



**Downers Grove**  
6655 Main Street, Downers Grove, IL 60516  
630-324-8400 Phone  
630-324-8401 Main Fax  
630-324-8402 Membership Fax  
630-324-8403 Education/Technology/Store Fax

**Naperville**  
1815 W. Diehl Road, Suite 800, Naperville, IL 60563  
630-324-8400 Phone  
630-428-8470 Fax

**Tinley Park**  
16345 S. Harlem Ave, Suite 200, Tinley Park, IL 60477  
630-324-8400 Phone  
708-342-0620 Fax

Date: \_\_\_\_ / \_\_\_\_ /08

Attn: MORE Membership Department

From: \_\_\_\_\_

Fax #: \_\_\_\_\_

# of pages sent: \_\_\_\_\_

Enclosed you find the necessary paperwork to add a listing into the MORE MLS database. You will need to include a check in the amount of \$50.00 along with the following information:

**Input form  
Sellers Disclosure  
Photo if desired**

**Copy of Listing agreement  
Lead Paint**

Send all the above to MORE at: Mainstreet Organization of REALTORS®  
6655 Main Street  
Downers Grove, IL 60516  
Phone: 630-324-8400

**Incomplete or missing paperwork will be returned to listing office for review and revisions.**

Thank you  
Membership Department  
Mainstreet Organization of REALTORS®



(\* INDICATES REQUIRED FIELD DO NOT ABBREVIATE

EXTERIOR FEATURES

\*Lot Dimensions (DIM): [Grid]

Acreage: [Grid]

Model (MOD): [Grid]

\*Type of House (TPE):

- A: 1 Story
B: 1.5 Story
C: 2 Stories
D: 3 Stories
E: 4+ Stories
F: Coach House
G: Earth
H: Hillside
I: Raised Ranch
J: Split Level
K: Split Level w/Sub
L: 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: Graystone
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
L: Other

Other Improvements (IMPO):

- A: Curbs/Cutlins
B: Gated Entry
C: Sidewalks
D: Street Lights
E: Street Paved
F: Other

\*Parking Type (PKN): [Grid] G-Garage(s) S-Space(s) N-None

\*Number of Cars (CARS): [Grid]

\*Parking (PAR):

- A: Assigned Spaces-1
B: Assigned Spaces-2 or more
C: Unassigned
D: Off Alley
E: Off Street
F: Side Apron
G: Underground/Covered
I: Fee/Leased
J: Zoned Permit
K: Visitor Parking
L: Valet
M: None/Not Applicable
N: Deeded Sold Separately
O: On-Site
P: Off-Site

\*Garage Type (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
M: Garage Door Opener(s) (Auto)
N: Transmitter(s)
O: Carport
P: Heated
Q: Leased
R: Owned
S: Underground
U: None
V: Deeded Sold Separately
W: On-Site
X: Off-Site
Z: Tandem

Driveway (DRV):

- A: Asphalt
B: Brick
C: Concrete
D: Dirt
E: Gravel
F: Circular
G: Shared
H: Off Alley
I: Side Drive
J: Heated
K: Other

UTILITIES

\*Air Conditioning (AIR):

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

\*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

Electricity (ELC):

- 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

\*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-Rotator
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**

Approx. Sq Ft (ASF):

# of Fireplaces (FP):

\*Total Number of Rooms (RMS):

\*Bedrooms (BR):

\*Total Full/Half Baths (BTH):

\*Master Bedroom Bath (MBB):  Y/N

\*Basement (BMT):  Y/N

\*Basement Bathrooms (BB):  Y/N

**Attic (ATC):**

- A: Dormer
- B: Finished
- C: Full
- E: Interior Stair
- F: Full Down Stair
- G: Unfinished

**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: Ceiling
- I: English
- J: Sub-Basement
- K: Slab
- L: Exterior Access
- M: Other
- N: None

**Fireplace Type (FPL):**

- A: Location-Family Room
- B: Location-Living Room
- C: Location-Master Bedroom
- D: Location-Basement
- E: Location-Other
- F: See through/Multi Sided
- G: Wood Burning
- H: Wood Burning Stove
- I: Attached Fireplace Doors/Screen
- J: Electric
- K: Gas Logs
- L: Gas Starter
- M: Heatblaster Type System
- N: Includes Accessories
- O: Portable/Ventless
- P: Decorative Only
- Q: Foundation Only

**Other Features (FEA):**

- A: Handicapped Access
- B: Handicapped Equipped
- C: Deck
- D: Patio
- E: Porch Screened
- F: Vaulted/Cathedral Ceiling
- G: Skylight(s)
- H: Balcony
- I: Porch
- J: Gazebo
- K: Greenhouse
- L: Storage Shed
- M: Dog Run/Invisible Fence
- N: Horse Barn/Polo Barn
- O: Tennis Court(s)
- P: Boat Dock/Mooring
- Q: Pool Above Ground
- R: Pool In-Ground
- S: Pool Indoors
- T: Hot Tub
- U: Sauna/Steam Room
- V: Bar-Dry
- W: Bar-Wet
- X: Roof Deck

	Size	Level	Flooring	Window Treatments (Y/N)
Living Room (LRS):	<input type="text"/>	*LRL: <input type="text"/>	LRF: <input type="text"/>	LRW: <input type="text"/>
Dining Room (DRS):	<input type="text"/>	*DRL: <input type="text"/>	DRF: <input type="text"/>	DRW: <input type="text"/>
Kitchen (KTS):	<input type="text"/>	*KTL: <input type="text"/>	KTF: <input type="text"/>	KTW: <input type="text"/>
Family Room (FRS):	<input type="text"/>	*FRL: <input type="text"/>	FRF: <input type="text"/>	FRW: <input type="text"/>
Master Bedroom (MBS):	<input type="text"/>	*MBL: <input type="text"/>	MBF: <input type="text"/>	MBW: <input type="text"/>
2nd Bedroom (B2S):	<input type="text"/>	*B2L: <input type="text"/>	B2F: <input type="text"/>	B2W: <input type="text"/>
3rd Bedroom (B3S):	<input type="text"/>	*B3L: <input type="text"/>	B3F: <input type="text"/>	B3W: <input type="text"/>
4th Bedroom (B4S):	<input type="text"/>	*B4L: <input type="text"/>	B4F: <input type="text"/>	B4W: <input type="text"/>
Addl Rm 1 Name (A1N):	<input type="text"/>	*A1L: <input type="text"/>	A1F: <input type="text"/>	A1W: <input type="text"/>
Addl Rm 2 Name (A2N):	<input type="text"/>	*A2L: <input type="text"/>	A2F: <input type="text"/>	A2W: <input type="text"/>
Addl Rm 3 Name (A3N):	<input type="text"/>	*A3L: <input type="text"/>	A3F: <input type="text"/>	A3W: <input type="text"/>
Addl Rm 4 Name (A4N):	<input type="text"/>	*A4L: <input type="text"/>	A4F: <input type="text"/>	A4W: <input type="text"/>
Addl Rm 5 Name (A5N):	<input type="text"/>	*A5L: <input type="text"/>	A5F: <input type="text"/>	A5W: <input type="text"/>
Addl Rm 6 Name (A6N):	<input type="text"/>	*A6L: <input type="text"/>	A6F: <input type="text"/>	A6W: <input type="text"/>
Addl Rm 7 Name (A7N):	<input type="text"/>	*A7L: <input type="text"/>	A7F: <input type="text"/>	A7W: <input type="text"/>
Addl Rm 8 Name (A8N):	<input type="text"/>	*A8L: <input type="text"/>	A8F: <input type="text"/>	A8W: <input type="text"/>
Addl Rm 9 Name (A9N):	<input type="text"/>	*A9L: <input type="text"/>	A9F: <input type="text"/>	A9W: <input type="text"/>
Addl Rm 10 Name (A10N):	<input type="text"/>	*A10L: <input type="text"/>	A10F: <input type="text"/>	A10W: <input type="text"/>

**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

**Flooring Choices:**  
 C-Carpet; H-Hardwood; P-Parquet; V-Vinyl; T-Ceramic Tile;  
 M-Marble; W-Wood Laminate; O-Other

**"SEARCHABLE" Additional Room Name Choices:**  
 2KT-2nd Kitchen; ATR-Atrium; ATC-Attic; BAL-Balcony; BAR-Bar;  
 BON-Bonus; BR5-5th Bedroom; BR6-6th Bedroom; BR7-7th  
 Bedroom; BR8-8th bedroom; BR9-9th Bedroom; B10-10th  
 Bedroom; B11-11th Bedroom; B12-12th Bedroom; BRK-Breakfast  
 Room; DEN-Den; DRK-Dark Room; DEC-Deck; EAS-Eating Area;  
 ENP-Enclosed Porch; EXC-Exercise Room; FOY-Foyer; GAL-  
 Gallery; GAM-Game Room; GRT-Great Room; LDY-Laundry; LIB-  
 Library; LOF-Loft; MAI-Maid's Room; MED-Media Room; MUD-Mud  
 Room; NUR-Nursery; OFF-Office; PAN-Pantry; PLY-Play Room;  
 REC-Recreation Room; SCP-Screened Porch; SEW-Sewing Room;  
 SIT-Sitting Room; STE-Suite; STY-Study; STG-Storage; SUN-  
 Sunroom; TAN-Tandem Room; TER-Terrace; THR-Theatre Room;  
 UTIL-Utility Room; WIC-Walk In Closet; WRK-Workroom; OTH-  
 Other

**Dining Room (DIN):**

- A: Separate
- B: Combined w/Living Room
- C: Combined w/Family Room
- D: L Shaped

**Kitchen Type (KIT):**

- 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 (APP):**

- A: Oven-Double
- B: Oven/Range
- C: Microwave
- D: Dishwasher
- E: Dishwasher-Portable
- F: Refrigerator
- G: Refrigerator-Bar
- H: Freezer
- I: Washer
- J: Dryer
- K: Disposal
- L: Compactor-Trash
- M: Grd-Indoor
- N: Grd-Outdoor

**Other Rooms (OTR):**

- A: 1st Floor Bedroom
- B: Bathroom
- 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/Pond's Room
- T: Utility/Laundry - 1st Floor
- U: Utility/Laundry - 2nd Floor
- V: Workshop

\* Check Local Ordinances







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**INTERIOR FEATURES**

\*Unit Floor Number (UFL):

Enter a numeric value for the level the entrance to the unit is on - for a townhouse or half-duplex enter "1"; or B-Basement, L-Lower or G-Garden

\*Total Number of Rooms (RMS):

Approx. Sq Ft (ASF):

# of Fireplaces (FP):

Unit Features (UFE):

\*Bedrooms (BR):

Bath Amenities

\*Basement

Fireplace Details

- A-Handicapped Access
- B-Handicapped Equipped
- C-Private Entrance
- D-End Unit
- E-Elevator
- F-Laundry/Hook Up In Unit
- G-Door Monitored By TV
- H-Storage
- I-Balcony
- J-Vaulted/Cathedral Ceilings
- K-Safety(s)
- L-Hardwood Floors
- M-Stairs/Screens
- N-Fenced Yard
- O-Deck
- P-Patio
- Q-Porch
- R-Greenhouse
- S-Sauna/Steam Room
- T-Grill-Outdoors
- U-Bar-Dry
- V-Bar-Wet
- W-Master Antenna
- X-Hot Tub
- Y-Firecore

\*Total Full/Half Baths (BTH):

(BAT):

(BAS):

(FPL):

\*Master Bedroom Bath (MBB):  Y/N

- 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

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

- A: Location-Family Room
- B: Location-Living Room
- C: Location-Master Bedroom
- D: Location-Basement
- E: Location-Other
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- H: Wood Burning Stove
- I: Attached Fireplace Doors/Screen
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- K: Gas Logs
- L: Gas Starter
- M: Heatilator Type System
- N: Includes Accessories
- O: Portable/Ventless
- P: Decorative Only
- Q: Foundation Only

\*Basement (BMT):  Y/N

\*Basement Bathrooms (BB):  Y/N

	Size	Level	Flooring	Window Treatments (Y/N)
Living Room (LRS):	<input type="text"/>	*LRL: <input type="text"/>	LRF: <input type="text"/>	LRW: <input type="text"/>
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Addl Rm 1 Name (A1N): <input type="text"/>	<input type="text"/>	*A1L: <input type="text"/>	A1F: <input type="text"/>	A1W: <input type="text"/>
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Addl Rm 3 Name (A3N): <input type="text"/>	<input type="text"/>	*A3L: <input type="text"/>	A3F: <input type="text"/>	A3W: <input type="text"/>
Addl Rm 4 Name (A4N): <input type="text"/>	<input type="text"/>	*A4L: <input type="text"/>	A4F: <input type="text"/>	A4W: <input type="text"/>
Addl Rm 5 Name (A5N): <input type="text"/>	<input type="text"/>	*A5L: <input type="text"/>	A5F: <input type="text"/>	A5W: <input type="text"/>

**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

**Flooring Choices:**  
 C-Carpet; H-Hardwood; P-Parquet; V-Vinyl; T-Ceramic Tile;  
 M-Marble; W-Wood Laminates; O-Other

**"SEARCHABLE" Additional Room Name Choices:**  
 2KT-2nd Kitchen; ATR-Atrium; ATC-Attic; BAL-Balcony; BAR-Bar;  
 BON-Bonus; BR5-5th Bedroom; BR6-6th Bedroom; BR7-7th  
 Bedroom; BR8-8th Bedroom; BR9-9th Bedroom; B10-10th  
 Bedroom; B11-11th Bedroom; B12-12th Bedroom; BRK-Breakfast  
 Room; DEN-Den; DRK-Dark Room; DEC-Deck; EAS-Eating Area;  
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 Gallery; GAM-Game Room; GRT-Great Room; LDY-Laundry; LIB-  
 Library; LOF-Loft; MAL-Maid's Room; MED-Media Room; MUD-Mud  
 Room; NUR-Nursery; OFF-Office; PAN-Pantry; PLY-Play Room;  
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 Sunroom; TAN-Tandem Room; TER-Terrace; THR-Theatre Room;  
 UTIL-Utility Room; WIC-Walk In Closet; WRK-Workroom; OTH-  
 Other

Dining Room (DIN):

- A: Separate
- B: Combined w/Living Room
- C: Combined w/Family Room
- D: L Shaped

Kitchen Type (KIT):

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

Appliances (APP):

- A: Oven-Double
- B: Oven/Range
- C: Microwave
- D: Dishwasher
- E: Dishwasher-Portable
- F: Refrigerator
- G: Refrigerator-Bar
- H: Freezer
- I: Washer
- J: Dryer
- K: Disposal
- L: Compactor-Trash
- M: Grd-Indoor
- N: Grd-Outdoor

Other Rooms (OTR):

- A: 1st Floor Bedroom
- B: Bathroom
- C: Den/Office/Study
- D: Enclosed Balcony
- E: Exercise Room
- F: Family Room
- G: Gallery/Foyer
- H: Great Room
- I: In-Low 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







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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:  ym

\*Basement (BMT):  ym

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

**\*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: Craw
- 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/Piazza Room
- T: Utility/Laundry - 1st Floor
- U: Utility/Laundry - 2nd Floor
- V: Workshop

**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):  ym

**Annual Expenses (\$)**

**Annual Income (\$)**

Heat (HTE): <input type="text"/>	Water/Sewer (WSE): <input type="text"/>	Miscellaneous Income (MSI): <input type="text"/>
Gas (GSE): <input type="text"/>	Repairs/Maintenance (RME): <input type="text"/>	Total Rental Income (RTI): <input type="text"/>
Electricity (ELEC): <input type="text"/>	Janitorial (JNE): <input type="text"/>	Gross Income (GRI): <input type="text"/>
Management Fee (MFG): <input type="text"/>	Miscellaneous (MSE): <input type="text"/>	Net Operating Income (NOI): <input type="text"/>
Insurance (INE): <input type="text"/>	Gross Expenses (GRE): <input type="text"/>	Other Additional Income (OAI):
Scavenger (SCE): <input type="text"/>		A: Coin Laundry B: Garage(s)
		C: Parking Space(s) D: Other

(\* INDICATES REQUIRED FIELD DO NOT ABBREVIATE

OFFICE/SALES INFORMATION

\*Listing Type (LIST): [ ] E-Exclusive Right to Sell [X] Exclusive Agency

\*Agent Owned/Interest (AON): [ ] Y/N

\*Holds Earnest Money (HEM): [ ] Y/N

\*Showing Instructions: (Maximum 56 characters)

[Grid for showing instructions]

\*Cooperative Compensation (CC): [Grid]

\*Special Compensation Info. (SCI): [Grid] 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/Stand
N: Trade/Exchange
O: Cash Only
P: Other

Listing Agent Additional Info (AAN): [Grid]

Co-Lister (MLS ID): [Grid]

\*Owner's Name - OR - "Owner of Record" (OWR): [Grid]

Owner's Phone (OPH): [Grid]

Agent Remarks: (Maximum 240 characters)

[Grid for agent remarks]

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 350; 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: [Grid] (MM/DD/YY)

Start Tour Time: [Grid] (AM/PM)

End Tour Time: [Grid] (AM/PM)

Lunch: [ ] Y/N

Refreshments: [ ] Y/N

Comments (Maximum 68 characters):

[Grid for comments]

(\*) INDICATES REQUIRED FIELD

DO NOT ABBREVIATE

Agent Name: \_\_\_\_\_

Listing #: \_\_\_\_\_

**BASIC LISTING INFORMATION**

\*Area (AR):

\*Parcel Number (PIN):

\*Street Number (HSN):

Multiple PIN Numbers (MPN):  Y/N

Compass Pt (CP):  Note: Where City=Chicago, Compass Point is required.

Subdivision Lot Number (SLN):

\*Street Name (STR):

\*Street Suffix:

\*Street Suffix: AVS-Avenue; BLVD-Boulevard; CIR-Circle; CT-Court; DR-Drive; HWY-Highway; LN-Lane; PKWY-Parway; PL-Place; PLZ-Plaza; RD-Road; SQ-Square; ST-Street; TER-Terrace; TRL-Trail; WAY-Way; No Street Suffix=Blank

\*City (CIT):

State:

\*Zip (ZP):  -  (zip4-optional)

\*County (CNY):

\*Illinois Counties: Cook, DuPage, Kane, Lake, DeKalb, Will, Kankakee, Kendall, Jo Dawess, Grundy, Lee, McHenry, Boone, Winnebago, Stephenson, LaSalle, Livingston, Outside of Illinois CNY=Other

\*Township (TWN):

\*Corporate Limits of - OR - Unincorporated (CRP):

\*List Price (LP):

\*List Date (LD):

\*Expiration Date (XD):

\*Listing Agent (LAG):

\*Listing Office (LO):

**GENERAL INFORMATION**

\*Directions (Maximum 164 characters)

Start from a major intersection/street - Use Compass Points (i.e. N, E, S, W) for directionals

Coordinates: \*North (N):

\*South (S):

\*East (E):

\*West (W):

Subdivision (SUB):

Census Tract (CT):  0=None

\*Elementary School District (GSD):

Elementary School (GS):

\*Junior High District (JHD):

Junior High (JH):

\*High School District (HSD):

High School (HS):

Other Public School District (OSD):

Other Public School (OT):

\*Ownership (OWN):  CD-Condo; F8-Fee Simple; HA-Fee Simple w/M.O. Assn.

\*Waterfront (WF):  Y/N

\*Other Information (INF):

- A: Exceptions-Call List Office
- B: Exclusions-Call List Office
- C: Home Warranty
- D: List Agent Must Accompany
- E: Reserve Fee Required
- F: School Bus Service
- G: Commuter Bus
- H: Commuter Train
- I: Court Ordered/Bank Sale
- J: Tear Down/W/D Budd To Suit
- N: None

REMARKS (Maximum 420 characters)



(\* INDICATES REQUIRED FIELD)

DO NOT ABBREVIATE

**UTILITIES**

**Air Conditioning (AIR):**

- 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

**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

**\*Utilities to Site (UTIL):**

- A: Electric Nearby
- B: Electric to Site
- C: Gas Nearby
- D: Gas to Site
- E: Holding Tank(s)
- F: Holding Tank Required
- G: Sanitary Sewer Nearby
- H: Sanitary Sewer to Site
- I: Septic-Mechanical
- J: Septic-Private
- K: Septic System Required
- 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
- U: Well-Required
- V: Well-Shared
- W: None

**HOUSE FEATURES (If Applicable)**

Total Number of Rooms (RMS):

Master Bedroom Bath (MBB):  Y/N

# of Fireplaces (FP):

Bedrooms (BR):

Basement (BMT):  Y/N

Parking Type (PKN):  G-Garage(s)  
S-Space(s)  
N-None

Total Full/Half Baths (BTH):

Basement Bathrooms (BB):  Y/N

Number of Cars (CARS):

**Type of House (TPE):**

- A: 1 Story
- B: 1.5 Story
- C: 2 Stories
- D: 3 Stories
- E: 4+ Stories
- F: Coach House
- G: Earth
- H: Hillside
- I: Raised Ranch
- J: Split Level
- K: Split Level w/Sub
- L: 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

**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

**Foundation (FND):**

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

**Construction (CNS):**

- A: Brick
- B: Concrete
- C: Concrete Block
- D: Steel
- E: Stone
- F: Wood Frame
- G: Other

**Exterior Building Type (EXT):**

- A: Aluminum/Allyl/Steel Siding
- B: Brick
- C: Cedar
- D: Frame
- E: Block
- F: Crystal 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

**TAX/ASSESSMENTS**

\*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

(\*) INDICATES REQUIRED FIELD DO NOT ABBREVIATE

OFFICE/SALES INFORMATION

\*Listing Type (LIST): [ ] B-Exclusive Right to Sell [X] Exclusive Agency

\*Agent Owned/Interest (AON): [ ] Y/N

\*Holds Earnest Money (HEM): [ ] Y/N

\*Showing Instructions: (Maximum 56 characters)

[Grid for showing instructions]

\*Cooperative Compensation (CC): [Grid]

\*Special Compensation Info. (SCI): [Grid] M-Bonus; Z-Exception(s); V-Variable; N-None

\*Back-Up Package (BUP): [ ] Y/N

Backup Information (BAK):

- 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: Farm Inventory M: Historical District N: Leases-Copies O: Legal-Description P: Plans and Specs Q: RPTA Disclosure Form R: Sed Borings S: Soil Map T: Soil Suitability Test U: Survey, Existing V: Tax Bill W: Title Report X: Topographic Maps Y: Traffic Counts Z: Other

\*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: Rent/Bid/Blend N: Trade/Exchange O: Cash Only P: Other Q: Land/Lease

Listing Agent Additional Info (AAN): [Grid]

Co-Lister (MLS ID): [Grid]

\*Owner's Name - OR - "Owner of Record" (OWR): [Grid]

Owner's Phone (OPH): [Grid]

Agent Remarks: (Maximum 240 characters)

[Grid for agent remarks]

MEDIA

\*Photo (PHO): [ ] B-Supplied by LO; C-Sketch Supplied by LO; 0: No Photo

\*Internet Listing: [Grid] 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: [Grid] (MM/DD/YY)

Start Tour Time: [Grid] (AM/PM)

End Tour Time: [Grid] (AM/PM)

Lunch: [ ] Y/N

Refreshments: [ ] Y/N

Comments (Maximum 68 characters):

[Grid for comments]





(\*) INDICATES REQUIRED FIELD DO NOT ABBREVIATE

**Utilities to Site (UTIL):**

- 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 (TPA):**

- 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

**INTERIOR & UNIT INFORMATION**

\*Total Number of Units (UNT):

Number of Dryers (DRY):

Number of Disposals (DSP):

Number of Window Air Conditioners (WAC):

Last Lease Expiration (LLE):

Number of Dishwashers (DSW):

Washer/Dryer Leased (WDL):  Y/N

Number of Refrigerators (REF):

**Basement (BAS):**

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

Number of Washers (WSH):

Number of Ranges (RNG):

Number of Fireplaces (NFP):

**Miscellaneous Inside (MI):**

- A: Atrium
- J: Hand-capped Access
- B: Common Exercise Room(s)
- K: Hand-capped Equip Washroom(s)
- C: Common Lunchroom(s)
- D: Common Meeting Room(s)
- E: Elevator(s) Freight
- M: Inside Corridor(s)
- H: Elevator(s) Passenger
- S: Skylight(s)
- I: Escalator(s)
- T: Storage Inside
- U: Other

**Apartments Description (i.e. Units sharing the same characteristics)**

	Number of Units	Number of Rooms	Number of Bedrooms	Number of Bathrooms	Monthly Income
Apartment Type 1:	*AT1: <input type="text"/> <input type="text"/>	*RM1: <input type="text"/> <input type="text"/>	*BR1: <input type="text"/>	BTH1: <input type="text"/> <input type="text"/>	*IN1: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 2:	*AT2: <input type="text"/> <input type="text"/>	*RM2: <input type="text"/> <input type="text"/>	*BR2: <input type="text"/>	BTH2: <input type="text"/> <input type="text"/>	*IN2: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 3:	*AT3: <input type="text"/> <input type="text"/>	*RM3: <input type="text"/> <input type="text"/>	*BR3: <input type="text"/>	BTH3: <input type="text"/> <input type="text"/>	*IN3: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 4:	*AT4: <input type="text"/> <input type="text"/>	*RM4: <input type="text"/> <input type="text"/>	*BR4: <input type="text"/>	BTH4: <input type="text"/> <input type="text"/>	*IN4: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 5:	*AT5: <input type="text"/> <input type="text"/>	*RM5: <input type="text"/> <input type="text"/>	*BR5: <input type="text"/>	BTH5: <input type="text"/> <input type="text"/>	*IN5: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 6:	*AT6: <input type="text"/> <input type="text"/>	*RM6: <input type="text"/> <input type="text"/>	*BR6: <input type="text"/>	BTH6: <input type="text"/> <input type="text"/>	*IN6: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 7:	*AT7: <input type="text"/> <input type="text"/>	*RM7: <input type="text"/> <input type="text"/>	*BR7: <input type="text"/>	BTH7: <input type="text"/> <input type="text"/>	*IN7: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**FINANCIAL INFORMATION**

**Income:**

\*Gross Rental Income (GRI):

\*Annual Parking Income (INP):

\*Annual Miscellaneous Income (MSI):

\*Total Annual Income (GSI):

Net Operating Income Year (NOY):

Cap Rate (CPR):  .  %

Effective Gross Income (EGI):

\*Annual Laundry Income (LIN):

\*Total Monthly Income (SMI):

\*Net Operating Income (NOI):

\*Gross Rent Multiplier (GRM):  .  %



