

(*) INDICATES REQUIRED FIELD

DO NOT ABBREVIATE

EXTERIOR FEATURES

*Lot Dimensions (DIM):

Acreage:

Model (MOD):

*Type-Multi (TMU):

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

Style of House (STY):

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

*Exterior Building Type (EXT):

A: Aluminum/Vinyl/Steel Siding

B: Brick

C: Cedar

D: Frame

E: Block

F: Dryvit Type

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

Lot Size (LSZ):

A: Less than .25 Acres

B: .25 - .49 Acres

C: .50 - .99 Acres

D: 1.0 - 1.99 Acres

E: 2.0 - 4.99 Acres

F: 5.0 - 9.99 Acres

G: 10+ Acres

K: Oversized Chicago Lot

L: Standard Chicago Lot

Lot Description (LDS):

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

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

Foundation (FND):

A: Block

B: Brick

C: Concrete

D: Pillars

E: Reinforced Caisson

F: Stone

G: Wood

H: Other

Roof Type (ROF):

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

Other Improvements (IMPO):

A: Curbs/Gutters

B: Gated Entry

C: Sidewalks

D: Street Lights

E: Street Paved

F: Other

*Parking Type (PKN):

G-Garage(s); S-Space(s); N-None

*Number of Cars (CARS):

*Garage & Parking (GAR):

A: Attached

B: Detached

C: 1 Car Garage

D: 1.5 Car Garage

E: 2 Car Garage

F: 2.5 Car Garage

G: 3 Car Garage

H: 3+ Car Garage

I: Side Apron

J: Assigned Spaces-1

K: Assigned Spaces-2

L: Unassigned

M: Garage Door Opener(s) (Auto)

N: Transmitter(s)

O: Carport

P: Heated

Q: Leased

R: Owned

S: Underground

T: Zoned Permit

U: None

V: Deeded Sold Separately

W: On-Site

X: Off-Site

UTILITIES

*Water (IMPW):

A: Lake Michigan

B: Public

C: Private Company

D: Well Community

E: Well Private

F: Well Private Company

G: Well Shared

H: Other

*Sewer (IMPS):

A: Septic - Mechanical

B: Septic - Private

C: Septic - Shared

D: Sewer - Public

E: Sewer Storm

F: Holding Tank(s)

G: Overhead Sewers

H: Other

*Heat/Fuel (HEA):

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 (EQP):

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

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INTERIOR FEATURES

*# of Units in Building (TNU): *# of Rooms in Building (RMS): *# of Bedrooms in Building (BR): *# Full/Half Baths in Building (BTH): *3 Bedroom Unit in Building: Y/N*Basement (BMT): Y/N

Lease Expiration

	Floor#	# Rooms	# Bedrooms	# Bathrooms	Security Deposit \$	Rent \$	Date (Mo/Yr)
Unit 1:	*UF1:	*RM1:	*BR1:	*BT1:	*SD1:	*RT1:	*LX1:
Unit 2:	*UF2:	*RM2:	*BR2:	*BT2:	*SD2:	*RT2:	*LX2:
Unit 3:	*UF3:	*RM3:	*BR3:	*BT3:	*SD3:	*RT3:	*LX3:
Unit 4:	*UF4:	*RM4:	*BR4:	*BT4:	*SD4:	*RT4:	*LX4:

*Appliances/Features

Unit 1 (AP1):

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

*Appliances/Features

Unit 2 (AP2):

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

*Appliances/Features

Unit 3 (AP3):

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

*Appliances/Features

Unit 4 (AP4):

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

*Tenant Pays-

Unit 1 (TP1):

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

*Tenant Pays-

Unit 2 (TP2):

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

*Tenant Pays-

Unit 3 (TP3):

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

*Tenant Pays-

Unit 4 (TP4):

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

Bath Amenities (BAT):

A: MBR - Full
B: MBR - 1/2
C: Shared Master Bath
D: Whirlpool
E: Separate Shower
F: Handicap Shower
G: Steam Shower
H: Double Sink
I: Bidet

*Basement (BAS):

A: Full
B: Partial
C: Walkout
D: Finished
E: Partially Finished
F: Unfinished
G: Crawl
H: Cellar
I: English
J: Sub-Basement
K: Slab
L: Exterior Access
M: Other
N: None

Other Rooms (OTR):

A: 1st Floor Bedroom
B: Darkroom
C: Den/Office/Study
D: Enclosed Balcony
E: Exercise Room
F: Family Room
G: Gallery/Foyer
H: Great Room
I: In-Law Arrangement*
J: Kitchen Second
K: Library
L: Loft
M: Maid's Room
N: Porch - Enclosed
O: Porch - Screened
P: Recreation
Q: Sitting Room
R: Sunroom/Florida Room
T: Utility/Laundry - 1st Floor
U: Utility/Laundry - 2nd Floor
V: Workshop

* Check Local Ordinances

TAX/FINANCIAL INFORMATION

*Tax Year (TXY): *Taxes (TAX): (\$)Tax Exemptions (TXC): H-Homeowner; S-Senior
O-Other; N-None*Special Assessments &/or Special Service Area (SAS): Y/N/U

Annual Expenses (\$)

Heat (HTE): Gas (GSE): Electricity (ELEC): Management Fee (MFG): Insurance (INE): Scavenger (SCE): Water/Sewer (WSE): Repairs/Maintenance (RME): Janitorial (JNE): Miscellaneous (MSE): Gross Expenses (GRE):

Annual Income (\$)

Miscellaneous Income (MSI): Total Rental Income (RTI): Gross Income (GRI): Net Operating Income (NOI):

Other Additional Income (OAI):

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

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OFFICE/SALES INFORMATION

*Listing Type (LIST):

E-Exclusive Right to Sell

X

X-Exclusive Agency

*Agent Owned/Interest (AON):

Y/N

*Holds Earnest Money (HEM):

Y/N

*Showing Instructions: (Maximum 56 characters)

*Cooperative Compensation (CC):

*Special Compensation Info. (SCI):

M-Bonus; Z-Exception(s);
V-Variable: N-None

*Possession (POS):

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

Sale Terms (TRM):

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 (AAN):

Co-Lister (MLS ID):

*Owner's Name - OR - "Owner of Record" (OWR):

Owner's Phone (OPH):

Agent Remarks: (Maximum 240 characters)

MEDIA

*Photo (PHO):

A-Take Exterior Photo ONLY ; B-Supplied by LO; C-Sketch Supplied by LO; E-Take Exterior AND Interior Photos (max 1+8 Cost \$34.95)

C35

3x5

C57

5x7 color

C810

8x10 color

*Virtual Tour (VT):

A: Standard; B: Plus Realtor.com; C: VIC; D: VideoHome Tours; E: CirclePix; F: VI 360; G: OBEO; N: None

*Internet Listing:

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

*Remarks on IDX?:

Y/N

*Property Address on IDX? (ADI):

Y/N

TOUR/OPEN HOUSE INFORMATION (Optional)

Tour Date:

/

/

(MM/DD/YY)

Start Tour Time:

:

(AM/PM)

End Tour Time:

:

(AM/PM)

Lunch:

Y/N

Refreshments:

Y/N

Comments (Maximum 68 characters):