Character or field name selection limits are indicated on the form in parentheses
Required fields are denoted with an asterisk (*)
Do Not Abbreviate

Agent Name: _____ **Listing #:** _____

BASIC LISTING INFORMATION

***Area** ***Parcel Number** **Multiple PIN Numbers** Y/N

***Street Number** **Compass Point** ***Street Name**

***Note** : Where City=Chicago, Compass Point is required*

***Street Suffix** **AVE**-Avenue; **BLVD**-Boulevard; **CIR**-Circle; **CT**-Court; **DR**-Drive; **HWY**-Highway; **LN**-Lane; **PKWY**-Parkway; **PL**-Place; **PLZ**-Plaza; **PT**-Point; **RD**-Road; **SQ**-Square; **ST**-Street; **TER**-Terrace; **TRL**-Trail; **WAY**-Way; **No Street Suffix**=Blank

Post Directional (Where applicable, add either N, NE, S, SW, etc. for a post directional, i.e. 123 Adams Drive W) **Subdivision Lot Number**

***City** ***State** ***Zip** - zip4-optional

***County** **Illinois Counties**: Boone; Bureau; Carroll; Champaign; Clinton; Cook; DeKalb; DuPage; Ford: Fulton; Grundy; Henry; Jo Daviess; Iroquois: Kane; Kankakee; Kendall; Lake; LaSalle; Lee; Livingston; Marshall; McHenry; Ogle; Putnam; Rock Island; Stark; Stephenson; Vermillion; Whiteside; Will; Winnebago **Indiana Counties**: Jasper; Lake; LaPorte; Newton; Porter **Wisconsin Counties**: Kenosha; Racine; Walworth **County Not Specified Here = Other**

***Township** ***Corporate Limits of -or- Unincorporated**

Grid # *KIFAR Only* ***List Price** ***List Date** / /

***Expiration Date** / / **Rental Price** .

If Rental Price entered, *Rental Unit **SF**-Sq. Ft. Annual; **AC**-Acres Annual; **MO**-Monthly; **AN**-Annual ***Listing Agent ID**

***Listing Office ID** **Co-Listing Agent ID** *Check if Co-Lister can edit listing*

GENERAL INFORMATION

***Directions** *(Maximum 164 characters)*

Start from a major intersection/street - Use Compass Points (i.e. N, E, S, W) for directionals

Coordinates *(Required where City=Chicago)* **North** **South** **East** **West**

Subdivision

Schools Information

***Elementary District #** **Elementary School**

2nd/Alternate Elementary School

***Jr High/Middle District #** **Jr High/Middle School**

2nd/Alternate Jr High/Middle School

***High District #** **High School**

2nd/Alternate High School

Other Public District # **Other Public School**

***Ownership** **CD**-Condo; **FS**-Fee Simple; **HA**-Fee Simple w/H.O. Assn.

***Waterfront** Y/N

***General Information**

- **A:** School Bus Service
- **B:** Commuter Bus
- **C:** Commuter Train
- **D:** Interstate Access
- **E:** Flood Zone
- **F:** Flood Zone (Partial)
- **I:** Historical District
- **N:** None

REMARKS *(Maximum 1000 characters)*

LAND/DEVELOPMENT INFORMATION

***Lot Dimensions** **Acreage** .

Approx. Land Square Footage ***Zoning Type** **Actual Zoning (i.e. R-2, B-2, etc.)**

- **AGRIC**-Agriculture
- **COMMR**-Commercial
- **INDUS**-Industrial
- **MULTI**-Multi-Family
- **PMD**-Planned Manufacturing District
- **PUD**-Planned Unit Development
- **SINGL**-Single Family
- **OTHER**-Other

***Front Footage** **Total Listed Lots Available** ***Farm** Y/N ***Building(s) on Land** Y/N

*Lot Size

- **A**: Less than .25 Acres
- **B**: .25 - .49 Acres
- **C**: .50 - .99 Acres
- **D**: 1.0 - 1.99 Acres
- **E1**: 2.0 - 2.99 Acres
- **E2**: 3.0 - 3.99 Acres
- **E3**: 4.0 - 4.99 Acres
- ***E**: 2.0 - 4.99 Acres*
- **F1**: 5.0 - 5.99 Acres
- **F2**: 6.0 - 7.99 Acres
- **F3**: 8.0 - 9.99 Acres
- ***F**: 5.0 - 9.99 Acres*
- **H**: 10.0-24.99 Acres
- **I**: 25.0-99.99 Acres
- **J**: 100+ Acres
- **K**: Oversized Chicago Lot
- **L**: Standard Chicago Lot

(Maximum of 1 Selection)
(Fields in red are for Search purposes ONLY)

Farms Type

- **A**: Cattle
- **B**: Dairy
- **C**: Grain
- **D**: Hobby
- **E**: Hog
- **F**: Horse
- **G**: Mixed
- **H**: Nursery
- **I**: Truck
- **J**: Other

Land Description

- **A**: Beach
- **B**: Common Grounds
- **C**: Cleared
- **D**: Dimensions to Center of Road
- **E**: Flag Lot
- **F**: Flood Plain
- **G**: Floodway
- **I**: Horses Allowed
- **J**: Irregular
- **K**: Landscaped Professionally
- **M**: Level
- **O**: Pasture
- **P**: Pond/Lake
- **Q**: Rolling Rural
- **R**: Sloping
- **S**: Stream
- **T**: Terraced
- **U**: Tillable
- **W**: Wetland(s)
- **X**: Wooded
- **Y**: Walk-Out

Lot Description

- **B**: Chain of Lakes Frontage
- **C**: Channel Front
- **E**: Corner
- **F**: Cul-De-Sac
- **I**: Forest Preserve Adjacent
- **J**: Golf Course Lot
- **J1**: Nature Preserve Adjacent
- **J2**: Wetlands Adjacent
- **M**: Lake Front
- **O**: Legal Non-Conforming
- **P**: Paddock
- **Q**: Park Adjacent
- **S**: River Front
- **V**: Water View

Land Amenities

- **A**: Children's Play Yard
- **B**: Club House
- **C**: Curbs & Gutters
- **D**: Dock-Community
- **E**: Fencing
- **F**: Garbage Removal
- **G**: Horse-Community Barn
- **H**: Horse Riding Area
- **I**: Horse Riding Trails
- **J**: Landing Strip
- **K**: Lawn Care
- **L**: Lighting/Exterior
- **M**: Park/Playground
- **N**: Pond/Lake
- **O**: Pool
- **P**: Security Entrance
- **Q**: Sidewalks
- **R**: Snow Removal
- **S**: Storage Tanks (Above Ground)
- **T**: Storage Tanks (Below Ground)
- **U**: Tennis Court(s)
- **V**: Water Rights
- **W**: Other

Building Improvements

- **A**: 2 or More Barns
- **B**: Second House
- **C**: Barn
- **D**: Barn Cleaner
- **E**: Buildings-No House
- **F**: Box Stalls
- **G**: Complete Set of Buildings
- **H**: Corn Crib(s)
- **I**: Garage(s)
- **J**: Grain Dryer(s)
- **K**: Greenhouse(s)
- **L**: House
- **M**: House & Out Buildings
- **N**: House Trailer
- **O**: Indoor Arena
- **P**: Machine Shed(s)
- **Q**: Metal Building(s)
- **R**: Milking Parlor
- **S**: Outdoor Arena
- **T**: Paddock
- **U**: Pen(s)
- **V**: Pole Building(s)
- **W**: Silo(s)
- **X**: Stanchions
- **Y**: Other
- **Z**: No Existing Structure

* Current Use

- **A**: Agricultural/Land Only
- **B**: Agricultural/With Buildings
- **C**: Commercial
- **D**: Conditional Use
- **E**: Condominium
- **F**: Estate
- **G**: Industrial/Manufacturing
- **H**: Legal Non-Conforming
- **I**: Liquor License
- **J**: Mobile Home
- **K**: Non-Conforming
- **L**: No Development Status
- **M**: Office & Research
- **N**: Planned Unit Development
- **O**: Platted
- **P**: Recreational
- **Q**: Residential-Estate
- **R**: Residential-Multi-Family
- **S**: Residential-Single Family
- **T**: Retail
- **U**: Special Use
- **V**: Zoning Change Required
- **W**: Other

Potential Use

- **A**: Agricultural/Land Only
- **B**: Agricultural/With Buildings
- **C**: Commercial
- **D**: Conditional Use
- **E**: Condominium
- **F**: Estate
- **G**: Industrial/Manufacturing
- **H**: Legal Non-Conforming
- **I**: Liquor License
- **J**: Mobile Home
- **K**: Non-Conforming
- **L**: No Development Status
- **M**: Office & Research
- **N**: Planned Unit Development
- **O**: Platted
- **P**: Recreational
- **Q**: Residential-Estate
- **R**: Residential-Multi Family
- **S**: Residential-Single Family
- **T**: Retail
- **U**: Special Use
- **V**: Zoning Change Required
- **W**: Other

Location

- A: Central Business District
- B: Channel Front
- C: Commercial Industrial Park
- D: Corner
- E: Cul De Sac
- F: Forest Preserve Adjacent
- G: Golf Course Lot
- H: Industrial Area
- I: Industrial Park
- J: Lake Front
- K: Mixed Use Area
- L: Office Park
- M: Out Lot of Shopping Ctr
- N: Park Adjacent
- O: River Front
- P: Shopping Mall
- Q: Shopping Strip
- R: Water Front
- S: Water View

Known Existing Liens

- A: Air/Mineral Rights Excluded
- B: First Mortgage
- C: Mechanics Lien
- D: None Known
- E: Option to Lease
- F: Option to Purchase
- G: Recaptures Due
- H: Right of First Refusal
- I: Second Mortgage
- J: Tax Lien
- K: Third Mortgage
- L: Other

Seller Needs

- A: Acquire Other Equity
- B: Cash
- C: Cash and Paper
- D: Debt Relief
- E: New Opportunity
- F: Out of Management
- G: Out of Partnership
- H: Paper
- I: Passive Investment
- J: Tax Benefits
- K: Tax Deferred Exchange
- L: Other

Seller Will

- A: Add Cash
- B: Add Existing Paper
- C: Add Management
- D: Add Other Equity
- E: Create Paper
- F: Guarantee Income
- G: Joint Venture
- H: Lease Back
- I: Master Lease
- J: Will Divide
- K: Other

Ownership Type

- A: Corporation
- B: General Partnership
- C: In Acquisition
- D: Individual
- E: Land Trust
- F: Leasehold
- G: Limited Partnership
- H: Sole Proprietor
- I: Other

*Frontage/Access

- A: City Street
- B: County Road
- C: Easement
- D: Frontage Road
- E: Interstate
- F: On Airstrip
- G: Private Road
- H: Public Road
- I: Signal Intersection
- J: State Road
- K: Township Road
- L: U.S. Highway
- M: Other

*Road Surface

- A: Asphalt
- B: Brick
- C: Concrete
- D: Dirt
- E: Gravel
- F: Tar & Gravel
- G: Other
- H: None

Rail Availability

- A: Mainline
- B: Potential
- C: Siding
- D: Spur
- E: None

Tenant Pays

- A: Air Conditioning
- B: Common Area Maintenance
- C: Electric
- D: Farm Supplies
- E: Heat
- F: Janitorial
- G: Operating Steps
- H: Real Property Taxes
- I: Property Insurance
- J: Repairs & Maintenance
- K: Roof
- L: Scavenger
- M: Structure
- N: Tax Steps
- O: Water/Sewer
- P: Other

Minimum Required Sq. Ft. by Covenant-1 Story ____ **Minimum Required Sq. Ft. by Covenant-2 Story** ____

Other Minimum Required Sq. Ft. ____ Y/N

For Commercial Use Only

Lease Type ____ N-Net; M-Modified Gross; G-Gross **Loans** ____ **Equity** ____

HOUSE FEATURES *(If Applicable)*

House Features fields will only display if Building on Land=Y and Building Improvements=L (House,

 # Rooms ____ **# Bedrooms (All Levels)** ____ **# Full Baths** ____ **# Half Baths** ____ **Master Bedroom Bath** ____ A: Full; B: Half; C: Shared; N: None

Basement ____ A-Full; B-Partial; C-Walkout; D-English; N-None **Basement Bathrooms** ____ Y/N **# Fireplaces** ____ **Parking Type** ____ G: Garage(s); S: Space(s); N: None

Garage Type ____ A: Attached; B: Detached; N-None **# Garage Spaces** ____ . ____ **# of Exterior Parking Spaces** ____

Type of House

- A: 1 Story
- B: 1.5 Story
- C: 2 Stories
- D: 3 Stories
- E: 4+ Stories
- F: Coach House
- G: Earth
- H: Hillside
- I: Raised Ranch
- J: Split Level
- K: Split Level w/Sub
- L: Other
- N: Tear Down

Style of House

- A: American 4-Sq.
- B: Bi-Level
- C: Brownstone
- D: Bungalow
- E: Cape Cod
- F: Colonial
- G: Contemporary
- H: Cottage
- I: English
- J: Farmhouse
- K: French Provincial
- L: Georgian
- M: Greystone
- N: Log
- O: Mediterranean/ Spanish
- P: Prairie
- Q: Quad Leve
- R: Queen Anne
- S: Ranch
- T: Row House
- U: Step Ranch
- V: Traditional
- W: Tri-Level
- X: Tudor
- Y: Victorian
- Z: Other
- AA: Mid Level

(Maximum of 1 Selection)

Basement Description

- A: Finished
- B: Partially Finished
- C: Unfinished
- D: Crawl
- E: Cellar
- G: Sub-Basement
- H: Slab
- I: Exterior Access
- J: Other
- N: None

Construction

- A: Brick
- B: Concrete
- C: Concrete Block
- D: Steel
- E: Stone
- F: Wood Frame
- G: Other

Exterior Building Type

- A1: Aluminum Siding
- A2: Vinyl Siding
- A3: Steel Siding
- *A : Aluminum/Vinyl/ Steel Siding*
- B: Brick
- C: Cedar
- D: Frame
- E: Block
- F: EIFS (e.g. Dryvit)
- G: Glass
- H: Log
- I: Masonite
- J: Shakes
- K: Stucco
- L: Stone
- M: Marble/Granite
- N: Concrete
- O: Asbestos Siding
- P: Limestone
- Q: Slate
- R: Other
- S: Clad Trim

(Maximum of 3 Selections) ***(Fields in red are for Search purposes ONLY)***

UTILITIES

Air Conditioning

- A: Central Air
- B: Partial
- C: Space Pac
- D: 1 Window/Wall Unit
- E: 2 Window/Wall Units
- G: 3+ Window/Wall Units
- H: Zoned
- I: None

Heat/Fuel

- A: Gas
- B: Electric
- C: Oil
- D: Propane
- E: Solar
- F: Forced Air
- G: Hot Water/Steam
- H: Baseboard
- I: Radiant
- J: Gravity Air
- K: Heat Pump
- L: Radiators
- M: Space Heater(s)
- N: 2+ Separate Heating Systems
- O: Individual Controls
- P: Zoned
- Q: Other
- R: None

*Utilities to Site

- A: Electric Nearby
- B: Electric to Site
- C: Gas Nearby
- D: Gas to Site
- E: Holding Tank(s)
- F: Holding Tank Required
- G: Sanitary Sewer Nearby
- H: Sanitary Sewer to Site
- I: Septic-Mechanical
- J: Septic-Private
- K: Septic System Required
- L: Sewer-Storm Available
- M: Water-Community
- N: Water-Municipal
- O: Water Nearby
- P: Water-Private Company
- Q: Water to Site
- R: Well-Community
- S: Well-Private
- T: Well-Private Company
- U: Well-Required
- V: Well-Shared
- W: None

TAX/ASSESSMENTS

***Tax Year** ____ ***Taxes** ____ ($) **Tax Exemptions** ____ H-Homeowner; S-Senior; F-Senior Freeze; O-Other; N-None ***Special Assessments** ____ Y/N/U

Special Service Area** ____ Y-Yes; N-No; T-Incl in Tax Bill ****If Special Service Area=Y, enter fee ____ ($)

OFFICE/SALES INFORMATION

***Listing Type** ____ E-Exclusive Right to Sell; X-Exclusive Agency ***Agent Owned/Interest** ____ Y/N ***Holds Earnest Money** ____ Y/N

Lock Box Type ____ B-Sentrilock; D-Supra Blue iBox; F-Combination; G-Metal Push Button; N-None ***(Up to 2 selections maximum)***

***Showing Instructions** *(Maximum 100 characters)*

***Cooperative Compensation** *(Maximum 100 characters)*

***Compensation Paid on** **G**-Gross Sale/Rented Price **N**-Net Sale/Rented Price

***Special Compensation Info** **C**-Court Approval Required; **M**-Bonus; **S**-Short Sale; **Z**-Exception(s); **V**-Variable; **N**-None

***Back-Up Package** **Y/N**

*Additional Sales Information

- **A**: Exceptions-Call List Office
- **B**: Exclusions-Call List Office
- **C**: List Agent Must Accompany
- **D**: Home Warranty
- **E**: Reserve Fee Required
- **G**: Short Sale
- **H**: Court Approval Required
- **I**: Pre-Foreclosure
- **J**: REO/Lender Owned
- **K**: Restricted Builder
- **L**: Corporate Relocation
- **N**: None

Backup Information

- **A:** Aerial Map
- **B:** Air/Mineral Rights
- **C:** Appraisal
- **D:** Assessments Unpaid
- **E:** Covenants/Restrictions
- **F:** Declarations/Bylaws
- **G:** Deed Restrictions
- **H:** Demographics
- **I:** Easements
- **J:** Engineering Report
- **K:** Environmental Audit
- **L:** Farm Inventory
- **M:** Historical District
- **N**: Leases-Copies
- **O:** Legal-Description
- **P:** Plans and Specs
- **Q:** RPTA Disclosure Form
- **R:** Soil Borings
- **S:** Soil Map
- **T:** Soil Suitability Test
- **U:** Survey, Existing
- **V:** Tax Bill
- **W:** Title Report
- **X:** Topographic Maps
- **Y:** Traffic Counts
- **Z:** Other

*Possession

- **A:** Closing
- **B:** Immediate
- **C:** Lease Back Required
- **D:** Negotiable
- **E:** Prior to Closing
- **F:** Specific Date
- **G:** Tenant's Rights
- **H:** Other
- **I:** Harvest Rights

Sale Terms

- **A:** Conventional
- **B:** FHA
- **C:** VA
- **D:** Assumption-Conv
- **E**: Assumption-FHA
- **F**: Assumption-VA
- **G**: Release Required
- **H**: Contract (Articles) for Deed
- **I**: Lease/Purchase
- **J**: Owner May Help/Assist
- **K**: Purchase Money Mortgage
- **L**: Rent w/Option
- **M**: Rewrite/Blend
- **N**: Trade/Exchange
- **O**: Cash Only
- **P**: Other
- **Q:** Land/Lease

Agent Notices

- **A**: Offer has been verbally accepted
- **B**: Paperwork pending
- **C**: Rental applications accepted
- **D**: Relocation signatures pending - verbally accepted
- **E:** Multiple offers received
- **F:** Highest and best called for
- **G:** Backup offers welcome
- **H:** Environmental issues exist
- **I:** Dangerous conditions exist
- **J:** Enter with caution

Listing Agent Additional Info

***Owner's Name - OR - "Owner of Record"**

Owner's Phone - -

Agent Remarks *(Maximum 1000 characters)*

Secure ShowingAssist Instructions *(Maximum 512 characters) (ShowingAssist - data entered in this field ONLY displays to the Listing Agent/Listing Office)*

MEDIA

NOTE: Per MRED Rules, a Front Exterior Photo/Image MUST BE provided on all properties within 7 days of the listing being added to the system

***Are any property photos virtually staged?** Y/N ***Virtual Tour** **A**-Imagemaker 360; **B**-Imagemaker 360 + Realtor.com; E-CirclePix; N-None

***Internet Listing** Y/N ***Remarks on Internet?** Y/N ***Property Address on Internet?** Y/N

***VOW Comments/Reviews?** Y/N ***VOW AVM?** Y/N

Virtual Tour URL

Tour Date / / (MM/DD/YYYY) **Start Tour Time** : (AM/PM) **End Tour Time** : (AM/PM)

Lunch Y/N **Refreshments** Y/N

Comments *(Maximum 100 characters)*