\_\_\_\_

HOA Fee: \$\_\_\_\_\_ Assoc. Transfer Fee: \$\_\_\_\_\_

Payment Frequency: Annual Quarterly Monthly Semi-Annual

**Proposed Terms**

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Conventional          | <input type="checkbox"/> FHA         | <input type="checkbox"/> VA               |
| <input type="checkbox"/> Seller will carry 1st | <input type="checkbox"/> Buydown     | <input type="checkbox"/> 100% Financing   |
| <input type="checkbox"/> Seller will carry 2nd | <input type="checkbox"/> Wraparound  | <input type="checkbox"/> VA Substitution  |
| <input type="checkbox"/> Seller Requires       | <input type="checkbox"/> TX Veterans | <input type="checkbox"/> Release Required |
| Qualification                                  | <input type="checkbox"/> Cash        | <input type="checkbox"/> Investors OK     |
| <input type="checkbox"/> Lease Option          | <input type="checkbox"/> Trade       | <input type="checkbox"/> Other            |

Preferred Title Company (please leave blank if you have no preference): \_\_\_\_\_

Escrow Officer: \_\_\_\_\_ Title Company Phone: \_\_\_\_\_

Title Company Address: \_\_\_\_\_

Potential Short Sale:  Yes  No

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

**Please email the directions, 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 description 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 512 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.** All listings 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](mailto:listing@creekviewrealty.com).  
You may also fax to 866-219-7535**

*Updated 12/04/2017*