

Creekview Realty

John Prell, Broker Lic. #0493630
 Web: www.creekviewrealty.com
 Email: listing@creekviewrealty.com

Phone: 800-219-9444
 Fax: 866-219-7535

LISTING INFORMATION

(Use this form for Henderson MLS Residential properties 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 _____

Subdivision Name: _____ **Occupancy:** Owner Tenant Vacant

Security Deposit: _____ Available Date: _____

School District* _____

Sq Ft* _____ (Heated & Cooled) Sq Ft Source:* Appraisal District House Plans Seller

Bedrooms* _____ # Full Baths* _____ # Half Baths* _____ Year Built* _____

Application Fee* _____ Pet Deposit* _____ Minimum Term* _____

Type			
<input type="checkbox"/> Apartment	<input type="checkbox"/> Condo	<input type="checkbox"/> Duplex	<input type="checkbox"/> Fourplex
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Patio Home	<input type="checkbox"/> Single Family	<input type="checkbox"/> Town Home
<input type="checkbox"/> Triplex	<input type="checkbox"/> Other		

Stories (Maximum 1)			
<input type="checkbox"/> One	<input type="checkbox"/> 1.5	<input type="checkbox"/> Two	<input type="checkbox"/> Three
<input type="checkbox"/> Split Level	<input type="checkbox"/> Tri-Level	<input type="checkbox"/> Other	

*Heating/Cooling (Maximum 2)			
<input type="checkbox"/> Central Electric	<input type="checkbox"/> Central Gas	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Wall Furnace
<input type="checkbox"/> No Heat	<input type="checkbox"/> Other Heat	<input type="checkbox"/> Central Electric (Cool)	<input type="checkbox"/> Central Gas (Cool)
<input type="checkbox"/> Heat Pump (Cool)	<input type="checkbox"/> One or More Window Units	<input type="checkbox"/> No Cooling	<input type="checkbox"/> Zoned
<input type="checkbox"/> Other Cooling			

*Utilities (Maximum 6)			
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Gas-Natural	<input type="checkbox"/> Gas-Propane	<input type="checkbox"/> Sewage-City
<input type="checkbox"/> Sewage-City Avail	<input type="checkbox"/> Sewage-Septic	<input type="checkbox"/> Total Electric	<input type="checkbox"/> Underground Utilities
<input type="checkbox"/> Water-City	<input type="checkbox"/> Water-Well	<input type="checkbox"/> Water Heater-Electric	<input type="checkbox"/> Water Heater-Gas
<input type="checkbox"/> Satellite	<input type="checkbox"/> Solar	<input type="checkbox"/> Generator Ready	<input type="checkbox"/> RV Hookup
<input type="checkbox"/> Grinder Pump	<input type="checkbox"/> Other		

Dining Area (Maximum 2)			
<input type="checkbox"/> Breakfast Area-Kitchen	<input type="checkbox"/> Breakfast Room	<input type="checkbox"/> Dining/Kitchen Combo	<input type="checkbox"/> Lvg/Dng/Ktchn Combo
<input type="checkbox"/> Separate Dining Room	<input type="checkbox"/> Lvg/Dng Combo	<input type="checkbox"/> None	<input type="checkbox"/> Other

*Appliances (Maximum 14)			
<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Disposal	<input type="checkbox"/> Double Oven
<input type="checkbox"/> Dryer	<input type="checkbox"/> Intercom	<input type="checkbox"/> Microwave	<input type="checkbox"/> Range-Electric
<input type="checkbox"/> Range-Gas	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Smoke Detector	<input type="checkbox"/> Trash Compactor
<input type="checkbox"/> Washer	<input type="checkbox"/> Other		

Garage (Maximum 3)			
<input type="checkbox"/> Attached	<input type="checkbox"/> Detached	<input type="checkbox"/> One Garage	<input type="checkbox"/> Double Garage
<input type="checkbox"/> Single Carport	<input type="checkbox"/> Double Carport	<input type="checkbox"/> Three or More Vehicles	<input type="checkbox"/> No Garage/Carport
<input type="checkbox"/> Other			

Subdivision Amenities (Maximum 8)			
<input type="checkbox"/> BBQ Area	<input type="checkbox"/> Club House	<input type="checkbox"/> Exercise Room	<input type="checkbox"/> Fishing Pier
<input type="checkbox"/> Game Room	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Indoor Pool	<input type="checkbox"/> Kiddie Pool
<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Outdoor Pool	<input type="checkbox"/> Spa/Hot Tub	<input type="checkbox"/> Steam/Sauna
<input type="checkbox"/> Tennis/Racquetball	<input type="checkbox"/> Gated	<input type="checkbox"/> None	<input type="checkbox"/> Other

*Waterfront Property (Maximum 6)			
<input type="checkbox"/> Bay Access	<input type="checkbox"/> Bay Front	<input type="checkbox"/> Bayou Front	<input type="checkbox"/> Beach Access
<input type="checkbox"/> Canal Front	<input type="checkbox"/> Canal Access	<input type="checkbox"/> Creek Access	<input type="checkbox"/> Creek Front
<input type="checkbox"/> Gulf Access	<input type="checkbox"/> Gulf Front	<input type="checkbox"/> ICW Front	<input type="checkbox"/> Lagoon Front
<input type="checkbox"/> Lake Front	<input type="checkbox"/> Lake Access	<input type="checkbox"/> Beach Side	<input type="checkbox"/> River Access
<input type="checkbox"/> River Front	<input type="checkbox"/> Deeded Access	<input type="checkbox"/> Public Access	<input type="checkbox"/> ICW Access
<input type="checkbox"/> Bayou Access	<input type="checkbox"/> Lagoon Access	<input type="checkbox"/> No Waterfront	<input type="checkbox"/> Other

Boat Facilities (Maximum 6)			
<input type="checkbox"/> 1 st Come/1 st Served	<input type="checkbox"/> Assigned Slip	<input type="checkbox"/> Boat Dock	<input type="checkbox"/> Boat Lot
<input type="checkbox"/> Boat Ramp	<input type="checkbox"/> Covered	<input type="checkbox"/> Power Available	<input type="checkbox"/> Rental Slip
<input type="checkbox"/> Trailer Storage	<input type="checkbox"/> Water Available	<input type="checkbox"/> Water Depth (4 th +))	<input type="checkbox"/> Water Dept (4 th -)
<input type="checkbox"/> None	<input type="checkbox"/> Other		

Lot Description (Maximum 15)			
<input type="checkbox"/> Less than .25 acre	<input type="checkbox"/> Less than .5 acre	<input type="checkbox"/> Less than 1 acre	<input type="checkbox"/> 1-3 acres
<input type="checkbox"/> 3-5 acres	<input type="checkbox"/> 5-10 acres	<input type="checkbox"/> 10-25 acres	<input type="checkbox"/> 25-50 acres
<input type="checkbox"/> 50-100 acres	<input type="checkbox"/> 100+ acres	<input type="checkbox"/> Commercial Park	<input type="checkbox"/> Corner Lot
<input type="checkbox"/> Cul-de-Sac	<input type="checkbox"/> Elevation-High	<input type="checkbox"/> Elevation-Low	<input type="checkbox"/> Golf Course
<input type="checkbox"/> Heavily Wooded Lot	<input type="checkbox"/> Inside Lot	<input type="checkbox"/> Irregular	<input type="checkbox"/> Level
<input type="checkbox"/> Rolling	<input type="checkbox"/> Some Trees	<input type="checkbox"/> No Trees	<input type="checkbox"/> Zero Lot Line
<input type="checkbox"/> Water View	<input type="checkbox"/> Other		

*Term of Lease (Maximum 4)			
<input type="checkbox"/> Long Term Lease	<input type="checkbox"/> Month to Month	<input type="checkbox"/> Net Lease	<input type="checkbox"/> Lease/Option
<input type="checkbox"/> Percentage Lease	<input type="checkbox"/> Escalating Lease	<input type="checkbox"/> Year to Year	<input type="checkbox"/> Other

Misc Search (Maximum 8)			
<input type="checkbox"/> Automatic Garage Door	<input type="checkbox"/> Burglar/Fire Alarm	<input type="checkbox"/> Covered Patio	<input type="checkbox"/> Drapes
<input type="checkbox"/> Enclosed Porch	<input type="checkbox"/> Fenced	<input type="checkbox"/> Open Porch	<input type="checkbox"/> Patio
<input type="checkbox"/> Split BR Plan	<input type="checkbox"/> Sprinkler System	<input type="checkbox"/> Storage Building	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Termite Contract	<input type="checkbox"/> Vaulted Ceiling	<input type="checkbox"/> Storm Shutters	<input type="checkbox"/> Other

*Pets (Maximum 4)			
<input type="checkbox"/> Deposit	<input type="checkbox"/> Fee	<input type="checkbox"/> Negotiable	<input type="checkbox"/> No
<input type="checkbox"/> OK	<input type="checkbox"/> Outside	<input type="checkbox"/> Other	

YOU'RE NOT DONE YET!

Please email a brief description, the directions, & 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 a brief description of the property. The space for the description is limited to 350 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.

2) 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 100 characters WITH SPACES.** (MS Word will count characters for you: Go to "Tools" and select "Word Count".)

3) Please email a minimum of one photo in jpg format. For Showcase listings, please email up to 5 additional photos. To get the best photos, please refer to the Photo Guide on our website at <http://www.creekviewrealty.com/photoguide.html>

**Please be sure photos do not exceed 640x480. For help with resizing & emailing photos, see <http://www.creekviewrealty.com/resizephotos.html>

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 fax completed form to 866-219-7535. No cover page is necessary.

Updated 8/13/14