

Agent Name: \_\_\_\_\_

Listing #: \_\_\_\_\_

**Illinois law may require your registration as a Business Broker. Review Chapter 15 of the Illinois Compiled Statutes Section 307/10 or consult with legal counsel.**

**BASIC LISTING INFORMATION**

 \*Property offered (Select One)  A-For Sale Only; B-For Lease Only; C-For Sale or Lease

 \*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)

 Unit # 

 \*City 

 State 

 \*Zip  -  zip4-optional

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

 \*County 

 Corporate Limits 

 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  COMM-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.) 

 \*Real Estate Included  Y/N

 Waterfront  Y/N

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

 \*Lease Expiration Date  /  / 

 Estimated Common Area Maintenance Per Sq. Ft./Year 

 Estimated Tax Per Sq. Ft./Year 
**Type Ownership-Real Estate**

 A: Corporation  
 B: General Partnership  
 C: In Acquisition  
 D: Individual  
 E: Land Trust  
 F: Leasehold  
 G: Limited Partnership  
 H: Sole Proprietor  
 I: Other/Unknown  
 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  
 G: Industrial/Manufacturing  
 H: Legal Non-Conforming  
 K: Non-Conforming  
 M: Office and Research  
 N: Planned Unit Development  
 U: Special Use  
 W: Other

**Potential Use**

 C: Commercial  
 D: Conditional Use  
 E: Condominium  
 F: Estate  
 G: Industrial/Mfg.  
 H: Legal Non-Conforming  
 I: Liquor License  
 J: Mobile Home  
 K: Non-Conforming  
 L: No Development Status  
 M: Office and 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



**Miscellaneous Inside**

- A: Atrium
- B: Common Exercise Rm(s)
- C: Common Lunchrm(s)
- D: Common Meeting Rm(s)
- E: Crane(s)
- G: Elevator(s) Freight
- H: Elevator(s) Passenger
- I: Escalator(s)
- J: Handicapped Access
- K: Handicapped Equip Washoorm(s)
- L: Heavy Floor Load
- M: Inside Corridor(s)
- N: Janitorial Service
- O: Multi-Tenant
- P: Overhead Door(s)
- Q: Private Restrmm(s)
- R: Public Restrmm(s)
- S: Skylight(s)
- T: Storage Inside
- U: Other

**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

**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

**BUSINESS INFORMATION**

**Business Name**

**Number of Full-Time Employees**

**Number of Part-Time Employees**

**\*Business Age**

- A: Less than 1 Year
- B: 1-3 Years
- C: 4-6 Years
- D: 7-10 Years
- E: 11+ Years
- F: Unknown

**\*Business Type**

- A: Automotive-Retail
- B: Automotive-Service
- C: Beauty Salon/Barber
- D: Bed & Breakfast
- E: Construction/Contractor
- F: Artistic/Craft
- G: Dry Cleaners/Coin Laundry

- H: Bar/Lounge/Nite Club
- I: Food and Beverage
- J: Distribution
- K: Grocery/Mini-Mart
- L: Restaurant
- M: Health/Fitness
- N: Wholesale

- O: Hotel or Motel
- P: Maintenance
- Q: Liquor Store
- R: Manufacturing
- S: Medical/Dental Practice
- T: Nursing/Retirement Home
- U: Pet Store

- V: Print Shop/Graphics
- W: Video Store
- X: Service/Misc.
- Y: Retail/Misc.
- Z: Other

**Food/Beverage Type**

- A: Coffee Shop
- B: Fast Food/Drive-In
- C: Restaurant
- E: Deli
- F: Banquet
- G: Pizza Parlor
- H: Ice Cream/Yogurt Parlor
- I: Franchise
- J: Catering
- K: Other
- L: Ethnic
- M: Carry-Out
- N: Fine Dining
- O: Grill

**Type Ownership-Business**

- A: Corporation
- B: General Partnership
- C: Trust
- D: Individual
- E: Family
- F: Leasehold
- G: Limited Partnership
- H: Sole Proprietor
- I: Other
- J: Limited Liability Corp.

**Current Owner**

- A: Less than 1 Year
- B: 1-3 Years
- C: 4-6 Years
- D: 7-10 Years
- E: 11+ Years
- F: Unknown

**Living Quarters**

- A: None
- B: Available
- C: Possible
- D: Included
- E: Other (See Remarks)

**Seating Capacity**

- A: 1-10
- B: 11-20
- C: 21-30
- D: 31-40
- E: 41-50
- F: 51-75
- G: 76-100
- H: 100+
- I: None
- J: Outdoor

**\*Sale Price Includes**

- A: Land
- B: Building
- C: Business
- D: License/Permit
- E: Equipment
- F: Franchise Transfer Fee
- G: Patent(s)/Copyrights
- H: Trade Fixtures
- I: Trade Mark(s)
- J: Inventory
- K: Customer List
- L: Owner Will Train
- M: Franchise Rights
- N: Cov. Not to Compete
- O: Other (See Remarks)
- P: Lease Hold Interest
- Q: Phone Number
- R: Business Name
- S: Key Money/Good Will

**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**

- 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 Unit(s)
- U: 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
- X: Other

**\*Business 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
- W: Cooking Gas

**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 EnergySavers
- 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

	Annual Amount \$	*Year	*Source
*Gross Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Cost of Goods Sold	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Gross Profit	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Total Operating Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Net Profit	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Adjusted Net Income	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Annual Rent for Real Estate	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Inventory	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Real Estate Taxes	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Gross Payroll	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Sales Taxes	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

## 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

Confidentiality or "Non Disclosure" Agreement Required  Y/N

**\*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

**Proprietary Information**

- A: Aerial Map
- B: Appraisal
- C: Assessments Unpaid
- D: Balance Sheet
- E: Covenants/Restrictions
- F: Declarations/Bylaws
- G: Deed restrictions
- H: Demographics
- I: Easements
- J: Environmental Audit
- K: Furniture/Fix./Equip. List
- L: Leases-Copies
- M: Legal Description

- N: Plans and Specs
- O: Profit & Loss Stmt.
- P: RPTA Disclosure Form
- Q: Soil Map
- R: Survey Existing
- S: Tax Bill
- T: Tax Returns
- U: Title Report
- V: Topographic Maps
- W: Traffic Counts
- X: Vendor List
- Y: Other

**Sale Terms**

- A: Conventional
- D: Assumption-Conv
- 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: SBA

**\*Type of Lease**

- A: None
- B: Gross Lease
- C: Net Lease
- D: Base + % Lease
- E: Escalations
- F: Lease Assignable

- G: Franchise Approval Req.
- H: Renewal Options
- I: Other (See Remarks)
- J: Right of Refusal
- K: Purchase Option

**\*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)

Grid of empty boxes for agent remarks.

Secure Showing Instructions (ShowingAssist - data entered in this field ONLY displays to the Listing Agent/Listing Office)

Grid of empty boxes for secure showing instructions.

**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
Add'l Media URL 2 [ ] \*Type A: Virtual Tour C: 3D Tour B: Video D: Other
\*Type required if URL entered