

**DeKalb Area & Sauk Valley MLS  
RESIDENTIAL INPUT FORM  
Required Fields are BOLD**

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

**Listing Price:** \_\_\_\_\_

**Current Status:** \_\_\_\_\_ *Active*

**Effective Date:** \_\_\_\_\_  
This is the Listing Date of the Property

**Expired Date:** \_\_\_\_\_

**Listing Office:** \_\_\_\_\_

**Listing Agent:** \_\_\_\_\_

**Agent Owned:**      **Yes**       **No**

**Instructions:** These are Showing Instructions.  
No personal information allowed unless this listing is a  
Reciprocal Listing.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Directions:** These are directions to the Property

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Built Prior to 1978:** **Yes**       **No**

**Bonus:** \_\_\_\_\_

**Buyer Agent:**                      **Yes**       **No**

**Commission:** \_\_\_\_\_

**Dual/Var Rate:**              **Yes**       **No**

Definition: One in which the seller/landlord agrees to pay a specified commission if the property is sold /leased by the listing broker without the assistance and a different commission if the sale/lease results through the efforts of a cooperating broker; or one in which the seller/landlord agrees to pay a specified commission if the property is sold/leased by the listing broker either with or without the assistance of a cooperating broker and a different commission if the sale/lease results through the efforts of a seller/landlord.

**Key Location:**

- |                       |                          |                         |                          |
|-----------------------|--------------------------|-------------------------|--------------------------|
| <b>Combination</b>    | <input type="checkbox"/> | <b>MLSNI Supra</b>      | <input type="checkbox"/> |
| <b>None</b>           | <input type="checkbox"/> | <b>Office</b>           | <input type="checkbox"/> |
| <b>Owner</b>          | <input type="checkbox"/> | <b>Redi Box</b>         | <input type="checkbox"/> |
| <b>Rockford Supra</b> | <input type="checkbox"/> | <b>Supra</b>            | <input type="checkbox"/> |
|                       |                          | <b>See Instructions</b> | <input type="checkbox"/> |

**Exclude from Internet:** **Yes**       **No**

**Comments:** No personal information allowed.

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

House Number: \_\_\_\_\_

Grid #: \_\_\_\_\_

Street: \_\_\_\_\_

Please name the town the school is located in

Compass Point: \_\_\_\_\_

Elem School: \_\_\_\_\_

Location of Compass: Prefix or Suffix

Mdl/JH School: \_\_\_\_\_

Unit #: \_\_\_\_\_

Sr High School: \_\_\_\_\_

City: \_\_\_\_\_

Zoning: (Please select only one)

State: \_\_\_\_\_

2 Family

Zip Code: \_\_\_\_\_

Agriculture

County: \_\_\_\_\_

Business

Owner: \_\_\_\_\_

Commercial

DAAR & SVAR Members MUST fax an Owner of Record Form if Owner's Name is not placed in the MLS (Bank owned properties are exempt from use of form) DAAR Fax: 815-899-3309 and SVAR Fax: 815-626-4026

Estate

Owner Phone #: \_\_\_\_\_

Industrial

MLS Area: (Please select only one)

Manufacturing

- Boone County
- Bureau County
- Carroll County
- City of DeKalb
- City of Sycamore
- Cook County
- Dupage County
- Fulton County
- Henry County
- Jo Davies County
- Kane County
- Kankakee County
- Kendall County
- Lake County
- La Salle County
- Lee County
- McHenry County
- Northern DeKalb County
- Ogle County
- Out of Area
- Peoria County
- Southern DeKalb County
- Stephenson County
- Whiteside County
- Will County
- Winnebago County

Multi-Family

Non-Conforming

Office

PDR

PUD

Residential

Special Use

Flood Zone: (Please select only one)

Flood Zone

Flood Zone Partial

None

Water Type: (Please select only one)

Artesian Well

City

Community

None

Private Well

Shared Well

Water Property Line

Water to Site

Well Drill

Well-Need Drill

Water Heater Electric

Water Heater Gas

**Sewer Type: (Please select only one)**

- Community Septic
- Community System
- Leach Field
- Mechanical
- Need to Install
- No Sewer
- Other
- Private Septic
- Public Sewer
- Septic Tank
- Storm Sewer
- Sewer Connection
- Sewer Property Line
- Tank

**Fuel Type: (Please select only one)**

- Coal
- Electric
- Gas
- LP
- None
- Oil
- Other
- Propane
- Solar
- Wood

Legal Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Assessments: \_\_\_\_\_

CoList Agent Info: \_\_\_\_\_

Assessed Value: \_\_\_\_\_

Acres: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Parcel: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Has to be Dimensions of Lot - NOT Irregular

Frontage Ft: \_\_\_\_\_ Depth Ft: \_\_\_\_\_

Section: \_\_\_\_ Township: \_\_\_\_ Range: \_\_\_\_

**Tax Exemptions: (Please select only one)**

- BTH - Both
- HE – Senior Exemption
- HEL – Owner Occupied
- HST – Historic Places
- IMP - Improvement
- NNE - None
- OTH - Other
- SNR – Senior Freeze
- SPA – Special Assessment

Tax Year: \_\_\_\_\_

Taxes: \_\_\_\_\_

Possession: \_\_\_\_\_

Abstract Location: \_\_\_\_\_

**Property Features: (Select all that apply)**

- Alley Access
- Barn
- Boat Dock
- Cable TV
- Cable TV Available
- Clubhouse
- Common Driveway
- Commuter Train
- Cul-de-sac
- Curb
- Deed Restrictions
- Dog Run
- Double Wide Driveway
- Fenced Full
- Fenced Partial
- Fruit Trees
- Golf
- Horses Allowed
- In-Law Addition
- Interstate Access
- Park
- Playground
- Pole Building

- Pool - Community
- Public Bus
- Recreational Path
- River Frontage
- Rural
- School Bus
- Second Home on Property
- Shared Driveway
- Sidewalk
- Stable
- Storage Shed
- Street Light
- Survey Available
- Tree
- Triple Wide Driveway
- Waterfront
- Wetlands
- Wooded

**House Style: (Please select only one)**

- 1.5 Story
- Bi-Level
- Duplex
- Mobile Home
- Multi-Level
- One Story
- Penthouse
- Three Story
- Two Story

**Ownership: (Please select only one)**

- Attached Single Family
- Condominium
- Cooperative
- Duplex
- Single Family
- Townhouse

Year Built: \_\_\_\_\_

**Total Bedrms: \_\_\_\_\_ Total Baths: \_\_\_\_\_**  
ONLY Count Bedrooms & Bathrooms Above Grade

**Occupant: (Please select only one)**

- Call Listing Agent
- Call Listing Office
- Owner
- Tenant
- Vacant

**Heat Type: (Please select only one)**

- Baseboard
- Electric
- Forced Air
- Gravity
- Heat Pump
- Hot Water
- HVAC
- LP
- Mixed
- None
- Oil
- Radiant
- Radiator
- Solar
- Space Heat
- Steam
- Suspended
- Wood Auxiliary
- Zoned

Average Utilities: \_\_\_\_\_

**Water Softener: (Please select only one)**

- None
- Owned
- Rented

**AC Type: (Please select only one)**

- Attic Fan
- Central Air
- Electric
- Entire Building
- Evaporator
- Exhaust Fan
- Gas
- Heat Pump
- HVAC
- Mixed
- None
- Office Only
- Partial
- Wall Unit
- Whole House Fan
- Window Units

Assn Fee/Lot Rent: \_\_\_\_\_

Above Grade Sq Ft: \_\_\_\_\_

Main Sq Ft: \_\_\_\_\_

Below Grade Sq Ft: \_\_\_\_\_

Total Sq Ft: \_\_\_\_\_

This field is required for Sauk Valley Members

**Garage Type: (Please select only one)**

- Attached
- Carport
- Detached
- None
- Tandem
- Tucked Under

Garage Stalls: \_\_\_\_ Garage Sq Ft: \_\_\_\_\_

**Driveway: (Please select only one)**

- Asphalt
- Brick
- Concrete
- Crushed Rock
- Dirt
- Gravel
- None
- Oil and Gravel
- Paved

**Basement: (Please select only one)**

- Crawl
- Finished
- Full
- Full/Finished
- Full/Partial Finished
- None
- Partial
- Partial Finished
- Slab
- Tie Downs Mobile

Walkout Basement    YES     NO

**Exterior: (Please select only one)**

- Aluminum
- Aluminum/Vinyl

- Asbestos
- Asphalt
- Block Frame
- Brick
- Brick and Cedar
- Brick Frame
- Brick/Aluminum
- Brick/Stucco
- Brick/Vinyl
- Brick/Wood
- Cedar
- China Glaze
- Concrete Frame
- Dri-vit
- Hard Board
- Log
- Masonite
- Metal
- Metal Frame
- None
- Other
- Pressboard
- Shingle
- Steel Siding
- Stone
- Stone/Vinyl
- Stucco
- Veneer
- Vinyl
- Wood
- Wood Frame

**Trim Type: (Please select only one)**

- Natural Woodwork
- Ornamental Moldings

**Roof: (Please select only one)**

- Architectural Shingles
- Asphalt
- Composition
- Concrete
- Copper
- Fiberglass
- Flat
- Metal
- N/A
- Other

- Plastic
- Rock
- Rubber
- Shake
- Shingles
- Slate
- Steel
- Tar
- Tile
- Tin
- Wood

Fireplaces: \_\_\_\_\_

Fireplace Type: (Please select only one)

- Electric
- Gas
- Wood
- Wood Stove
- Wood/Gas

**Amenities: (Select all that apply)**

- Air Cleaner
- Alarm Security System
- Attic Fan
- Balcony
- Bar-Dry
- Bar-Wet
- Cable TV
- Cable TV Available
- Ceiling Beamed
- Ceiling Fan
- Ceiling Tray
- Ceiling Vaulted
- Central Vac
- Chandelier
- Deck
- Dishwasher
- Door Opener
- Dryer
- Elevator
- Escape Window
- Fireplace
- First Floor Laundry
- First Floor Master
- Foyer
- Garbage Disposal
- Gazebo
- Greenhouse

- Handicapped Access
- Heated Garage
- Hobby Room
- Hood
- Hot Tub
- Humidifier
- Insulated Garage
- Intercom
- Jacuzzi
- L-Shaped
- Laundry Hook up
- Lookout Basement
- Microwave
- Mud Room
- Pantry
- Patio
- Pets Allowed
- Playroom
- Plumbing Roughed In
- Pool – Above Ground
- Pool - Enclosed
- Pool – In Ground
- Professional Landscaping
- Range
- Refrigerator
- Satellite Dish
- Satellite System
- Sauna/Steam
- Second Floor Laundry
- Snow Removal
- Storage
- Sump Pump
- Sunken
- Tennis Court
- Tip Out
- Trash Compactor
- Trash Service
- Underground
- Utility Room
- Walkout Basement
- Washer
- Water Purifying System
- Water Heater Electric
- Water Heater Gas
- Whirlpool
- Workshop

