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)

***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** __ / __ / ____

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

Check if Co-Lister can edit listing ___

GENERAL & DEVELOPMENT INFORMATION

***Directions** *(Maximum 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.)** ____ ***Year Built** ____ ***Built before 1978** ___ Y/N

*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'l 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
- ___ **G:** Private Road
- ___ **H:** Public Road
- ___ **I:** Signal Intersection
- ___ **J:** State Road
- ___ **K:** Township Road
- ___ **L:** U.S. Highway
- ___ **M:** Other

Current Use

- ___ **E:** Condominium
- ___ **H:** Legal Non-Conforming
- ___ **K:** Non-Conforming
- ___ **N:** Planned Unit Development
- ___ **R:** Residential-Multi-Family
- ___ **U:** Special Use
- ___ **V:** Zoning Change Req'd
- ___ **W:** Other
- ___ **X:** Elderly Housing
- ___ **Y:** Single Room Occupancy

Potential Use

- ___ **C:** Commercial
- ___ **E:** Condominium
- ___ **G:** Industrial/Mfg.
- ___ **M:** Office and Research
- ___ **N:** Planned Unit Development
- ___ **R:** Residential-Multi-Family
- ___ **S:** Residential-Single Family
- ___ **T:** Retail
- ___ **U:** Special Use
- ___ **V:** Zoning Change Required
- ___ **W:** Other
- ___ **X:** Elderly Housing
- ___ **Y:** Single Room Occupancy

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

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

Amenities

- ___ **A:** Children's Play Yard
- ___ **B:** Club House
- ___ **C:** Curbs and Gutters
- ___ **D:** Dock-Community
- ___ **J:** Landing Strip
- ___ **L:** Lighting/Exterior
- ___ **O:** Pool
- ___ **P:** Security Entrance
- ___ **Q:** Sidewalks
- ___ **S:** Storage Tanks(Abv.Ground)
- ___ **T:** Storage Tanks(Blw.Ground)
- ___ **U:** Tennis Court(s)
- ___ **W:** Other
- ___ **X:** Cable Ready

Monthly Assessment Includes

- ___ **A:** Heat
- ___ **C:** Water
- ___ **D:** Electric
- ___ **E:** Gas
- ___ **F:** Parking
- ___ **H:** Common Insurance
- ___ **J:** Security System
- ___ **L:** TV/Cable
- ___ **M:** Club House
- ___ **N:** Exercise Facilities
- ___ **O:** Pool
- ___ **P:** Exterior Maintenance
- ___ **Q:** Lawn Care
- ___ **R:** Scavenger
- ___ **S:** Snow Removal
- ___ **U:** Other
- ___ **V:** None
- ___ **W:** 24 Hour Guard
- ___ **X:** Night Guard
- ___ **Y:** Security Patrols

Owner's Association ___ Y/N

REMARKS *(Maximum 1000 characters)*

EXTERIOR FEATURES

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

Lot Square Footage **Approx Total Building Square Footage** ***Number of Stories**

*Type of Multi-Family

- A: Corridor (Exterior Entrance)
- B: Corridor (Interior Entrance)
- C: Courtyard
- D: Flats
- E: Garden Complex
- F: Hi-Rise
- G: Other
- H: Cluster
- I: Assisted Care
- J: Senior
- K: Condo/Townhouse
- L: Rooming House/ SRO
- M: Four Plus One

Structural Construction

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

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
- O: Asbestos Siding
- P: Limestone
- Q: Slate
- R: Other
- S: Clad Trim

(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

Miscellaneous Outside

- A: Balcony(ies)
- C: Courtyard
- D: Enclosed Porch
- E: Enclosed Stairs
- F: Fire Escape
- G: Handicapped Access
- 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

***# 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** **# Dishwashers** **# Washers** **# Dryers** **Washer/Dryer Leased** Y/N

 # Ranges **# Disposals** **# Refrigerators** **# Fireplaces** **# Window Air Conditioners**

Basement A-Full; B-Partial; C-Walkout; D-English; N-None **Last Lease Expiration** / /

Basement Description

- A: Finished
- B: Partially Finished
- C: Unfinished
- D: Crawl
- E: Cellar
- G: Sub-Basement
- H: Slab
- I: Exterior Access
- J: Other
- K: Apartments
- L: Storage

Miscellaneous Inside

- A: Atrium
- B: Common Exercise Room(s)
- C: Common Lunchroom(s)
- D: Common Meeting Room(s)
- G: Elevator(s) Freight
- H: Elevator(s) Passenger
- I: Escalator(s)
- J: Handicapped Access
- K: Handicapped Equipped Washroom(s)
- M: Inside Corridor(s)
- S: Skylight(s)
- T: Storage Inside
- U: Other

Apartments Description ***(i.e. Units sharing the same characteristics)***

	# Units	Rooms	Bedrooms	Full Baths	Half Baths	Monthly Income Range Min.	Monthly Income Range Max.
Apartment Type 1							
Apartment Type 2							
Apartment Type 3							
Apartment Type 4							
Apartment Type 5							
Apartment Type 6							
Apartment Type 7							

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

Fire Protection

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

*Heat/Ventilation

- B: Central Building 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
- P: Baseboard
- Q: Separate Per Unit
- R: Radiant
- S: Space Heater(s)
- T: Zoned
- U: None

Utilities to Site

- H: Sanitary Sewer to Site
- I: Septic-Mechanical
- J: Septic-Private
- 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
- V: Well-Shared
- W: None
- X: Other

*Tenant Pays

- A: Air Conditioning
- B: Common Area Maintenance
- C: Electric
- E: Heat
- L: Scavenger
- O: Water/Sewer
- P: Other
- Q: Cold Water
- R: Hot Water
- S: None
- 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

FINANCIAL INFORMATION

***Gross Rental Income**

***Total Monthly Income**

***Total Annual Income**

***Gross Rent Multiplier** .

***Real Estate Taxes**

***Tax Year**

***Total Annual Expenses**

Expense Source

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

Expense Year

***Annual Net Operating Income**

Net Operating Income Year

Cap Rate . %

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

Annual Expenses

	Amount ($)	Source
*Janitor		
*Fuel		
*Electricity		
*Water		
*Scavenger		
*Insurance		
*Repairs/Decorating		
*Other Expenses		

OFFICE/SALES INFORMATION

***Listing Type** **E**-Exclusive Right to Sell; **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 Price; **N**-Net Sale 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
- **R:** Wrap Around
- **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)*

Agent Remarks - continued

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***