



All fields marked with an asterisk () and Bold Text are required. (Lookup / LU) fields provide a list from which to select. (Range) fields allow Low-to-High values for searching.

*TYPE: Duplex Triplex Fourplex 5 or More Units Apartment Building Other

*FOR SALE or RENT For Sale For Rent

Virtual Tour: _____

*IDX INCLUDE: Yes No

LISTING INFORMATION

*Asking Price \$: _____ (8) (Range Search) *Status: _____ (LU)
 *List Date: ____/____/____ *Expire Date: ____/____/____
 *List Agent/Office: _____ Agent Phone: _____ (15)
 Contingency: _____ (LU) *Agent Owned: _____ (LU)
 *Instructions _____
 _____ (255)
 *Directions _____
 _____ (255)
 *Built Prior 1978: _____ (LU) Bonus: _____ (20)
 Buyers Agent: _____ (LU) *Buyer Agent Comm: _____ (8) *Buyers Agent Dual/Var Rate: _____ (LU)
 Sub Agent: _____ (LU) Sub Agent Comm.: _____ (8) Sub Agent Dual/Var Rate: _____ (LU)
 Non-Agent: _____ (LU) Non-Agent Comm.: _____ (8) Non-Agent Dual/Var Rate: _____ (LU)
 Min. Commission: _____ (8) Lease Fee: _____ (8) Closing Company: _____ (25)
 *Key Location: _____ (LU) *Exclude from the Internet: _____ (LU) New Construction: _____ (LU)
 *Comments _____

 _____ (4000)

PROPERTY INFORMATION

*Address: _____ St. # _____ St. Dir. _____ *Street Name _____ Unit # _____ (5)
 *City: _____ (LU) *State: _____ (LU) *ZIP: _____ (LU)
 County: _____ (LU)
 *Owner: _____ (40) Owner Phone: _____ (15)
 *MLS Area: _____ (LU) Grid #: _____ (LU)
 *Elementary School: _____ (LU)
 *Middle/Jr High School: _____ (LU)
 *Sr. High School: _____ (LU)
 *Zoning: _____ (LU) Assessments: _____ (10)
 Co-List Agent:/Office: _____ Co-List Phone: _____ (10)
 Assessed Value: _____ (8) Acres: _____ (Float Range)
 Subdivision: _____ (20) *Parcel: _____ (20)
 Latitude: _____ (15) Longitude: _____ (15)
 *Lot Size: _____ (15) Frontage Ft.: _____ (Float Range) Depth Ft.: _____ (Float Range)
 Section: _____ (#2) (Range) Township: _____ (#2) (Range) Range: _____ (#2) (Range)
 Tax Exemptions: _____ (LU) *Tax Year: _____ (4)
 *Tax Rate: _____ (Float Range) *Total Taxes: _____ (5)
 *Possession: _____ (5) Abstract Location: _____ (LU)
 Legal Description _____

 _____ (500)

**(3) Class
MU**

**Multiple Listing Service for
Sauk Valley Association of REALTORS®
MULTI-FAMILY DATA FORM**

MLS # _____

***Number of Units:** _____ (#2) (Range) ***Year Built:** _____ (#4) (Range) Current Rent Certificate: _____ (LU)

Coin Op Wash / Dry: _____ (LU) ***Heat Separate by Unit:** _____ (LU)

***Water Separate by Unit:** _____ (LU) ***Electric Separate by Unit:** _____ (LU)

Sq Ft Down: _____ (#4) (Range) Sq Ft Main: _____ (#4) (Range)

Sq Ft 2nd Level: _____ (#4) (Range) Sq Ft 3rd Level: _____ (#4) (Range)

***Apx Total Sq Ft:** _____ (#4) (Range)

Garage Stalls: _____ (#1) (Range) ***Off Street Parking:** _____ (#2) (Range)

Water/Sewer Expense: _____ (Float) Heating Expense: _____ (Float)

Electric Expense: _____ (Float)

Land Assessment: _____ (Float) Bldg Assessment: _____ (Float)

***Gross Income:** _____ (Float) Gross Income Actual: _____ (LU)

Operating Expenses: _____ (Float) Operating Expenses Actual: _____ (LU)

Net Income: _____ (Float) Net Income Actual: _____ (LU)

Mortgage Balance: _____ (Float) Interest Rate: _____ (Float)

Years Left on Mortgage: _____ (Float) Principal Interest Payment: _____ (Float)

MULTI-UNIT INFORMATION

	SQ FT (#4)	UNIT RENT (#2)*	BDRMS (#1)	LIVING ROOM (#1)	DINING ROOM (#1)	KITCHEN (#1)	FULL BATHS (#1)	3/4 BATHS (#1)	1/2 BATHS (#1)	STOVE (LU)	FRIG (LU)	D/W (LU)
1												
2												
3												
4												
5												
6												
7												
8												

Public Remarks: _____

Features: select all that apply.

A. AC TYPE (REQUIRED)

- 1 ATT Attic Fan
- 2 CEI Ceiling Fan
- 3 CEN Central Air
- 4 ELE Electric
- 5 ENT Entire Bldg.
- 6 EVA Evaporator
- 7 EXH Exhaust Fan
- 8 GAS Gas
- 9 GEO Geo Thermal
- 10 HEA Heat Pump
- 11 HVAC HVAC
- 12 MIX Mixed
- 13 NON None
- 14 OFF Office Only
- 15 PAR Partial
- 16 SOL Solar
- 17 WAL Wall Unit
- 18 WHF Whole House Fan
- 19 WIN Window Units
- 20 ZON Zoned/Dual

B. AGE (REQUIRED)

- 1 L/10 10 Yr or Less
- 2 10-25 10-25 Yr
- 3 25-50 25-50 Yr
- 4 50-10 50-100 Yr
- 5 100+ 100 or More
- 6 NEW New
- 7 UNK Unknown

C. DOCUMENTS ON FILE

- 1 AE Aerial Photo
- 2 APP Appraisal
- 3 C&R Covenants & Restrictions
- 4 DEED Deed Restrictions
- 5 EAS Easements/Restrictions
- 6 ENV Environmental Study
- 7 FEA Feasibility Study
- 8 HOM Home Inspection
- 9 HOMW Home Warranty
- 10 LEA Lead Paint Disclosure
- 11 LEG Legal Disclosure
- 12 PER Perc Test
- 13 PES Pest Inspection
- 14 PLA Plat Map
- 15 REC Recorded Covenant
- 16 SEL Sellers Disclosure
- 17 SEP Septic Inspection
- 18 SIT Site Plan
- 19 SOI Soil Test
- 20 SUR Survey Available
- 21 TOP Topography

D. DRIVEWAY

- 1 ASP Asphalt
- 2 BRI Brick
- 3 COM Common Driveway
- 4 CON Concrete
- 5 CRR Crushed Rock
- 6 DIR Dirt
- 7 DWD Double Wide Driveway
- 8 GRA Gravel
- 9 NON None
- 10 O&G Oil & Gravel
- 11 PAV Paved
- 12 SHA Shared Driveway
- 13 TWD Triple Wide Driveway

E. EXTERIOR

- 1 ALU Aluminum
- 2 AL/VL Aluminum/Vinyl
- 3 ASB Asbestos
- 4 ASP Asphalt
- 5 BLF Block Frame
- 6 BRI Brick
- 7 BR/CD Brick and Cedar
- 8 BRF Brick Frame
- 9 B/A Brick/Aluminum
- 10 B/S Brick/Stucco
- 11 B/V Brick/Vinyl
- 12 B/W Brick/Wood
- 13 CED Cedar
- 14 CHIG China Glaze
- 15 CON Concrete Frame
- 16 DRI Dri-vit
- 17 FRA Frame
- 18 HAR Hard Board

- 19 LOG Log
- 20 MAS Masonite
- 21 MET Metal
- 22 METF Metal Frame
- 23 PRE Pressboard
- 24 SHI Shingle
- 25 STE Steel Siding
- 26 STO Stone
- 27 ST/VL Stone/Vinyl
- 28 STU Stucco
- 29 VEN Veneer
- 30 VIN Vinyl
- 31 WOO Wood
- 32 WOOF Wood Frame
- 33 NON None
- 34 OTH Other

F. FINANCE TYPE

- 1 2ND 2nd Mortgage
- 2 ART Adjustable Rate Mortgage
- 3 ASM Assumption
- 4 BO Bank Owned
- 5 CAS Cash
- 6 CON Contract
- 7 CONV Conventional
- 8 EXC Exchange
- 9 FHL Farmer Home Loan
- 10 FHA FHA
- 11 FORE Foreclosure
- 12 GOV Government
- 13 LOA Loan Assumption
- 14 OWN Owner Finance
- 15 RUR Rural Development
- 16 SA Seller Assist
- 17 SS Short Sale
- 18 TRA Trade/Exchange
- 19 VA VA
- 20 WRAP WRAP
- 21 OTH Other

G. FLOOD (REQUIRED)

- 1 FZ Flood Zone
- 2 FZP Flood Zone Partial
- 3 NOT Insurance Not Required
- 4 REQ Insurance Required
- 5 UNK Insurance-Status Unknown
- 6 NON None

H. FUEL TYPE (REQUIRED)

- 1 COA Coal
- 2 ELE Electric
- 3 GAS Gas
- 4 LP LP
- 5 OIL Oil
- 6 PRO Propane
- 7 SOL Solar
- 8 WOO Wood
- 9 NON None
- 10 OTH Other

I. GARAGE TYPE (REQUIRED)

- 1 ATTG Attached
- 2 BAS Basement Garage
- 3 CAR Carport
- 4 DET Detached
- 5 DO Door Opener
- 6 HEA Heated Garage
- 7 INS Insulated Garage
- 8 OVE Oversized Garage
- 9 TAN Tandem
- 10 TUC Tucked Under
- 11 WIR Wired
- 12 NON None

J. HEAT TYPE (REQUIRED)

- 1 BAS Baseboard
- 2 CEI Ceiling Electric
- 3 CEN Central
- 4 ELE Electric
- 5 FLO Floor Furnace
- 6 FOR Forced Air
- 7 GAS Gas
- 8 GEO Geo Thermal
- 9 GRA Gravity
- 10 HEA Heat Pump
- 11 HOT Hot Water
- 12 HVAC HVAC
- 13 IFH In Floor Heat
- 14 LP LP

- 15 MIX Mixed
- 16 OIL Oil
- 17 PROL Propane Leased
- 18 PROO Propane Owned
- 19 RAD Radiant
- 20 RADR Radiator
- 21 SOL Solar
- 22 SPA Space Heat
- 23 STE Steam/Hot Water
- 24 SUS Suspended
- 25 WOO Wood Auxiliary
- 26 ZON Zoned
- 27 NON None

K. LEASED

- 1 100% 100%
- 2 50-75 50 - 75%
- 3 75-90 75 to 95%
- 4 90-10 90 to 100%
- 5 L50% Less than 50%
- 6 OWN Occupied by Owner

L. LOT DESCRIPTION

- 1 BLU Bluff
- 2 BSL Borders State Land
- 3 BUI Buildable Site
- 4 COR Corner Lot
- 5 CRE Creek
- 6 CROP Crop Land
- 7 CUL Cul-de-Sac
- 8 CUR Curb
- 9 FENF Fenced Full
- 10 FENP Fenced Partial
- 11 FRU Fruit Trees
- 12 HIL Hillside Property
- 13 HOR Horse Property
- 14 LAKEA Lake Access
- 15 LAKF Lake Frontage
- 16 LAKV Lake View
- 17 LEA Leased Land
- 18 LEV Level
- 19 MUL Multiple Houses
- 20 POND Pond
- 21 LAN Professional Landscaping
- 22 RIV River Frontage
- 23 ROL Rolling Property
- 24 RUR Rural
- 25 SAN Sand Beach
- 26 SEC Secluded
- 27 SHP Second Home on Property
- 28 SID Sidewalk
- 29 SLO Sloping
- 30 SOP Stream on Property
- 31 STL Street Light
- 32 SUNK Sunken
- 33 TIM Timber
- 34 TRE Trees
- 35 VAL Valley View
- 36 VIEWC View - City
- 37 VIEWG View - Golf Course
- 38 VIEWW View - Water
- 39 WAT Waterfront
- 40 WATL Water Ski Lake
- 41 WL Wet Lands
- 42 WOOD Wooded

M. OCCUPANT

- 1 CLA Call Listing Agent
- 2 CLO Call Listing Office
- 3 OWN Owner
- 4 TEN Tenant
- 5 VAC Vacant

N. OWNER PAYS (REQUIRED)

- 1 ELE Electric
- 2 GAS Gas
- 3 HEA Heat
- 4 TRA Trash
- 5 WAT Water
- 6 GAR Garbage
- 7 SNO Snow Removal
- 8 NON None

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MULTI-UNIT DATA FORM**

**(3) Class
MU**

MLS # _____

O. PARKING

- 1 ASP Assigned Space
- 2 ATT Attached
- 3 CAR Carport
- 4 GAR Garage
- 5 CRA Gravel
- 6 OFF Off Site
- 7 ON On Street
- 8 OVER Over 1 Space
- 9 PARA Parking Area
- 10 PARG Parking Garage
- 11 PARS Parking Spaces
- 12 PAV Paved
- 13 STR Street Parking
- 14 NOP No Parking

P. POSSESSION

- 1 3-7D 3-7 Days After
- 2 30D 30 Days
- 3 45D 45 Days
- 4 60D 60 Days
- 5 90D 90 Days
- 6 AGR Agreed
- 7 ATC At Closing
- 8 IMM Immediate
- 9 NEG Negotiable

Q. PROPERTY FEATURES

- 1 SEC Alarm Security System
- 2 BAR Barn
- 3 CH Club House
- 4 CT Commuter Train
- 5 DOCB Dock - Boat
- 6 DOCS Dock - Swimming
- 7 DOG Dog Run
- 8 FIS Fishing
- 9 GAZ Gazebo
- 10 GOL Golf
- 11 HORF Horse Facility
- 12 HORO Horses Allowed
- 13 HOT Hot Tub
- 14 HUN Hunting on or Near
- 15 INA In Law Addition
- 16 INT Interstate Access
- 17 IRR Irrigation System
- 18 JAC Jacuzzi
- 19 PAR Park
- 20 PETS Pets Allowed
- 21 PLAY Playground
- 22 POL Pole Building
- 23 POOA Pool - Above Ground
- 24 POOC Pool - Community
- 25 POOE Pool Enclosed
- 26 POOI Pool - In Ground
- 27 PH Pool House
- 28 REA Recreational Path
- 29 RV RV Parking
- 30 SECG Security Gate
- 31 SNO Snow Removal
- 32 SPR Sprinkler System
- 33 STA Stables
- 34 STO Storage Shed
- 35 TEN Tennis Court
- 36 TRA Trash Service
- 37 WHI Whirlpool
- 38 NON None

R. ROAD FRONTAGE

- 1 ALC Alley Access
- 2 CIR Circle Drive
- 3 C/T City/Town
- 4 C/CR County/City Road
- 5 DIR Dirt
- 6 EAS Easement
- 7 GRA Gravel
- 8 HSR Hard Surface Road
- 9 INT Interstate Service
- 10 OBL On Bus Line
- 11 OPR On Private Road
- 12 PRF Paved Road Frontage
- 13 PUB Public Bus
- 14 SBS School Bus
- 15 STH State Highway
- 16 STR State Road
- 17 UNI Unimproved
- 18 USH US Highway

S. SEWER TYPE (REQUIRED)

- 1 COM Community Septic
- 2 COMS Community System
- 3 LEA Leach Field
- 4 MECH Mechanical
- 5 NTI Need to Install
- 6 NS No Sewer
- 7 PRI Private Septic
- 8 PUB Public Sewer
- 9 SEP Septic Tank
- 10 STO Storm Sewer
- 11 SWRC SWR Conn
- 12 SWRP SWR Property Line
- 13 TANK Tank
- 14 OTH Other

T. SHOWING INSTRUCTIONS

- 1 24HR 24 Hour Notice
- 2 ABH After Business Hours
- 3 BUS Business Hours Only
- 4 APPT By Appointment
- 5 CLA Call List Agent
- 6 CLO Call List Office
- 7 CAUA Caution Alarm
- 8 CAUP Caution Pet
- 9 KAO Key at Office
- 10 LOCK Lockbox
- 11 MEAN Mean Animal
- 12 SPEC Special Hours
- 13 UND Under Construction
- 14 VAC Vacant

U. TENANT PAYS

- 1 ELE Electric
- 2 GAR Garbage
- 3 GAS Gas
- 4 HEA Heat
- 5 SNO Snow Removal
- 6 TRA Trash
- 7 WAT Water

V. TERMS

- 1 ASM Assumption
- 2 CAS Cash
- 3 CON Contract
- 4 EXC Exchange
- 5 FIN Financed
- 6 LEA Lease
- 7 PRI Private Contract
- 8 RTO Rent to Own
- 9 SAL Sale/Lease Back
- 10 SEL Sell in Entirety
- 11 WIL Will Divide

W. TERMS OF TENANCY

- 1 L6MO 6 Months or Less
- 2 L9M 9 Months or Less
- 3 9M+ Over 9 Months
- 4 M2M Month to Month
- 5 OTH Other

X. UTILITIES AVAILABLE

- 1 CTV Cable TV
- 2 CTVA Cable TV Available
- 3 COMS Community Septic
- 4 COMW Community Well
- 5 ELE Electricity
- 6 NAT Natural Gas
- 7 PROO Propane-Owned
- 8 PROR Propane-Rented
- 9 RAI Rail
- 10 RUR Rural Water
- 11 SEP Septic
- 12 SEW Sewer
- 13 TEL Telephone
- 14 UNG Underground Utilities
- 15 WATC Water-City
- 16 WATR Water-Rural
- 17 WELC Well-Community
- 18 WELP Well-Private

Y. WATER TYPE (REQUIRED)

- 1 ART Artesian Well
- 2 CIT City
- 3 COM Community
- 4 PRIW Private Well
- 5 SHAW Shared Well
- 6 WPL Water Property Line
- 7 WTS Water to Site
- 8 WELD Well - Drill
- 9 WELN Well - Need Drill
- 10 WHE Water Heater - Electric
- 11 WHG Water Heater - Gas
- 12 WHS Water Heater - Solar
- 13 NON None