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; Clinton; Cook; DeKalb; DuPage; Fulton; Grundy; Henry; Jo Daviess; Kane; Kankakee; Kendall; Lake; LaSalle; Lee; Livingston; Marshall; McHenry; Ogle; Putnam; Rock Island; Stephenson; 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**

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

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

Check if Co-Lister can edit listing

GENERAL INFORMATION

***Directions** *(Maximum 100 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 **Model**

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.

***Approx. Year Built** ~or~ **Unknown**

*A value in Year Built **must** be entered for properties built 25 years ago or less*

Built before 1978** Y/N ***Recent Rehab** Y/N **Existing Basement/Foundation** Y/N (Field will only display for ***NEW properties) ***Waterfront** Y/N

***Zoning Type**

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

***Type-Multi Unit**

A: 2 Flat
B: 3 Flat
C: 4 Flat
D: 1 Story Unit(s)
E: 2 Story Unit(s)
F: 3 Story Unit(s)
G: 4 Story Unit(s)
H: Coach House
I: Converted Residence
J: Duplex Side By Side
K: Other
L: Tear Down

(Maximum of 2 selections + Tear Down, if applicable)

Style

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 Level
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)

*Age

A: 1-5 Years
B: 6-10 Years
C1: 11-15 Years
C2: 16-20 Years
C3: 21-25 Years
C : 11-25 Years
D1: 26-30 Years
D2: 31-40 Years
D3: 41-50 Years
D : 26-50 Years
E2: 61-70 Years
E3: 71-80 Years
E4: 81-90 Years
E5: 91-100 Years
E : 51-100 Years
F: 100+ Years
H: New-Ready for Occupancy
K: New-Proposed Construction
L: New-Under Construction
M: Unknown
N: New-Will Build to Suit

(Fields in red are for Search purposes ONLY)

New/Proposed Construction Options

A: Air Purifier/Humidifier
B: Appliance Package/Allowance
C: Basement/Lower Level Exterior Exit
D: Basement/Lower Level Finished
E: Basement/Lower Level Stubd in Bath
F: Central Air
G: Central Air Ready
H: Deck/Patio/Screened Porch
I: Electrical Allowance
J: Energy Efficient Package
K: Exterior Brick/Cedar
L: Fireplace
M: Basement
N: Garage
O: Hardwood/Ceramic Floors
P: Hot Tub/Pool
Q: Landscaping
R: Oak Trim/Oak Staircase
S: Roof Cedar/Shakes/Tile
T: Skylight(s)
U: Upgraded Carpet/Pad/Vinyl
V: Upgraded Interior/Exterior Door(s)
W: Vaulted/Cathedral Ceilings
X: Vinyl Clad Windows
Y: Whirlpool Tub
Z: Other
AA: Wood Windows
AB: Lighting Allowance
AC: Flooring Allowance
AD: Wood Laminate Flooring
AE: Upgraded Siding
AF: Upgraded Roofing
AG: Upgraded Insulation
AH: Upgraded Cabinets & Counters
AI: Zoned Heating/ Cooling
AJ: Floor Plan Modifications Allowed

(Maximum of 6 Selections)

*General Information

A: School Bus Service
B: Commuter Bus
C: Commuter Train
D: Interstate Access
E: Flood Zone
F: Flood Zone (Partial)
G: Adult Community
H: Assisted Living
N: None

Area Amenities

A: Clubhouse
B: Park/Playground
C: Pool
D: Tennis Court(s)
E: Horse-Community Barn
F: Horse Riding Area
G: Horse Riding Trails
H: Landing Strip
I: Pond/Lake
J: Dock-Community
K: Water Rights
M: Curbs/Gutters
N: Gated Entry
O: Sidewalks
P: Street Lights
Q: Street Paved
R: Other

(Maximum of 6 Selections)

REMARKS *(Maximum 420 characters)*

EXTERIOR FEATURES

***Lot Dimensions**

Acreage .

*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)

*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 - 4.00 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
G: 10+ Acres
K: Oversized Chicago Lot
L: Standard Chicago Lot

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

Lot Description

A: Beach
B: Chain of Lakes Frontage
C: Channel Front
D: Common Grounds
E: Corner
F: Cul-De-Sac
G: Dimensions to Center of Road
H: Fenced Yard
I: Forest Preserve Adjacent
J: Golf Course Lot
J1: Nature Preserve Adjacent
J2: Wetlands Adjacent
K: Horses Allowed
L: Irregular
M: Lake Front
N: Landscaped Professionally
O: Legal Non-Conforming
P: Paddock
Q: Park Adjacent
R: Pond
S: River Front
T: Stream
V: Water View
W: Wooded
X: Rear of Lot

(Maximum of 6 Selections)

Roof Type

A: Asphalt/Glass (Rolled)
B: Asphalt/Glass (Shingles)
C: Metal
D: Rubber
E: Slate
F: Tar & Gravel
G: Tile
H: Wood Shakes/Shingles
J: Flat Roof
L: Other

Foundation

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

PARKING *Garage=Interior Parking; Parking=Exterior Parking*

***Parking** G-Garage(s); **S**-Exterior Space(s); **N**-None

NOTE: Both Garage (Interior Parking) & Exterior Space may be selected. Depending upon data entered in this field, either Garage Detail fields or Exterior Parking Detail fields will display, or both.

***Is Parking Included in Price?** Y/N

Garage Details:

***Garage Ownership** **A**-Owned; **B**-Transferrable Lease; **C**-Deeded Sold Separately; **D**-Fee/Leased; **N**-N/A

***(If Sold Separately)* Deeded Garage Cost** ($)

***Garage On-Site** Y/N

***# Garage Spaces** .

***Garage Type** **A**-Attached; **B**-Detached; **N**-None

Garage Details
A: Garage Door Opener(s)
B: Transmitter(s)
C: Carport
D: Heated
E: Tandem
F: 7 Foot or more high garage door
N: None/NA

***(If Fee/Leased)* Fee/Lease Garage Cost** ($)

Parking Details: *Parking Ownership [ ] A-Owned; B-Transferable Lease; C-Deeded Sold Separately; D-Fee/Leased; N-N/A

*(If Sold Separately) Deeded Parking Cost [ ] ($)

*Parking On-Site [ ] Y/N

*(If Fee/Leased) Fee/Lease Parking Cost [ ] ($)

*# of Parking Spaces [ ]

Parking Details

A: Assigned Spaces	**D:** Off Street	**G:** Visitor Parking	**J:** Driveway
B: Unassigned	**E:** Side Apron	**H:** Valet	**N:** None/NA
C: Off Alley	**F:** Zoned Permit	**I:** Underground/Covered	

INTERIOR FEATURES

*# of Units in Building [ ] *# of Rooms in Building [ ] *# of Bedrooms in Building [ ] *# Full Baths in Building [ ]

*# Half Baths in Building [ ] *3 Bedroom Unit in Building [ ] Y/N *Basement [ ] A-Full; B-Partial; C-Walkout; D-English; N-None

	* Floor#	*# Rooms	# Bedrooms	*# Full Baths	*# Half Baths	Master Bedroom Bath	*Security Deposit $	*Rent $	*Lease Expiration Date
*Unit 1						A-Full; B-Half; C-Shared; N-None			/
*Unit 2						A-Full; B-Half; C-Shared; N-None			/
*Unit 3						A-Full; B-Half; C-Shared; N-None			/
*Unit 4						A-Full; B-Half; C-Shared; N-None			/

*Appliances/Features-Unit 1

A: Stove
B: Refrigerator
C: Washer
D: Dryer
E: Dishwasher
F: Microwave
G: Disposal
H: Compactor
I: Central Air Conditioner
J: Window Air Conditioner
K: Fireplace-Artificial
L: Fireplace-Gas
M: Fireplace-Wood
N: Garage/Space
O: None
P: Laundry Hook-Up

*Appliances/Features-Unit 2

A: Stove
B: Refrigerator
C: Washer
D: Dryer
E: Dishwasher
F: Microwave
G: Disposal
H: Compactor
I: Central Air Conditioner
J: Window Air Conditioner
K: Fireplace-Artificial
L: Fireplace-Gas
M: Fireplace-Wood
N: Garage/Space
O: None
P: Laundry Hook-Up

*Appliances/Features-Unit 3

A: Stove
B: Refrigerator
C: Washer
D: Dryer
E: Dishwasher
F: Microwave
G: Disposal
H: Compactor
I: Central Air Conditioner
J: Window Air Conditioner
K: Fireplace-Artificial
L: Fireplace-Gas
M: Fireplace-Wood
N: Garage/Space
O: None
P: Laundry Hook-Up

*Appliances/Features-Unit 4

A: Stove
B: Refrigerator
C: Washer
D: Dryer
E: Dishwasher
F: Microwave
G: Disposal
H: Compactor
I: Central Air Conditioner
J: Window Air Conditioner
K: Fireplace-Artificial
L: Fireplace-Gas
M: Fireplace-Wood
N: Garage/Space
O: None
P: Laundry Hook-Up

*Tenant Pays-Unit 1

A: All
B: Electric
C: Gas
D: Heat
E: Parking
F: Scavenger
G: Sewer
H: Water
I: Other
J: None

*Tenant Pays-Unit 2

A: All
B: Electric
C: Gas
D: Heat
E: Parking
F: Scavenger
G: Sewer
H: Water
I: Other
J: None

*Tenant Pays-Unit 3

A: All
B: Electric
C: Gas
D: Heat
E: Parking
F: Scavenger
G: Sewer
H: Water
I: Other
J: None

*Tenant Pays-Unit 4

A: All
B: Electric
C: Gas
D: Heat
E: Parking
F: Scavenger
G: Sewer
H: Water
I: Other
J: None

Bath Amenities

A: Whirlpool
B: Separate Shower
C: Handicap Shower
D: Steam Shower
E: Double Sink
F: Bidet
G: Garden Tub
H: European Shower
I: Full Body Spray Shower
J: Double Shower
K: Soaking Tub

*Basement Description

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

Additional Rooms

1BR-1st Floor Bedroom
2KT-2nd Kitchen
DEN-Den
DRK-Dark Room
ENB-Enclosed Balcony
ENP-Enclosed Porch
EXC-Exercise Room
FAM-Family Room
FOY-Foyer
GAL-Gallery
GRT-Great Room
ILA-InLaw Arrangement*
LDY-Laundry Room(s)
LIB-Library
LOF-Loft
MAI-Maid's Room
SCP-Screened Porch
REC-Recreation Room
SIT-Sitting Room
SUN-Sun/Florida Room
UT1-Utility Room-1st Floor
UT2-Utility Room-2nd Floor
WRK-Workroom
***Check Local Ordinances**

UTILITIES & ENERGY EFFICIENT FEATURES

*Water

A: Lake Michigan
B: Public
C: Private Company
D: Well Community
E: Well Private
F: Well Private Company
G: Well Shared
H: Other
(Maximum of 2 Selections)

*Sewer

A: Septic - Mechanical
B: Septic - Private
C: Septic - Shared
D: Sewer - Public
E: Sewer Storm
F: Holding Tank(s)
G: Overhead Sewers
H: Other
(Maximum of 2 Selections)

*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

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 Pump
U: Radon Mitigation System(s)
V: Power Generator

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: LEED-H 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

TAX/FINANCIAL INFORMATION

***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 _____ ($)

Total Rental Income _____ Yr. **Gross Income** _____ Yr. **Gross Expenses** _____ Yr.

Net Operating Income _____ Yr.

Other Additional Income

A: Coin Laundry
B: Garage(s)
C: Parking Space(s)
D: Other

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 ___ **A**-Easy Show; **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 Price; **N**-Net Sale Price ***Special Compensation Info.** ___ **C**-Court Approval Required; **M**-Bonus; **S**-Short Sale; **Z**-Exception(s); **V**-Variable; **N**-None

*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
F: Association Rental Restrictions Apply
G: Short Sale
H: Court Approval Required
I: Pre-Foreclosure
J: REO/Lender Owned
N: None

*Possession

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

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

Listing Agent Additional Info _____

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

Owner's Phone _____

Agent Remarks *(Maximum 240 characters)*

Secure Showing Instructions *(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 systen

***Virtual Tour** **A**-Imagemaker 360; **B**-Imagemaker 360 + Realtor.com; **E**-CirclePix; **N**-None

***Internet Listing** **A**-All; **B**-None; **D**-Realtor.com; **X**-RealNet (Vendor Contract Needed)

***Remarks on Internet?** Y/N ***Property Address on Internet?** Y/N ***VOW Comments/Reviews?** Y/N ***VOW AVM?** Y/N

TOUR/OPEN HOUSE INFORMATION *(Optional)*

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)*