

## Creekview Realty

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### LISTING INFORMATION

(Use this form for Temple - Belton MLS only)

The following information is requested 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.

#### Property Address

**City** \_\_\_\_\_ **County** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

#### Property Type:

Condo                       Mobile Home w/ Land                       New Construction SF  
 Patio / Garden                       Recreational                       Single Family                       Townhouse

HOA?                       Yes     No

**No. of Bedrooms** \_\_\_\_\_                      **No. of Full Baths** \_\_\_\_\_                      **No. of Half Baths** \_\_\_\_\_

**Living Areas:**                       1 Area/Room                       2 Area/Room                       3 Area/Room

**Dining Area(s):**                       None                       Informal Only                       Informal &  
Formal                       3 Plus                       Formal Only

**Age:**                       New (Never lived in)                       5 Years or Less                       6-10  
 11-15                       16-25                       26-40  
 41-60                       61-100                       100+  
 Unknown

**Fireplace(s)?**                       Yes     No

**Garage Capacity:**                       0                       1                       2                       3+

**Acreage:**                       None                       1-2                       2+                       5+                       10+  
 25+                       50+                       >1

**School District:**                       Temple                       Belton                       Troy  
 Academy                       Rogers                       Salado  
 Holland                       Killeen                       KISD  
 Other

**Occupancy:**                       Owner                       Tenant                       Vacant

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

Lot Size (sq ft or Acres): \_\_\_\_\_

Sq. Ft. (heated living area): \_\_\_\_\_

<b>Square Feet Source:</b>	<input type="checkbox"/> Tax Records	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Building Plans
	<input type="checkbox"/> Seller	<input type="checkbox"/> Other _____	

Builder Name: \_\_\_\_\_

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

Approx Acres: \_\_\_\_\_

Total Annual Taxes: \_\_\_\_\_

**Room Dimensions:**

Living Room \_\_\_\_\_ x \_\_\_\_\_

Dining Room \_\_\_\_\_ x \_\_\_\_\_

Den \_\_\_\_\_ x \_\_\_\_\_

Master BR \_\_\_\_\_ x \_\_\_\_\_

Bedroom 2 \_\_\_\_\_ x \_\_\_\_\_

Bedroom 3 \_\_\_\_\_ x \_\_\_\_\_

Bedroom 4 \_\_\_\_\_ x \_\_\_\_\_

Other Room \_\_\_\_\_ x \_\_\_\_\_

Zoning: \_\_\_\_\_

Water Source: \_\_\_\_\_

Sign:  Yes  No

Lockbox Location: \_\_\_\_\_

**Features**

<p><b>A. BASIC ROOMS</b></p> <input type="checkbox"/> 1. Formal Living <input type="checkbox"/> 2. Formal Dining <input type="checkbox"/> 4. Living Room <input type="checkbox"/> 7. Kitchen/Dining Combo	<p><b>B. OTHER ROOMS</b></p> <input type="checkbox"/> 1. Game Room <input type="checkbox"/> 2. Study/Office <input type="checkbox"/> 3. Loft <input type="checkbox"/> 4. Enclosed/Porch <input type="checkbox"/> 5. Workshop <input type="checkbox"/> 6. Basement <input type="checkbox"/> 7. Media Room <input type="checkbox"/> 8. Flex Room <input type="checkbox"/> 9. Other	<p><b>C. KITCHEN</b></p> <input type="checkbox"/> 1. Galley <input type="checkbox"/> 2. U-Shaped <input type="checkbox"/> 3. Country <input type="checkbox"/> 4. Breakfast Bar <input type="checkbox"/> 5. Breakfast Area <input type="checkbox"/> 6. Eat in <input type="checkbox"/> 7. Other
<p><b>D. KITCHEN FEATURES</b></p> <input type="checkbox"/> 1. Garbage Disposal <input type="checkbox"/> 2. Trash Compactor <input type="checkbox"/> 3. Refrigerator included <input type="checkbox"/> 4. Vent Hood <input type="checkbox"/> 5. Dishwasher <input type="checkbox"/> 6. Pantry <input type="checkbox"/> 7. Island <input type="checkbox"/> 8. Gas Appliances <input type="checkbox"/> 9. Electric Appliances <input type="checkbox"/> 10. Double Oven <input type="checkbox"/> 11. Microwave <input type="checkbox"/> 12. Granite countertops	<p><b>E. UTILITY AREA</b></p> <input type="checkbox"/> 1. None <input type="checkbox"/> 2. In Garage <input type="checkbox"/> 3. In Kitchen <input type="checkbox"/> 4. In Closet Area <input type="checkbox"/> 5. Separate Room <input type="checkbox"/> 6. Gas Dryer Connection <input type="checkbox"/> 7. Electric Dryer Connection <input type="checkbox"/> 8. Washer Connection <input type="checkbox"/> 9. Freezer Space <input type="checkbox"/> 10. Laundry Sink <input type="checkbox"/> 11. Other	<p><b>F. WATER HEATER</b></p> <input type="checkbox"/> 1. Gas <input type="checkbox"/> 2. Electric <input type="checkbox"/> 3. Other <input type="checkbox"/> 4. Tank Less

<p><b>G. HEATING TYPE</b></p> <input type="checkbox"/> 1. Gas <input type="checkbox"/> 2. Electric <input type="checkbox"/> 3. Space <input type="checkbox"/> 4. Central <input type="checkbox"/> 5. Window Unit <input type="checkbox"/> 6. Heat Pump <input type="checkbox"/> 7. 2 or more <input type="checkbox"/> 8. Other <input type="checkbox"/> 9. None	<p><b>H. AIR CONDITIONING</b></p> <input type="checkbox"/> 1. Gas <input type="checkbox"/> 2. Electric <input type="checkbox"/> 3. Heat Pump <input type="checkbox"/> 4. Central <input type="checkbox"/> 5. Window/Wall Unit <input type="checkbox"/> 6. Other <input type="checkbox"/> 7. None	<p><b>I. INTERIOR FEATURES</b></p> <input type="checkbox"/> 1. Security System <input type="checkbox"/> 2. Smoke/Heat Alarm <input type="checkbox"/> 3. Intercom <input type="checkbox"/> 4. Garage Door Opener <input type="checkbox"/> 5. Central Vacuum <input type="checkbox"/> 6. Blinds/Shades <input type="checkbox"/> 7. Drapes/Curtains <input type="checkbox"/> 8. Skylight <input type="checkbox"/> 9. Ceiling Fan(s) <input type="checkbox"/> 10. Wet Bar <input type="checkbox"/> 11. French Doors <input type="checkbox"/> 12. Raised Ceiling <input type="checkbox"/> 13. Water Softener <input type="checkbox"/> 14. Handicapped
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<p><b>J. FIREPLACE</b></p> <input type="checkbox"/> 1. None <input type="checkbox"/> 2. One <input type="checkbox"/> 3. 2 or More <input type="checkbox"/> 4. Brick	<p><b>K. FLOORS</b></p> <input type="checkbox"/> 1. Carpet <input type="checkbox"/> 2. Vinyl <input type="checkbox"/> 3. Tile/Terrazzo <input type="checkbox"/> 4. Laminate <input type="checkbox"/> 5. Wood <input type="checkbox"/> 6. Other	<p><b>L. FOUNDATION</b></p> <input type="checkbox"/> 1. Slab <input type="checkbox"/> 2. Pier-Beam
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<p><b>M. ROOF</b></p> <input type="checkbox"/> 1. Composition <input type="checkbox"/> 2. Wood Shingle <input type="checkbox"/> 3. Tile <input type="checkbox"/> 4. Metal <input type="checkbox"/> 5. Other	<p><b>N. CONSTRUCTION</b></p> <input type="checkbox"/> 1. Brick <input type="checkbox"/> 3. Wood <input type="checkbox"/> 4. Stone/Rock <input type="checkbox"/> 5. Stucco <input type="checkbox"/> 6. Siding <input type="checkbox"/> 7. Other	<p><b>O. EXTERIOR FEATURES</b></p> <input type="checkbox"/> 1. Above Ground Pool <input type="checkbox"/> 2. In Ground Pool <input type="checkbox"/> 3. Storage Shed Portable <input type="checkbox"/> 4. Storage Shed Slab <input type="checkbox"/> 5. Barn/Stable <input type="checkbox"/> 6. Greenhouse <input type="checkbox"/> 7. Satellite <input type="checkbox"/> 8. Cable <input type="checkbox"/> 9. Covered Patio/Deck <input type="checkbox"/> 10. Patio/Deck <input type="checkbox"/> 11. BBQ Grill Built in <input type="checkbox"/> 12. Sprinkler System <input type="checkbox"/> 13. Hot Tub/Spa <input type="checkbox"/> 14. Screen Porch <input type="checkbox"/> 15. Thermal Windows <input type="checkbox"/> 16. Gutters <input type="checkbox"/> 17. Community Mail Box <input type="checkbox"/> 18. Tennis Court(s) <input type="checkbox"/> 19. Handicapped <input type="checkbox"/> 20. Other
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<p><b>P. WATER ACCESS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. Lake Access</li> <li><input type="checkbox"/>2. Lake View</li> <li><input type="checkbox"/>3. River/Creek</li> </ul>	<p><b>Q. TREES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. No Trees</li> <li><input type="checkbox"/>2. Young Trees</li> <li><input type="checkbox"/>3. Large Trees</li> <li><input type="checkbox"/>4. Fruit Trees</li> <li><input type="checkbox"/>5. Native Trees</li> <li><input type="checkbox"/>6. Garden Area</li> </ul>	<p><b>R. FENCE/TYPE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. Wood</li> <li><input type="checkbox"/>2. Chain Link</li> <li><input type="checkbox"/>3. Brick</li> <li><input type="checkbox"/>4. Privacy</li> <li><input type="checkbox"/>5. Partial</li> <li><input type="checkbox"/>6. Combination</li> <li><input type="checkbox"/>7. Other</li> <li><input type="checkbox"/>8. None</li> </ul>
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<p><b>S. LEVELS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. One story</li> <li><input type="checkbox"/>2. Two Story or More</li> <li><input type="checkbox"/>3. Master Down</li> <li><input type="checkbox"/>4. Basement</li> <li><input type="checkbox"/>5. Split Level</li> <li><input type="checkbox"/>6. Other</li> </ul>	<p><b>T. STYLE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. Ranch</li> <li><input type="checkbox"/>2. Traditional</li> <li><input type="checkbox"/>3. Spanish</li> <li><input type="checkbox"/>7. Other</li> <li><input type="checkbox"/>8. A Frame</li> <li><input type="checkbox"/>9. Garden Home</li> <li><input type="checkbox"/>10. Manufactured – Single Wide</li> <li><input type="checkbox"/>11. Manufactured – Double Wide</li> <li><input type="checkbox"/>16. Dome</li> <li><input type="checkbox"/>17. Log</li> </ul>	<p><b>X. SCHOOLS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. Temple ISD</li> <li><input type="checkbox"/>2. Belton ISD</li> <li><input type="checkbox"/>3. Salado</li> <li><input type="checkbox"/>4. Troy</li> <li><input type="checkbox"/>5. Bartlett</li> <li><input type="checkbox"/>6. Holland</li> <li><input type="checkbox"/>7. Academy</li> <li><input type="checkbox"/>8. Rogers</li> <li><input type="checkbox"/>9. Other</li> </ul>
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<p><b>Y. POSSESSION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. Immediate</li> <li><input type="checkbox"/>2. Negotiable</li> <li><input type="checkbox"/>3. Closing</li> <li><input type="checkbox"/>4. Subject to Lease</li> </ul>	<p><b>Z. TERMS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. Conventional</li> <li><input type="checkbox"/>2. Assume</li> <li><input type="checkbox"/>3. Cash</li> <li><input type="checkbox"/>4. VA</li> <li><input type="checkbox"/>5. FHA</li> <li><input type="checkbox"/>6. Texas Vet</li> <li><input type="checkbox"/>7. USDA</li> <li><input type="checkbox"/>8. Other</li> <li><input type="checkbox"/>9. Seller Finance</li> </ul>	<p><b>ZA-Docs ON File</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. Seller Disclosure</li> <li><input type="checkbox"/>2. Survey</li> <li><input type="checkbox"/>3. Homeowners Assoc</li> <li><input type="checkbox"/>4. Home Inspection Report</li> <li><input type="checkbox"/>5. Lead Based Paint Adden</li> <li><input type="checkbox"/>6. Pest Inspection Report</li> <li><input type="checkbox"/>7. Relo Addendum</li> <li><input type="checkbox"/>8. Other</li> <li><input type="checkbox"/>10. Appraisal</li> <li><input type="checkbox"/>11. Deed Restrictions</li> <li><input type="checkbox"/>12. Inseption – Septic</li> <li><input type="checkbox"/>13. Engineers Report</li> <li><input type="checkbox"/>14. Floor Plan</li> <li><input type="checkbox"/>15. Topo Map</li> <li><input type="checkbox"/>16. Subdivision Restrictions</li> <li><input type="checkbox"/>17. Special Contract/Addendum</li> <li><input type="checkbox"/>18. Short Sale</li> <li><input type="checkbox"/>19.Flood Cert</li> <li><input type="checkbox"/>20. On Site Sewer</li> <li><input type="checkbox"/>21. Field Notes</li> <li><input type="checkbox"/>22. Plat</li> <li><input type="checkbox"/>23. Boundary Survey</li> <li><input type="checkbox"/>24. Inspection – Pest</li> <li><input type="checkbox"/>25. Lead Based Paint Addendum</li> <li><input type="checkbox"/>26. Aerial Photos</li> </ul>
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<p>OA. GARAGE/CARPORT FEATURES</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. 1 Car Garage</li> <li><input type="checkbox"/>2. 2 Car Garage</li> <li><input type="checkbox"/>3. 3+ Car Garage</li> <li><input type="checkbox"/>4. Detached Garage</li> <li><input type="checkbox"/>5. Oversized Garage</li> <li><input type="checkbox"/>6. Rear Entry Garage</li> <li><input type="checkbox"/>7. Circular Drive</li> <li><input type="checkbox"/>8. Converted to Living Space</li> <li><input type="checkbox"/>9. RV Parking Available</li> <li><input type="checkbox"/>10. None-Garage</li> <li><input type="checkbox"/>11. Other Garage</li> <li><input type="checkbox"/>12. 1 Carport</li> <li><input type="checkbox"/>13. 2 Carport</li> <li><input type="checkbox"/>14. 3+ Carport</li> <li><input type="checkbox"/>15. Detached Carport</li> <li><input type="checkbox"/>16. Other Carport</li> <li><input type="checkbox"/>18. None Carport</li> <li><input type="checkbox"/>20. Attached Garage</li> <li><input type="checkbox"/>21. Side Entry Garage</li> <li><input type="checkbox"/>22. Garage Door Openers</li> </ul>	<p>QA. Topo/Land Description</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. Ranch</li> <li><input type="checkbox"/>2. Partially Wooded</li> <li><input type="checkbox"/>3. Gently Rolling</li> <li><input type="checkbox"/>4. Cul-De-Sac</li> <li><input type="checkbox"/>5. Flood Plain</li> <li><input type="checkbox"/>6. Greenbelt</li> <li><input type="checkbox"/>7. Secluded</li> <li><input type="checkbox"/>8. Open</li> <li><input type="checkbox"/>9. Borders State Park/Game</li> <li><input type="checkbox"/>10. Level</li> <li><input type="checkbox"/>11. Ag Exempt</li> <li><input type="checkbox"/>12. Corner Lot</li> <li><input type="checkbox"/>13. On Golf Course</li> <li><input type="checkbox"/>14. Hunting Permitted</li> <li><input type="checkbox"/>15. Mature Trees</li> <li><input type="checkbox"/>16. Horse Property</li> <li><input type="checkbox"/>17. Wooded</li> <li><input type="checkbox"/>18. Sloping</li> <li><input type="checkbox"/>19. None</li> <li><input type="checkbox"/>20. Other</li> </ul>	<p>ZC-Special Features</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. Owner is a Licensed Agent</li> <li><input type="checkbox"/>2. Tenants Rights/Possession</li> <li><input type="checkbox"/>3. Reservations on Listing</li> <li><input type="checkbox"/>4. Lender Owned</li> <li><input type="checkbox"/>5. As Is</li> <li><input type="checkbox"/>6. Handyman Special</li> <li><input type="checkbox"/>7. Home Protection Plan</li> <li><input type="checkbox"/>8. Government Owned</li> <li><input type="checkbox"/>9. Other</li> </ul>
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<p>VA-Water/Sewer</p> <ul style="list-style-type: none"> <li><input type="checkbox"/>1. City Water</li> <li><input type="checkbox"/>2. Co-Op Water</li> <li><input type="checkbox"/>3. Well Required</li> <li><input type="checkbox"/>6. Public Sewer</li> <li><input type="checkbox"/>7. Septic Required</li> <li><input type="checkbox"/>8. Aerobic</li> </ul>
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## 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 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 25 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](mailto: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: