

**Please return by Email (karen@karenpietsch.com) or Fax to 847.231.5945, Attn: Karen**

	Realtor®	Mailing address of the Seller (s)
Name	4 Sale Realty Advantage, Inc.	
Address	1365 Locust Court	
City,State,Zip	Grayslake, IL 60030	
Phone	847.989.4885	
Fax	847.231.5945, Attn: Karen	
E-mail	karen@karenpietsch.com	

**MLS Input Sheet. Please fill in all that apply to your property. This form is for:**  
**(Check or Circle One) Note: For vacant land just return page 1 of this input sheet.**

Condo    
 Co-op    
 Duplex    
 Townhome    
 Single Family Home

Address Number	#	Lot Dimensions IE: 50x125 or Common	
N, S, E, W, NW etc.		Acres	#
Property Street Name		Approximate Square Footage	#
Unit Number & Floor Level	#	Number of Bedrooms	#
City		Total Full Baths	#
Zip Code		Total <u>Not</u> -Full Baths	#
<b>Property Tax Index Number (PIN)</b>	#	Bath in Master BR?	Yes or No?
County		Bath in Basement?	Yes or No?
Township		Are Pets Allowed?	Cats? <input type="checkbox"/> Dogs? <input type="checkbox"/>
Unincorporated or City Limits (pick one)		Pet Weight Limit & Pet Count Limit	# #
Directions	(Email to us)	Tax Amount & Year	\$
Subdivision Name		Special Assessment	Yes or No? <input type="checkbox"/> \$
Model Name		Monthly Assessment	\$
Grade School Name & District Number		Year Built	
Middle School Name & District Number		Recent Rehab? / YEAR	Yes <input type="checkbox"/> No <input type="checkbox"/> / <input type="text"/>
High School Name & District Number		Waterfront?	Yes or No?
If new Construction, when will it be available?		Exposure (Direction of the front door or view)	
Total # units in building	#	Showing Contact Name	
Total # Floors in building	#	Showing Contact Phone Number	
Property Rented? If so, When Available?		Does owner have a real estate license?	Yes or No?

Please send a poetic description showcasing your property for the remarks section. You are allowed 1000 characters which include spaces between words and punctuation. You can send it along in the email or attach a word document.

For the following, please enter: (Note: This section is required by the MLS before I can put the listing on the MLS)

1. **Size/Room Dimention:** IE: 12X14. **Round off to the nearest whole foot.**
2. **Floor Level:** B(Basement), 1(Main Level), 2(2<sup>nd</sup> level), 3(3<sup>rd</sup> Level), 4(4<sup>th</sup> Level).
3. **Flooring:** C(Carpet), H(Hardwood), P(ergo), T(Ceramic Tile), V(Vinyl), O(Other)
4. **Window treatments to stay with the house.** B(Blind), C(Curtain), N/A (none)

**Do not include bathrooms, unfinished spaces, unheated spaces, or closets.** Add more lines if necessary.

Room	Size	Floor	Flooring	Window Treatments
Living Room				
Dining Room (size or "combo")				
Kitchen				
Family Room				
Laundry Room				
Master Bedroom				
2nd Bedroom				
3rd Bedroom				
4th Bedroom				
Rec Room				
Other room (IE: 5th bedroom, office, den)				

Continue rooms on a separate piece of paper if necessary. Don't forget the basement.

Check or Circle all that apply to your property					
Single Family Type	Exterior	Lot Size	Misc. Lot Description	Misc. Exterior Features	Garage / Parking
<input checked="" type="radio"/> <b>1 Story</b> -Ranch <input type="radio"/> <input checked="" type="radio"/> <b>1.5 Story</b> -Bungalow <input type="radio"/> -Cape Cod <input type="radio"/> -Tudor <input type="radio"/> <input checked="" type="radio"/> <b>2 Story</b> -4 Square <input type="radio"/> -Colonial <input type="radio"/> -Contemporary <input type="radio"/> -Traditional <input type="radio"/> -Farmhouse <input type="radio"/> -Georgian <input type="radio"/> -Log <input type="radio"/> -Victorian <input type="radio"/> <input checked="" type="radio"/> <b>Split-Level</b> -Bi-Level <input type="radio"/> -Tri-Level <input type="radio"/> <input checked="" type="radio"/> <b>Split-Level With Sub-Basement</b> -Quad Level <input type="radio"/>	<input type="checkbox"/> Aluminum Siding <input type="checkbox"/> Vinyl Siding <input type="checkbox"/> Brick <input type="checkbox"/> Cedar <input type="checkbox"/> Frame <input type="checkbox"/> Block <input type="checkbox"/> Dryvit Type (EIFS) <input type="checkbox"/> Log <input type="checkbox"/> Masonite <input type="checkbox"/> Other  <b>Roof</b> <input type="checkbox"/> Asphalt Shingles <input type="checkbox"/> Wood Shakes <input type="checkbox"/> Other  <b>Foundation</b> <input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Stone	<input checked="" type="radio"/> Less Than .25 Acre <input type="radio"/> .25 - .49 Acre <input type="radio"/> .50 - .99 Acre <input type="radio"/> 1.0 - 1.99 Acres <input type="radio"/> 2.0 - 2.99 Acres <input type="radio"/> 3.0 - 3.99 Acres <input type="radio"/> 4.0 - 4.99 Acres <input type="radio"/> 5.0 - 5.99 Acres <input type="radio"/> 6.0 - 7.99 Acres <input type="radio"/> 8.0 - 9.99 Acres <input type="radio"/> 10+ Acres <input type="radio"/> Oversized Chicago Lot <input type="radio"/> Standard Chicago Lot <input type="radio"/> Common Grounds	<input type="checkbox"/> Beach <input type="checkbox"/> Chain O Lakes Frontage <input type="checkbox"/> Channel Frontage <input type="checkbox"/> Corner <input type="checkbox"/> Cul-De-Sac <input type="checkbox"/> Fenced Yard <input type="checkbox"/> Next to Forest Preserve <input type="checkbox"/> Golf Course Lot <input type="checkbox"/> Horses Allowed <input type="checkbox"/> Lake Front <input type="checkbox"/> River Front <input type="checkbox"/> Pond <input type="checkbox"/> Stream <input type="checkbox"/> Water Rights <input type="checkbox"/> Water View <input type="checkbox"/> Wooded <input type="checkbox"/> Professionally Landscaped	<input type="checkbox"/> Balcony <input type="checkbox"/> Deck <input type="checkbox"/> Patio - Concrete <input type="checkbox"/> Patio - Brick Paver <input type="checkbox"/> Porch <input type="checkbox"/> Greenhouse <input type="checkbox"/> Hot Tub <input type="checkbox"/> Roof Deck <input type="checkbox"/> Screened Porch <input type="checkbox"/> Gazebo <input type="checkbox"/> Storage Shed <input type="checkbox"/> Invisible Fence <input type="checkbox"/> Horse Barn <input type="checkbox"/> Tennis Court <input type="checkbox"/> Boat Dock <input type="checkbox"/> Pool - Above Ground <input type="checkbox"/> Pool - In Ground <input type="checkbox"/> Outdoor Grill <input type="checkbox"/> Outdoor Fireplace <input type="checkbox"/> Private Entrance <input type="checkbox"/> End Unit	<input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage <input type="checkbox"/> Assigned Space <input type="checkbox"/> Unassigned Space <input type="checkbox"/> Visitor Parking <input type="checkbox"/> Garage Door Opener <input type="checkbox"/> Heated <input type="checkbox"/> Tandem <input type="checkbox"/> None  # Of Spaces? Garage _____  Parking _____  Is parking included in the price? _____  If not and if sold separately, for how much? \$ _____

<b>Disability Access and/or Equipment</b> <input type="checkbox"/> 32" Wide Doors <input type="checkbox"/> 36" Wide Halls <input type="checkbox"/> Chairlift <input type="checkbox"/> Flashing Doorbell <input type="checkbox"/> Grab Bars Throughout <input type="checkbox"/> Hearing Modifications <input type="checkbox"/> Kitchen Modifications <input type="checkbox"/> Low Bathroom Mirrors <input type="checkbox"/> Low Closet Rods <input type="checkbox"/> Lower Fixtures <input type="checkbox"/> Lowered Switches <input type="checkbox"/> Main Level Entry <input type="checkbox"/> No Interior Steps <input type="checkbox"/> Disabled Parking <input type="checkbox"/> Roll-in Shower <input type="checkbox"/> Vehicle Transfer Area <input type="checkbox"/> Wheelchair Accessible <input type="checkbox"/> Wheelchair Mailbox <input type="checkbox"/> Wheelchair Ramps	<b>Basement</b> <input type="checkbox"/> Full - Finished <input type="checkbox"/> Full - Unfinished <input type="checkbox"/> Partial - Finished <input type="checkbox"/> Partial - Unfinished <input type="checkbox"/> Crawl <input type="checkbox"/> Slab English - Lookout <input type="checkbox"/> Stairwell to Outside <input type="checkbox"/> Sub-Basement <input type="checkbox"/> Roughed-in Bath <input type="checkbox"/> None  <b>Fireplace Details</b> <input type="checkbox"/> Wood Burning <input type="checkbox"/> Gas Start <input type="checkbox"/> Gas Log f. <b>fireplace location:</b> <input type="checkbox"/> Family Room <input type="checkbox"/> Living Room <input type="checkbox"/> Master Bedroom <input type="checkbox"/> Basement <input type="checkbox"/> None <input type="checkbox"/> How Many? _____  <b>Master Bath Details</b> <input type="checkbox"/> Full <input type="checkbox"/> Half <input type="checkbox"/> Shared <input type="checkbox"/> Whirlpool <input type="checkbox"/> Soaker Tub <input type="checkbox"/> Double Sink <input type="checkbox"/> Separate Shower <input type="checkbox"/> Steam Shower <input type="checkbox"/> Bidet <input type="checkbox"/> None	<b>Misc. Interior Features</b> <input type="checkbox"/> Vaulted Ceilings <input type="checkbox"/> Skylight (s) <input type="checkbox"/> Hot Tub <input type="checkbox"/> Bar - Dry <input type="checkbox"/> Bar - Wet <input type="checkbox"/> Elevator <input type="checkbox"/> Heated Floors <input type="checkbox"/> In-Law Arrangement <input type="checkbox"/> Indoor Pool  <b>Dining Room</b> <input type="checkbox"/> Separate Room <input type="checkbox"/> Combined w/ Living Room <input type="checkbox"/> Combined w/ Family Room <input type="checkbox"/> L-Shaped  <b>Kitchen</b> <input type="checkbox"/> Table Space <input type="checkbox"/> Breakfast Bar <input type="checkbox"/> Island <input type="checkbox"/> Walk-in Pantry	<b>Appliances To Stay</b> <input type="checkbox"/> Oven-Double <input type="checkbox"/> Oven/Range <input type="checkbox"/> Microwave <input type="checkbox"/> Dishwasher <input type="checkbox"/> Refrigerator - Main <input type="checkbox"/> Refrigerator - High End <input type="checkbox"/> Refrigerator - Bar <input type="checkbox"/> Wine Cooler <input type="checkbox"/> Washer <input type="checkbox"/> Dryer <input type="checkbox"/> Disposal <input type="checkbox"/> Trash Compactor <input type="checkbox"/> All kitchen appliances are stainless steel.  <b>Misc. Equipment</b> <input type="checkbox"/> Humidifier <input type="checkbox"/> Water Softener-owned <input type="checkbox"/> Central Vacuum <input type="checkbox"/> Security System <input type="checkbox"/> Intercom <input type="checkbox"/> Fire Sprinklers <input type="checkbox"/> Lawn Sprinklers <input type="checkbox"/> CO Detector <input type="checkbox"/> Ceiling Fan (s) <input type="checkbox"/> Sump Pump <input type="checkbox"/> Back-up Sump Pump <input type="checkbox"/> Radon Mitigation Syst. <input type="checkbox"/> Power Generator	<b>Air Conditioning</b> <input type="checkbox"/> Central Air <input type="checkbox"/> 2 Separate Units <input type="checkbox"/> Zoned <input type="checkbox"/> Space Pac <input type="checkbox"/> 1 Window Unit <input type="checkbox"/> 2 Window Units <input type="checkbox"/> 3 Window Units <input type="checkbox"/> None  <b>Water</b> <input type="checkbox"/> Lake Michigan <input type="checkbox"/> Public <input type="checkbox"/> Well (Private)  <b>Sewer</b> <input type="checkbox"/> Septic (Private) <input type="checkbox"/> Sewer <input type="checkbox"/> Overhead Sewers  <b>Electricity</b> <input type="checkbox"/> Circuit Breakers <input type="checkbox"/> Fuses  <b>Heat/Fuel</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Propane <input type="checkbox"/> Solar <input type="checkbox"/> Forced Air <input type="checkbox"/> Hot Water/Steam <input type="checkbox"/> Baseboard <input type="checkbox"/> Radiator <input type="checkbox"/> Space Heater <input type="checkbox"/> Individual Controls <input type="checkbox"/> 2 Separate Systems <input type="checkbox"/> Zoned <input type="checkbox"/> None	<b>Tax Exemption</b> <input type="checkbox"/> Homeowner <input type="checkbox"/> Senior <input type="checkbox"/> None  <b>Monthly Assessments Includes...</b> <input type="checkbox"/> Heat <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Water <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Parking <input type="checkbox"/> Tax <input type="checkbox"/> Common Insurance <input type="checkbox"/> Security <input type="checkbox"/> Security System <input type="checkbox"/> Doorman <input type="checkbox"/> TV/Cable <input type="checkbox"/> Club House <input type="checkbox"/> Exercise Facilities <input type="checkbox"/> Pool <input type="checkbox"/> Exterior Maintenance <input type="checkbox"/> Lawn Care <input type="checkbox"/> Trash Removal <input type="checkbox"/> Snow removal <input type="checkbox"/> Lake Rights <input type="checkbox"/> Other <input type="checkbox"/> None  <b>Can an investor rent it out after they buy it?</b> a. Yes <input type="checkbox"/> b. No <input type="checkbox"/>
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**HOA or Management Company**

**Open House:**

**HOA Company Name:** \_\_\_\_\_

Day \_\_\_\_\_

**HOA Contact person:** \_\_\_\_\_

Date: \_\_\_\_\_

**HOA Contact phone:** \_\_\_\_\_

Time: \_\_\_\_\_

If your property is in the City of Chicago, I will need your account numbers for your gas and electric company so I can get the average monthly usages. Mayor Daley thought it would be a good idea to make homeowners disclose to buyers the cost of the energy to heat their homes. It is mandatory and now the MLS has it as a required field.