

Agent Name: _____

Listing #: _____

BASIC LISTING INFORMATION

 *Is Property also Listed for Rent? Y/N

 MLS # of Rental Listing (if known)

 *Area

 *Parcel Number

 *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, E, S, or W for a post directional, i.e. 123 Adams Drive W)

 *Unit # Required for Attached, except for Townhouse & 1/2 Duplex

 *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/Complex Name

 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; CO-Co-op; 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

(This field will only display for NEW properties)

 Est. Occupancy Date / / (Field will only display, and will be required, for NEW properties)

 *Waterfront Y/N

 Is Property Currently Leased? Y/N

 If "Yes", provide Lease Expiration Date / /

 ~or~ Check Month-To-Month

 *Total # Units in Building

 % Owner Occupied

 % Common Area/Coop/Condo Ownership

 *# Days for Board Approval

 *Pets Allowed Y/N

 Maximum Pet Weight

Dining Room (Required if Dining Room Size entered)

- A: Separate
 - B: Combined w/Living Room
 - C: Combined w/Family Room
 - D: L Shaped
- (Maximum of 1 Selection)**

Kitchen Type

- A: Eating Area-Breakfast Bar
- B: Eating Area-Table Space
- C: Galley
- D: Island
- E: Pantry-Butler
- F: Pantry-Closet
- G: Pantry-Walk-in

Appliances

- A: Oven-Double
- B: Oven/Range
- C: Microwave
- D: Dishwasher
- E: Dishwasher-Portable
- F: Refrigerator
- F1: Sub-Zero Refrigerator
- G: Refrigerator-Bar
- H: Freezer
- I: Washer
- J: Dryer
- K: Disposal
- L: Compactor-Trash
- M: Grill-Indoor
- N: All Stainless Steel Kitchen Appliances
- O: Wine Cooler/Refrig.

***Additional Room Choices:** Select as many as are applicable. Rooms with v are "countable" & will be included in the Total # of Rooms count per MRED Room Counting Rules

- | | | | | | |
|--|---|--|--|--|---|
| <input type="checkbox"/> 2KT-2nd Kitchen v | <input type="checkbox"/> BR9-9th Bedroom v | <input type="checkbox"/> ENB-Enclosed Balcony | <input type="checkbox"/> LIB-Library v | <input type="checkbox"/> REC-Recreation Room v | <input type="checkbox"/> TAN-Tandem Room v |
| <input type="checkbox"/> ATR-Atrium | <input type="checkbox"/> B10-10th Bedroom v | <input type="checkbox"/> ENP-Enclosed Porch | <input type="checkbox"/> LOF-Loft v | <input type="checkbox"/> SCP-Screened Porch | <input type="checkbox"/> TER-Terrace |
| <input type="checkbox"/> ATC-Attic v | <input type="checkbox"/> B11-11th Bedroom v | <input type="checkbox"/> ENH-Enclosed Porch Heated v | <input type="checkbox"/> MAI-Maid's Room v | <input type="checkbox"/> SEW-Sewing Room v | <input type="checkbox"/> THR-Theatre Room v |
| <input type="checkbox"/> BAL-Balcony | <input type="checkbox"/> B12-12th Bedroom v | <input type="checkbox"/> EXC-Exercise Room v | <input type="checkbox"/> MED-Media Room v | <input type="checkbox"/> SIT-Sitting Room v | <input type="checkbox"/> UT1-Utility Room-1st Floor |
| <input type="checkbox"/> BON-Bonus v | <input type="checkbox"/> BRK-Breakfast Room v | <input type="checkbox"/> FOY-Foyer | <input type="checkbox"/> MUD-Mud Room | <input type="checkbox"/> STE-Suite v | <input type="checkbox"/> UT2-Utility Room-2nd Floor |
| <input type="checkbox"/> BR5-5th Bedroom v | <input type="checkbox"/> DEN-Den v | <input type="checkbox"/> GAL-Gallery | <input type="checkbox"/> NUR-Nursery v | <input type="checkbox"/> STY-Study v | <input type="checkbox"/> WIC-Walk In Closet |
| <input type="checkbox"/> BR6-6th Bedroom v | <input type="checkbox"/> DRK-Dark Room v | <input type="checkbox"/> GAM-Game Room v | <input type="checkbox"/> OFF-Office v | <input type="checkbox"/> STG-Storage | <input type="checkbox"/> WRK-Workroom v |
| <input type="checkbox"/> BR7-7th Bedroom v | <input type="checkbox"/> DEC-Deck | <input type="checkbox"/> GRT-Great Room v | <input type="checkbox"/> PAN-Pantry | <input type="checkbox"/> SUN-Sun/Florida Room | <input type="checkbox"/> OTH-Other |
| <input type="checkbox"/> BR8-8th Bedroom v | <input type="checkbox"/> EAS-Eating Area v | <input type="checkbox"/> LDY-Laundry | <input type="checkbox"/> PLY-Play Room v | <input type="checkbox"/> SUH-Sun/Florida Room Heated v | <input type="checkbox"/> NON-No additional rooms |

(Fields in red are for Search purposes ONLY)

Use the fields below to detail the "countable" rooms first. Enter all additional rooms that are applicable to the listing. Enter countable rooms first.

	Window				
Name	Size	*Level	Floor	Treatments	
Room 1	[][][]	[][]	[][]	[][]	[][]
Room 2	[][][]	[][]	[][]	[][]	[][]
Room 3	[][][]	[][]	[][]	[][]	[][]

	Window				
Name	Size	*Level	Floor	Treatments	
Room 4	[][][]	[][]	[][]	[][]	[][]
Room 5	[][][]	[][]	[][]	[][]	[][]
Room 6	[][][]	[][]	[][]	[][]	[][]

Room Name: Use the 3 digit code that displays by each additional room name (above)

Level Choices: B-Basement; W-Walkout Basement; L-Lower; 1-Main Level; 2-2nd Level; 3-3rd Level; 4-4th Level; A-Attic; N-Not Applicable

Floor Choices: B-Terracotta; C-Carpet; D-Stone; E-Slate; F-Tavertine; G-Granite; H-Hardwood; M-Marble; O-Other; P-Parquet; T-Ceramic Tile; U-Porcelain Tile; V-Vinyl; W-Wood Laminate

Window Treatments Choices: A-All; B-Blinds; C-Curtains/Drapes; D-Shades; E-Plantation Shutters; N-None

UTILITIES & ENERGY EFFICIENT FEATURES

*Air Conditioning

- A: Central Air
- B: Partial
- C: Space Pac
- D: 1 - Window/Wall Unit
- E: 2 - Window/Wall Units
- G: 3+ Window/Wall Units
- H: Zoned
- I: None
- J: 2 Separate Systems

*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)**

Electricity

- A: Circuit Breakers
- B: Fuses
- C: 200+ Amp Service
- D: 150 Amp Service
- E: 100 Amp Service
- F: 60 Amp Service
- G: 30 Amp Service
- H: 400 Amp Service or Greater

*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

HERS Index Score [][][]

Green Disclosure [] Y/N (Note: If Y is entered, disclosure must be uploaded against listing)

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
- 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

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 System(s)
 - 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
- (Maximum of 6 Selections)**

TAX/ASSESSMENTS

*Tax Year [][][][]

*Taxes [][][][][][][][] (\$)

Tax Exemptions [][][] H-Homeowner; S-Senior; O-Other; N-None

*Special Assessments [] Y/N/U

*Special Service Area [] Y/N

*If Special Service Area=Y, enter fee [][][][][] (\$)

*Assessment/Association Dues \$ [][][][][] 999-Not Fully Assessed; 0-None

*Frequency [] A-Annual; M-Monthly; Q-Quarterly; V-Voluntary; N-Not Applicable

NOTE: Assessments are automatically marked Monthly but may be modified

*Master Association Fee [] Y/N

*If Master Association fee=Y, enter fee [][][][][][] (\$)

Coop Annual Tax Deduction [][][][]

Coop Tax Deduction Year [][][] (Year - YYYY)

*Assessment/Association Dues Includes

- A: Heat
- B: Air Conditioning
- C: Water
- D: Electric
- E: Gas
- F: Parking
- G: Tax
- H: Common
- I: Security
- J: Security System
- K: Doorman
- L: TV/Cable
- M: Club House
- N: Exercise Facilities
- O: Pool
- P: Exterior Maintenance
- Q: Lawn Care
- R: Scavenger
- S: Snow Removal
- T: Lake Rights
- U: Other
- V: None
- W: WI-Fi

Fees/Approvals

- A: Credit Report
- C: Fee for Bike Room
- D: Fee for Health Club
- E: Fee for Pool
- F: Interview Req'd-Board Date
- G: Interview Req'd-Open Date
- H: Letters of Reference
- I: Move In Fee
- J: Move in Mon-Fri
- K: Move In Saturday
- L: Move Out Fee
- M: Refundable Damage Deposit
- N: Security Guard Fee

