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**: All Counties Listed Online **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*

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

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
- ☐ **AB**: Furnished Units Available
- ☐ **AC**: Laundry Room

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
- ☐ **O**: Shared Meters

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		

LEGAL DESCRIPTION *Maximum 250 characters* **CCAR Members Only*

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)*

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; 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

****Type required if URL entered*** **B:** Video **D**: Other

Add'l Media URL 2 ***Type** **A:** Virtual Tour **C**: 3D Tour

****Type required if URL entered*** **B:** Video **D**: Other