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: *If 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) **Unit #**

***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** **Grid #** *KIFAR Only* **Unincorporated** Y/N

***List Price** ***List Date** / / ***Expiration Date** / /

Lease Price** . ***Per Square Foot Per Year **Monthly Rental Price** ***(Optional)***

***Listing Agent ID** ***Listing Office ID** **Co-Listing Agent ID**

Check if Co-Lister can edit listing

GENERAL & DEVELOPMENT INFORMATION

***Directions (Max. 108 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

***Zoning Type** **COMMR**-Commercial; **INDUS**-Industrial; **MANUF**-Manufacturing; **MULTI**-Multi-Family; **OFFIC**-Office; **PMD**-Planned Manufacturing District; **PUD**-Planned Unit Development; **RTAIL**-Retail; **WRHSE**-Warehouse; **WHLSL**-Wholesale; **OTHER**-Other

***Actual Zoning (i.e. R2, B2, etc.)** ***Sub Type** **Valid SubTypes**: **AL**-Apartments/Office/Store; **AU**-Automotive; **AO**-Apartments/Office; **AS**-Apartments/Stores; **C**-Condo; **OS**-Office/Store

***Year Built** ***Built before 1978** Y/N **Owner's Association** Y/N

If for Lease, the following fields are required: ***Lease Type** **G**-Gross; **M**-Modified Gross; **N**-Net; **X**-Not Applicable

Estimated Common Area Maintenance Per Sq. Ft./Year . **Estimated Tax Per Sq. Ft./Year** .

*Approximate Age

- **A**: New Construction
- **B**: 1-6 Years
- **C**: 7-15 Years
- **D**: 16-25 Years
- **E**: 26-35 Years
- **F**: 36-50 Years
- **G**: Older
- **H**: New Rehab.
- **I**: Under Construction

Type Ownership

- **A**: Corporation
- **B**: Gen. Partnership
- **C**: In Acquisition
- **D**: Individual
- **E**: Land Trust
- **F**: Leasehold
- **G**: Limited Partnership
- **H**: Sole Proprietor
- **I**: Other/Unknown
- **J**: Condo
- **K**: Co-op
- **L**: Limited Liability Corp.

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

Current Use

- **C**: Commercial
- **D**: Conditional Use
- **E**: Condominium
- **H**: Legal Non-Conforming
- **K**: Non-Conforming
- **M**: Office and Research
- **N**: Planned Unit Develop.
- **U**: Special Use
- **V**: Zoning Change Required
- **W**: Other

Potential Use

- **C**: Commercial
- **D**: Conditional Use
- **E**: Condominium
- **G**: Industrial/Mfg.
- **H**: Legal Non-Conforming
- **K**: Non-Conforming
- **M**: Office and Research
- **N**: Planned Unit Development
- **O**: Platted
- **R**: Residential-Multi-Family
- **S**: Residential-Single Family
- **T**: Retail
- **U**: Special Use
- **V**: Zoning Change Required
- **W**: Other

Client 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
- **M**: Lease or Rent

Client 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
- **L**: Tenant Improvement Allowance
- **M**: Other Rental Incentive

Known Encumbrances

- 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: Special Assessments
- K: Tax Lien
- L: Third Mortgage
- M: Other

Location

- A: Central Business District
- B: Channel Front
- C: Commercial Business Park
- D: Corner
- E: Cul De Sac
- H: Industrial Area/Campus
- I: Industrial Park
- J: Lake Front
- K: Mixed Use Area
- L: Office Park
- M: Out Lot of Shopping Center
- N: Park Adjacent
- O: Riverfront
- R: Water Front
- S: Water View
- T: Public Transport. Avail.

*Geographic Locale

- A: East/West Corridor
- B: Downtown Chicago
- C: O'Hare
- D: Northwest Suburban
- E: North Suburban
- F: South Suburban
- G: Southwest Suburban
- H: Chicago North
- I: Chicago South
- J: Chicago West
- K: Chicago Northwest
- L: Chicago Southwest
- M: Far West
- N: Out of Area

REMARKS *(Maximum 1000 characters)*

EXTERIOR/BUILDING FEATURES

*Lot Dimensions

*Number of Stories

*Land Square Footage

Approximate Total Building Square Footage

Structural Construction

- A: Brick
- B: Concrete
- C: Concrete Block
- D: Steel
- E: Stone
- F: Wood Frame
- G: Other/Unknown
- H: Split-face Block
- I: Pre-cast
- J: Divisible

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

(Fields in red are for Search purposes ONLY)

Foundation

- A: Block
- B: Brick
- C: Concrete
- D: Pillars
- E: Reinforced Caisson
- F: Stone
- G: Wood
- H: Other

Roof Structure

- A:Flat
- B: Gable
- C: Gambrel
- D: Hip
- E: Mansard
- F: Metal Decking
- G: Pitched
- H: Prestressed Concrete
- I: Steel Joists
- J: Truss
- K: Wood Joists
- L: Other

Roof Coverings

- A: Shingle Composition
- B: Fiberglass
- C: Membrane
- D: Metal
- E: Reflective Coating
- F: Rubber
- G: Slate
- H: Tar & Gravel
- I: Tile
- J: Varies
- K: Wood Shakes
- L: Other

Docks/Delivery

- A: Barge/Boat
- B: Common
- C: Depressed
- D: Exterior
- E: Heat Seal
- F: Interior
- G: Leveler(s)
- H: None
- I: Drive-In Doors
- J: Service Entrance
- K: Rail

Miscellaneous Outside

- A: Balcony(ies)
- B: Conveyor System
- C: Courtyard
- D: Enclosed Porch
- E: Enclosed Stairs
- F: Fire Escape
- G: Handicapped Access
- I: Hydraulic Lift
- J: Patio
- K: Pipeline Crossing
- L: Satellite Dish
- M: Security Gate
- N: Security Lighting
- O: Security Patrol
- P: Security System
- Q: Storms & Screens (As Exist)
- R: Sun Deck
- U: Trash Compactor
- V: Other
- W: Storage Tanks

*# of Parking Spaces

Indoor Parking

- A: 1-5 Spaces
- B: 6-12 Spaces
- C: 13-18 Spaces
- D: 19-30 Spaces
- E: 31-50 Spaces
- F: 51-100 Spaces
- G: Over 100 Spaces
- H: Assigned Spaces
- I: Attached
- J: Detached
- K: Fee Parking
- L: Heated
- M: Secured
- N: Underground
- O: 1 Per Unit
- P: 1.5 Per Unit
- Q: 2 Per Unit
- R: 2.5 Per Unit

Outdoor Parking

- A: 1-5 Spaces
- B: 6-12 Spaces
- C: 13-18 Spaces
- D: 19-30 Spaces
- E: 31-50 Spaces
- F: 51-100 Spaces
- G: Over 100 Spaces
- H: None On Site
- I: Assigned Spaces
- J: Common Parking
- K: Covered
- L: Fee Parking
- M: Fenced
- N: Lighted
- O: Open
- P: Paved
- Q: Private Lot
- R: Public Lot
- S: Secured
- T: Truck Parking
- U: Valet Off Site
- V: Valet On Site
- W: Unpaved
- X: Other

INTERIOR & UNIT INFORMATION

*Total # Units | Total # Tenants | *Total # Apartments | *Total # Offices | *Total # Stores

Dishwashers | # Washers | # Dryers | Washer/Dryer Leased Y/N | # Ranges

Disposals | # Fireplaces | # Refrigerators | # Window Air Conditioners

Miscellaneous Inside

- A: Atrium
- B: Common Exercise Room(s)
- C: Common Lunchroom(s)
- D: Common Meeting Room(s)
- E: Crane(s)
- F: Computer Floor
- G: Elevator(s) Freight
- H: Elevator(s) Passenger
- I: Escalator(s)
- J: Handicapped Access
- K: Handicapped Equip Washroom(s)
- L: Heavy Floor Load
- M: Inside Corridor(s)
- N: Janitorial Service
- O: Multi-Tenant
- P: Overhead Door(s)
- Q: Private Restroom(s)
- R: Public Restroom(s)
- S: Skylight(s)
- T: Storage Inside
- U: Other
- V: Basement
- W: High Speed Comm. Circuits
- X: Pre-wired PC Network

Floor Finish

- A: Carpet
- B: Concrete
- C: Dirt
- D: Parquet
- E: Slate/Marble
- F: Terrazzo
- G: Tile
- H: Varies
- I: Vinyl
- J: Wood
- K: Other

UTILITIES & ENERGY EFFICIENT FEATURES

*Air Conditioning

- A: Central Air
- B: Central Individual
- C: Chillers
- D: Exhaust Fan(s)
- E: Heat Pump
- F: Office Only
- G: Partial
- H: Reverse Cycle
- I: Space Pac
- J: Total
- K: Wall/Sleeve
- L: Window Unit(s)
- M: Zoned
- N: None

Electrical Service

- B: Circuit Breakers
- C: Fuses
- D: Separate Meters
- E: 0-100 Amps
- F: 101-200 Amps
- G: 201-600 Amps
- H: Over 600 Amps
- I: 120V Power
- J: 240V Power
- K: 480V Power
- L: 3 Phase
- M: Other/Unknown
- N: None

*Heat/Ventilation

- A: Ceiling Units
- B: Central Bldg. Heat
- C: Central Heat/ Indiv. Controls
- D: Electric
- E: Forced Air
- F: Gas
- G: Gravity
- H: Heat Pump
- I: Hot Water
- J: Oil
- K: Propane
- L: Radiators
- M: Solar
- N: Steam
- O: Wall Units
- U: None
- V: Plenum Ceiling
- W: Operable Windows

Fire Protection

- A: Alarm Monitored
- B: Alarm On Site
- C: Ansul System
- D: Fire Extinguisher(s)
- E: Hydrants On Site
- F: Partially Sprinklered
- G: Smoke or Fire Protectors
- H: Sprinklers-Dry
- I: Sprinklers-Wet
- J: Stand Pipe
- K: Water Storage Tank
- L: Other
- M: None

Water/Drainage

- A: Drain Tiles
- B: Drainage Ways
- C: Floor Drains
- D: On Site Retention
- E: Storm Sewers
- F: Other
- G: None
- H: 2-4 Inch Water Pipe

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
- X: Other

*Tenant Pays

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

HERS Index Score

Green Supporting Documents Y/N *(Note: If Y is entered, disclosure must be uploaded against listing)*

If Y is entered, select a maximum of three (3):

- A: SREA Green Disclosure
- B: LEED
- C: NAHB
- D: Chicago Green Homes
- E: EPA Indoor Air Plus
- F: EPA WaterSense
- G: DOE Energy Star
- H: IL Home Performance w/Energy Star
- I: Historic Chicago Bungalows Energy$avers
- J: HERS Index Score
- K: MyHome EQ Report
- L: 12 Month Utility History
- M: Air/Duct Leakage Test
- N: Combustion Safety Test

Energy/Green Building Rating Source

- A: Energy Star Homes
- B: LEED-H Certified
- C: LEED-H Silver
- D: LEED-H Gold
- E: LEED-H Platinum
- E1: NAHB Emerald
- F: NAHB Bronze
- G: NAHB Silver
- H: NAHB Gold
- I: Chicago Green Homes
- O: Other

Green Features

- A: Photovoltaic/Solar System
- B: Pre-wired for PV/Solar
- C: Solar Hot Water
- D: Geothermal Heating/ Cooling System
- E: Tankless hot water heater
- F: Enhanced Air Filtration
- G: Low flow commode
- H: Low flow fixtures
- I: Native/drought resistant landscaping
- J: Rainwater Collection System
- K: Green roof

Equipment

- A: Humidifier
- B: Water Softener-Owned
- C: Water Softener-Rented
- D: Central Vacuum
- E: TV-Cable
- F: TV-Dish
- G: TV Antenna
- H: TV-Rotor
- I: Security System
- J: Intercom
- K: Fire Sprinklers
- L: CO Detectors
- M: Ceiling Fans
- N: Fan-Attic Exhaust
- O: Fan - Whole House
- P: Sump Pump
- Q: Sprinkler Lawn
- R: Air Cleaner
- S: Air Exchanger
- T: Backup Sump Pum

(Maximum of 6 Selections)

FINANCIAL INFORMATION

*Gross Rental Income | *Total Monthly Income | *Total Annual Income

*Gross Rent Multiplier | *Real Estate Taxes | *Tax Year

*Total Annual Expenses | Expense Source | Expense Year

Financial Information Source Codes: **BP**-Broker Projection; **AC**-Actual; **OP**-Owner's Projection; **CO**-Combination

*Annual Net Operating Income | Net Operating Income Year | Cap Rate %

Annual Expenses

Financial Information Source Codes: **BP**-Broker Projection; **AC**-Actual; **OP**-Owner's Projection; **CO**-Combination

	Amount ($)	Source
*Fuel		
*Electricity		
*Water		
*Scavenger		
*Insurance		
*Other Expenses		

OFFICE/SALES INFORMATION

***Listing Type** **E**-Exclusive Right to Sell; **L**-Exclusive Right to Lease; **X**-Exclusive Agency

***Agent Owned/Interest** **Y/N**

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

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

Other Compensation

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

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

*Information

- **A:** 24 Hr. Notice Required
- **B:** Exceptions Call List. Office
- **C:** Exclusions Call List. Office
- **E:** Listing Agent Must Accompany
- **H:** Reserve Fee Required
- **J:** Seller's Disclosure
- **K:** Short Notice OK
- **L:** Show-Call Listing Office
- **M:** Show-Call Owner
- **N:** Show-Courtesy Key
- **O:** Show-Key in Listing Office
- **P:** Show-Lock Box
- **R:** Show-Special Instructions
- **S:** 48 Hr. Notice Required
- **T:** Non-Disclosure Agreement
- **U:** Other-See Remarks
- **V:** No Sign on Property
- **W:** After Hours Only
- **X:** Highly Confidential
- **Y:** None
- **Z:** Short Sale
- **AA:** Court Approval Required
- **AB:** REO/Lender Owned

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:** Rent Roll
- **M:** Historical District
- **N:** Leases-Copies
- **O:** Legal Description
- **P:** Floor Plans and Specs
- **Q:** RPTA Disclosure Form
- **R:** Soil Borings
- **S:** Soil Map
- **T:** Soil Suitability Test/Perc.
- **U:** Survey, Existing
- **V:** Tax Bill
- **W:** Title Report
- **X:** Topographic Maps
- **Y:** Traffic Counts
- **Z:** Back-up Package

Sale Terms

- **A:** Conventional
- **B:** FHA
- **C:** VA
- **D:** Assumption-Conventional
- **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
- **S:** Negotiable

Possession

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

Listing Agent Additional Info

Alternate Phone Number - - -

Extension

Agent Remarks *(Maximum 1000 characters)*

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 _____

Add'l Media URL 1 _____ ***Type** ☐ **A:** Virtual Tour ☐ **C**: 3D Tour ☐ **B:** Video ☐ **D**: Other

****Type required if URL entered***

Add'l Media URL 2 _____ ***Type** ☐ **A:** Virtual Tour ☐ **C**: 3D Tour ☐ **B:** Video ☐ **D**: Other

****Type required if URL entered***