

(* INDICATES REQUIRED FIELD

DO NOT ABBREVIATE

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

Vehicle Tax (VTX):

*Vehicle ID Number (VIN):

Monthly Lot Rental \$ (LRT):

* Monthly Lot Rental Includes (MAI):

- A: Heat; B: Air Conditioning; C: Water; D: Electric; E: Gas; F: Parking; G: Tax; H: Common Insurance; I: Security; J: Security System; 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

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):

*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)

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; C810 8x10 color

*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):

Grid for comments

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REMARKS (Maximum 420 characters)

Grid for entering remarks, consisting of 10 rows and 42 columns.

EXTERIOR FEATURES

*Lot Dimensions (DIM): [Grid for dimensions]

*Type of House (TPC):

- A: 1/2 Duplex, B: Cluster, C: Condo, D: Co-op, E: Corridor, F: Courtyard, G: Flat, H: Garden Apartment, I: Garden Complex, J: High Rise, K: Loft, L: Low Rise, M: Manor Home/Coach House/Villa, N: Mid Rise, O: Quad, P: Single Family-1 Story, Q: Single Family-2+ Stories, R: Studio, S: Timeshared, T: Townhouse, U: Vintage, V: Other, W: Ground Level Ranch, X: Penthouse

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 Rd, 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, U: Water View, V: Wooded, X: Rear of Lot

*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

Foundation (FND):

- A: Block, B: Brick, C: Concrete, D: Pillars, E: Reinforced Caision, 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, I: Other

Other Improvements (IMPO):

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

*Parking Type (PKN):

[Grid for Parking Type]

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

*Number of Cars (CARS):

[Grid for Number of Cars]

Lowest Parking Fee:

[Grid for Lowest Parking Fee]

Highest Parking Fee:

[Grid for Highest Parking Fee]

*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, 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)

Driveway (DRV):

- O: Carport, P: Heated, Q: Leased, R: Owned, S: Underground, U: None, W: On-Site, X: Off-Site, Z: Tandem, A: Asphalt, B: Brick, C: Concrete, D: Dirt, E: Gravel, F: Circular, G: Shared, H: Off Alley, I: Side Drve, J: Heated, K: Other

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

*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: Radianl, 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

Floor Number (FLN):

Approx. Sq Ft (ASF):

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):

*Bedrooms (BR):

*Total Full/Half Baths (BTH):

*Master Bedroom Bath (MBB): Y/N

*Basement (BMT): Y/N

*Basement Bathrooms (BB): Y/N

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

of Fireplaces (FP):

Fireplace Details (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: Heatilator Type System
- N: Includes Accessories
- O: Portable/Ventless
- P: Decorative Only
- Q: Foundation Only

Unit Features (UFE):

- 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-Skylight(s)
- L-Hardwood Floors
- M-Storms/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-Flexicore

Size Level Flooring Window Treatments (Y/N)

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

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

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OFFICE/SALES INFORMATION

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

*Agent Owned/Interest (AON): [] 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

Lease Terms (TLR):

- H: Lease/Purchase; L: Rent W/Option; P: Other; Q: 1 Year Lease; R: 2 Year Minimum Lease; S: Available for Sale; T: Board Approval; U: Cancellation Clause; V: Furnished; W: Month-to-Month; X: Short Term Lease; Y: Sublet

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

C810 [] 8x10 color

*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]

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GENERAL & DEVELOPMENT INFORMATION (Continued)

Location (LOCAT):

- A: Central Business District
B: Channel Front
C: Commercial Business Park
D: Corner
E: Cul De Sac
H: Industrial Area/Campus
I: Industrial Park
J: Lake Front

- K: Mixed Use Area
L: Office Park
M: Out Lot of Shopping Center
N: Park Adjacent
O: Riverfront
R: Water Front
S: Water View
T: Public Transport. Avail.

*Geographic Locale (GEO):

- A: East/West Corridor
B: Downtown Chicago
C: O'Hare
D: Northwest Suburban
E: North Suburban
F: South Suburban
G: Southwest Suburban
H: Chicago North
I: Chicago South
J: Chicago West
K: Chicago Northwest
L: Chicago Southwest
M: Far West
N: Out of Area

REMARKS (Maximum 420 characters)

Grid of 420 character boxes for remarks.

EXTERIOR FEATURES

*Lot Dimensions (DIM): [Grid]

Acreage: [Grid]

*Land Square Footage (LSF): [Grid]

*Approximate Total Building Square Footage (BSQ): [Grid]

*Number of Stories (STRYS): [Grid]

*Number of Drive-In Doors (DID): [Grid]

*Number of Trailer Level Docks (NDK): [Grid]

Structural Construction (CNS):

- A: Brick
B: Concrete
C: Concrete Block
D: Steel
E: Stone
F: Wood Frame
G: Other/Unknown
H: Split-face Block
I: Pre-cast
J: Divisible

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
O: Asbestos Siding
Q: Slate
R: Other
S: Clad Trim
W: Pre-Cast

Foundation (FND):

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

Roof Structure (ROS):

- A: Flat
B: Gable
C: Gambrel
D: Hip
E: Mansard
F: Metal Decking
G: Pitched
H: Prestressed Concrete
I: Steel Joists
J: Truss
K: Wood Joists
L: Other

Roof Coverings (ROC):

- A: Shingle Composition
B: Fiberglass
C: Membrane
D: Metal
E: Reflective Coating
F: Rubber
G: Slate
H: Tar & Gravel
I: Tile
J: Varies
K: Wood Shakes
L: Other

Docks (DKS):

- A: Barge/Boat
B: Common
C: Depressed
D: Exterior
E: Heat Seal
F: Interior
G: Leveler(s)
H: None

Miscellaneous Outside (MO):

- A: Balcony(ies)
B: Conveyor System
C: Courtyard
D: Enclosed Porch
E: Enclosed Stairs
F: Fire Escape
G: Handicapped Access
I: Hydraulic Lift
J: Patio
K: Pipeline Crossing
L: Satellite Dish
M: Security Gate
N: Security Lighting
O: Security Patrol
P: Security System
Q: Storms & Screens (As Exist)
R: Sun Deck
U: Trash Compactor
V: Other

Number of Parking Spaces (PKS): [Grid]

Indoor Parking (PKI):

- A: 1-5 Spaces
B: 6-12 Spaces
C: 13-18 Spaces
D: 19-30 Spaces
E: 31-50 Spaces
F: 51-100 Spaces
G: Over 100 Spaces
H: Assigned Spaces
I: Attached
J: Detached
K: Fee Parking
L: Heated
M: Secured
N: Underground
O: 1 Per Unit
P: 1.5 Per Unit
Q: 2 Per Unit
R: 2+ Per Unit

Outdoor Parking (PKO):

- A: 1-5 Spaces
B: 6-12 Spaces
C: 13-18 Spaces
D: 19-30 Spaces
E: 31-50 Spaces
F: 51-100 Spaces
G: Over 100 Spaces
H: None On Site
I: Assigned Spaces
J: Common Parking
K: Covered
L: Fee Parking
M: Fenced
N: Lighted
O: Open
P: Paved
Q: Private Lot
R: Public Lot
S: Secured
T: Truck Parking
U: Valet Off Site
V: Valet On Site
W: Unpaved
X: Other

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UTILITIES

***Air Conditioning (ACD):**

- A: Central Air
- B: Central Individual
- C: Chillers
- D: Exhaust Fan(s)
- E: Heat Pump
- F: Office Only
- G: Partial
- H: Reverse Cycle
- I: Space Pac
- J: Total
- K: Wall/Sleeve
- L: Window Unit(s)
- M: Zoned
- N: None

Electrical Service (ELCS):

- B: Circuit Breakers
- C: Fuses
- D: Separate Meters
- E: 0-100 Amps
- F: 101-200 Amps
- G: 201-600 Amps
- H: Over 600 Amps
- I: 120V Power
- J: 240V Power
- K: 480V Power
- L: 3 Phase
- M: Other/Unknown
- N: None

***Heat/Ventilation (HVT):**

- A: Ceiling Units
- B: Central Bldg. Heat
- C: Central Heat/Indiv. Controls
- D: Electric
- E: Forced Air
- F: Gas
- G: Gravity
- H: Heat Pump
- I: Hot Water
- J: Oil
- K: Propane
- L: Radiators
- M: Solar
- N: Steam
- O: Wall Units
- U: None
- V: Plenum Ceiling
- W: Operable Windows

Fire Protection (FPR):

- A: Alarm Monitored
- B: Alarm On Site
- C: Ansul System
- D: Fire Extinguisher(s)
- E: Hydrants On Site
- F: Partially Sprinklered
- G: Smoke or Fire Protectors
- H: Sprinklers-Dry
- I: Sprinklers-Wet
- J: Stand Pipe
- K: Water Storage Tank
- L: Other
- M: None

Water/Drainage (DRN):

- A: Drain Tiles
- B: Drainage Ways
- C: Floor Drains
- D: On Site Retention
- E: Storm Sewers
- F: Other
- G: 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
- X: Other

***Tenant Pays (TPA):**

- A: Air Conditioning
- B: Common Area Maintenance
- C: Electric
- E: Heat
- F: Janitorial
- G: Operating Stops
- H: Real Property Taxes
- I: Insurance
- J: Repairs & Maintenance
- K: Roof
- L: Scavenger
- M: Structure
- N: Tax Stops
- O: Water/Sewer
- P: Other
- U: Varies by Tenant

INTERIOR & UNIT INFORMATION

Total Number of Units (UNT):

Total Number of Tenants (TEN):

Extra Storage Spaces Available (ESS): Y/N

Tenant Detail

Tenant Name	Square Footage	Lease Expiration	Lease Type	Base Monthly Income	Monthly Reimbursed Expenses
#1 (TN1): <input type="text"/>	TS1: <input type="text"/>	LE1: <input type="text"/>	LT1: <input type="text"/>	IN1: <input type="text"/>	RX1: <input type="text"/>
#2 (TN2): <input type="text"/>	TS2: <input type="text"/>	LE2: <input type="text"/>	LT2: <input type="text"/>	IN2: <input type="text"/>	RX2: <input type="text"/>
#3 (TN3): <input type="text"/>	TS3: <input type="text"/>	LE3: <input type="text"/>	LT3: <input type="text"/>	IN3: <input type="text"/>	RX3: <input type="text"/>
#4 (TN4): <input type="text"/>	TS4: <input type="text"/>	LE4: <input type="text"/>	LT4: <input type="text"/>	IN4: <input type="text"/>	RX4: <input type="text"/>
#5 (TN5): <input type="text"/>	TS5: <input type="text"/>	LE5: <input type="text"/>	LT5: <input type="text"/>	IN5: <input type="text"/>	RX5: <input type="text"/>
#6 (TN6): <input type="text"/>	TS6: <input type="text"/>	LE6: <input type="text"/>	LT6: <input type="text"/>	IN6: <input type="text"/>	RX6: <input type="text"/>
#7 (TN7): <input type="text"/>	TS7: <input type="text"/>	LE7: <input type="text"/>	LT7: <input type="text"/>	IN7: <input type="text"/>	RX7: <input type="text"/>

Miscellaneous Inside (MI):

- A: Atrium
- B: Common Exercise Room(s)
- C: Common Lunchroom(s)
- D: Common Meeting Room(s)
- E: Crane(s)
- F: Computer Floor
- G: Elevator(s) Freight
- H: Elevator(s) Passenger
- I: Escalator(s)
- J: Handicapped Access
- K: Handicapped Equip Washroom(s)
- L: Heavy Floor Load
- M: Inside Corridor(s)
- N: Janitorial Service
- O: Multi-Tenant
- P: Overhead Door(s)
- Q: Private Restroom(s)
- R: Public Restroom(s)
- S: Skylight(s)
- T: Storage Inside
- U: Other
- V: Basement
- W: High Speed Comm. Circuits
- X: Pre-wired PC Network

Floor Finish (FLO):

- A: Carpet
- B: Concrete
- C: Dirt
- D: Parquet
- E: State/Marble
- F: Terrazzo
- G: Tile
- H: Varies
- I: Vinyl
- J: Wood
- K: Other

FINANCIAL INFORMATION

Income

*Gross Rental Income (GRI):

Annual Parking Income (INP):

Total Monthly Income (SMI):

*Net Operating Income (NOI):

Effective Gross Income (EGI):

Annual Miscellaneous Income (MSI):

*Total Annual Income (GSI):

Net Operating Income Year (NOY): Cap Rate (CPR): . %

(*) INDICATES REQUIRED FIELD

DO NOT ABBREVIATE

FINANCIAL INFORMATION (Continued)

Most Recent Annual Expenses

Financial Information Source Codes:

BP: Broker Projection; AC: Actual; OP: Owner's Projection; CO: Combination

Table with columns for Amount (\$), Source, and Source. Rows include Janitor (JAN), Management (MNG), Fuel (FUE), Electric (ELEC), Water (WTR), Scavenger (SCV), Insurance (INS), Repairs/Decorating (RPM), Real Estate Taxes (TAX), Total Annual Expenses (TAE), Loss Factor (LF), Other Expenses (OEX), Association Fee (ASC), Elevator (EEX), Supplies (SPL), Advertising (ADX), Vacancy \$ Amount (VAC), Vacancy Percentage (VAP), Tax Year (TYR), and Expense Year (EPY).

OFFICE/SALES INFORMATION

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

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

*Cooperative Compensation (CC): []

Other Compensation (OTC): []

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

*Information (INFO):

- A: 24 Hr. Notice Required
B: Exceptions Call List. Office
C: Exclusions Call List. Office
E: Listing Agent Must Accompany
H: Reserve Fee Required
J: Seller's Disclosure
K: Short Notice OK
L: Show-Call Listing Office
M: Show-Call Owner
N: Show-Courtesy Key

- O: Show-Key in Listing Office
P: Show-Lock Box
R: Show-Special Instructions
S: 48 Hr. Notice Required
T: Non-Disclosure Agreement
U: Other-See Remarks
V: No Sign on Property
W: After Hours Only
X: Highly Confidential
Y: None

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: Rent Roll
M: Historical District
N: Leases-Copies
O: Legal Description
P: Floor Plans and Specs
Q: RPTA Disclosure Form
R: Soil Borings
S: Soil Map
T: Soil Suitability Test/Perc.
U: Survey, Existing
V: Tax Bill
W: Title Report
X: Topographic Maps
Y: Traffic Counts
Z: Back-up Package

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
Q: Land/Lease
S: Negotiable

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

Call Broker for Confidential Rent Roll Information (CRRRI): [] Y/N

Listing Agent Additional Info (AAN): []

Alternate Phone Number (APN): [] Extension

Co-Lister (MLS ID): []

Agent Remarks: (Maximum 240 characters)

Grid for Agent Remarks with 240 columns and 4 rows.

MEDIA

*Photo (PHO): [] A-Take Photo; B-Supplied by LO; C-Sketch Supplied by LO C35 [] 3x5 color 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; X-Only RealNet (Vendor Contract Needed)

*Remarks on IDX?: [] Y/N

*Property Address on IDX? (ADI): [] Y/N

(* INDICATES REQUIRED FIELD

DO NOT ABBREVIATE

Number of Full-Time Employees (EFT):

Number of Part-Time Employees (EPT):

***Business Age (BAG):**

- A: Less than 1 Year
- B: 1-3 Years
- C: 4-6 Years
- D: 7-10 Years
- E: 11+ Years
- F: Unknown

***Business Type (BUT):**

- A: Automotive-Retail
- B: Automotive-Service
- C: Beauty Salon/Barber
- D: Bed & Breakfast
- E: Construction/Contractor
- F: Artistic/Craft
- G: Dry Cleaners/Coin Laundry
- H: Bar/Lounge/Night Club
- I: Food and Beverage
- J: Distribution
- K: Grocery/Mini-Mart
- L: Restaurant
- M: Health/Fitness
- N: Wholesale
- O: Hotel or Motel
- P: Maintenance
- Q: Liquor Store
- R: Manufacturing
- S: Medical/Dental Practice
- T: Nursing/Retirement Home
- U: Pet Store
- V: Print Shop/Graphics
- W: Video Store
- X: Service/Misc.
- Y: Retail/Misc.
- Z: Other

Food/Beverage Type (FBT):

- A: Coffee Shop
- B: Fast Food/Drive-In
- C: Restaurant
- E: Deli
- F: Banquet
- G: Pizza Parlor
- H: Ice Cream/Yogurt Parlor
- I: Franchise
- J: Catering
- K: Other
- L: Ethnic
- M: Carry-Out
- N: Fine Dining
- O: Grill

Type Ownership-Business (OWB):

- A: Corporation
- B: General Partnership
- C: Trust
- D: Individual
- E: Family
- F: Leasehold
- G: Limited Partnership
- H: Sole Proprietor
- I: Other
- J: Limited Liability Corp.

Current Owner (CUO):

- A: Less than 1 Year
- B: 1-3 Years
- C: 4-6 Years
- D: 7-10 Years
- E: 11+ Years
- F: Unknown

Living Quarters (LIQ):

- A: None
- B: Available
- C: Possible
- D: Included
- E: Other (See Remarks)

Seating Capacity (SEC):

- A: 1-10
- B: 11-20
- C: 21-30
- D: 31-40
- E: 41-50
- F: 51-75
- G: 76-100
- H: 100+
- I: None
- J: Outdoor

***Sale Price Includes (SPI):**

- A: Land
- B: Building
- C: Business
- D: License/Permit
- E: Equipment
- F: Franchise Transfer Fee
- G: Patent(s)/Copyrights
- H: Trade Fixtures
- I: Trade Mark(s)
- J: Inventory
- K: Customer List
- L: Owner Will Train
- M: Franchise Rights
- N: Cov. Not to Compete
- O: Other (See Remarks)
- P: Lease Hold Interest
- Q: Phone Number
- R: Business Name
- S: Key Money/Good Will

FINANCIAL INFORMATION

	Annual Amount \$	Year	Source
*Gross Sales (GSA):	<input type="text"/>	*GSY:	*GSS:
*Cost of Goods Sold (CG):	<input type="text"/>	*CGY:	*CGS:
*Gross Profit (GP):	<input type="text"/>	*GPY:	:GPS:
*Total Operating Expenses (TO):	<input type="text"/>	*TOY:	*TOS:
*Net Profit (NO):	<input type="text"/>	*NOY:	*NOS:
Adjusted Net Income (AN):	<input type="text"/>	*ANY:	*ANS:
*Annual Rent for Real Estate (ANR):	<input type="text"/>	*ARY:	*ARS:
*Inventory (IN):	<input type="text"/>	*INY:	*IVS:
*Accounts Payable (AP):	<input type="text"/>	*APY:	*APS:
*Accounts Receivable (ARC):	<input type="text"/>	*AREY:	*ARE:
*Real Estate Taxes (TAX):	<input type="text"/>	*TYR:	*TXS:
*Gross Payroll (PR):	<input type="text"/>	*PRY:	*PRS:
*Sales Taxes (STX):	<input type="text"/>	*SXY:	*STS:

Financial Information Source Codes:

- BP: Broker Projection
- AC: Actual
- OP: Owner's Projection
- CO: Combination

(* INDICATES REQUIRED FIELD

DO NOT ABBREVIATE

UTILITIES (Continued)

Water/Drainage (DRN):

- A: Drain Tiles
- B: Drainage Ways
- C: Floor Drains
- D: On Site Retention
- E: Storm Sewers
- F: Other
- G: 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
- X: Other

***Tenant Pays (TPA):**

- A: Air Conditioning
- B: Common Area Maintenance
- C: Electric
- E: Heat
- F: Janitorial
- G: Operating Stops
- H: Real Property Taxes
- I: Insurance
- J: Repairs & Maintenance
- K: Roof
- L: Scavenger
- M: Structure
- N: Tax Stops
- O: Water/Sewer
- P: Other
- U: Vanes by Tenant

INTERIOR & UNIT INFORMATION

Total Number of Units (UNT):

Total Number of Tenants (TEN):

Extra Storage Spaces Available (ESS): Y/N

Tenant Detail

Lease Types: N: Net, NNN; M: Modified Gross; G: Gross

Tenant Name	Square Footage	Lease Expiration	Lease Type	Base Monthly Income	Reimbursed Monthly Expenses
#1 (TN1): <input type="text"/>	TS1: <input type="text"/>	LE1: <input type="text"/>	LT1: <input type="text"/>	IN1: <input type="text"/>	RX1: <input type="text"/>
#2 (TN2): <input type="text"/>	TS2: <input type="text"/>	LE2: <input type="text"/>	LT2: <input type="text"/>	IN2: <input type="text"/>	RX2: <input type="text"/>
#3 (TN3): <input type="text"/>	TS3: <input type="text"/>	LE3: <input type="text"/>	LT3: <input type="text"/>	IN3: <input type="text"/>	RX3: <input type="text"/>
#4 (TN4): <input type="text"/>	TS4: <input type="text"/>	LE4: <input type="text"/>	LT4: <input type="text"/>	IN4: <input type="text"/>	RX4: <input type="text"/>
#5 (TN5): <input type="text"/>	TS5: <input type="text"/>	LE5: <input type="text"/>	LT5: <input type="text"/>	IN5: <input type="text"/>	RX5: <input type="text"/>
#6 (TN6): <input type="text"/>	TS6: <input type="text"/>	LE6: <input type="text"/>	LT6: <input type="text"/>	IN6: <input type="text"/>	RX6: <input type="text"/>
#7 (TN7): <input type="text"/>	TS7: <input type="text"/>	LE7: <input type="text"/>	LT7: <input type="text"/>	IN7: <input type="text"/>	RX7: <input type="text"/>

Miscellaneous Inside (MI):

- A: Atrium
- B: Common Exercise Room(s)
- C: Common Lunchroom(s)
- D: Common Meeting Room(s)
- E: Crane(s)
- F: Computer Floor
- G: Elevator(s) Freight
- H: Elevator(s) Passenger
- I: Escalator(s)
- J: Handicapped Access
- K: Handicapped Equip Washroom(s)
- L: Heavy Floor Load
- M: Inside Corridor(s)
- N: Janitorial Service
- O: Multi-Tenant
- P: Overhead Door(s)
- Q: Private Restroom(s)
- R: Public Restroom(s)
- S: Skylight(s)
- T: Storage Inside
- U: Other
- V: Basement
- W: High Speed Comm. Circuits
- X: Pre-wired PC Network

Floor Finish (FLO):

- A: Carpet
- B: Concrete
- C: Dirt
- D: Parquet
- E: Slate/Marble
- F: Terrazzo
- G: Tile
- H: Varies
- I: Vinyl
- J: Wood
- K: Other

FINANCIAL INFORMATION

If Rental, are the following financial amounts for:

Individual Spaces (AIS): Y/N

Or Total Building (ATB): Y/N

Income

*Gross Rental Income (GRI):

Miscellaneous Income (MSI):

*Total Annual Income (GSI):

*Net Operating Income (NOI):

Effective Gross Income (EGI):

Total of all Monthly Income (SMI):

Net Operating Income Year (NOY): Cap Rate (CPR): . %

(*) INDICATES REQUIRED FIELD

DO NOT ABBREVIATE

FINANCIAL INFORMATION (Continued)

Most Recent Annual Expenses

Financial Information Source Codes:

BP: Broker Projection; AC: Actual; OP: Owner's Projection; CO: Combination

Table with columns for Expense Name, Amount (\$), and Source. Includes items like Janitor (JAN), Management (MNG), Fuel (FUE), Electric (ELEC), Water (WTR), Scavenger (SCV), Insurance (INS), Repairs/Decorating (RPM), Real Estate Taxes (TAX), Total Annual Expenses (TAE), and Loss Factor (LF).

Table with columns for Expense Name, Amount, and Source. Includes items like Other Expenses (OEX), Association Fee (ASC), Elevator (EEX), Supplies (SPL), Advertising (ADX), Vacancy \$ Amount (VAC), Vacancy Percentage (VAP), Tax Year (TYR), and Expense Year (EPY).

OFFICE/SALES INFORMATION

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

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

*Cooperative Compensation (CC): []

Other Compensation (OTC): []

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

*Information (INFO):

- A: 24 Hr. Notice Required
B: Exceptions Call List. Office
C: Exclusions Call List. Office
E: Listing Agent Must Accompany
H: Reserve Fee Required
J: Seller's Disclosure
K: Short Notice OK
L: Show-Call Listing Office
M: Show-Call Owner
N: Show-Courtesy Key
O: Show-Key in Listing Office
P: Show-Lock Box
R: Show-Special Instructions
S: 48 Hr. Notice Required
T: Non-Disclosure Agreement
U: Other-See Remarks
V: No Sign on Property
W: After Hours Only
X: Highly Confidential
Y: None

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: Rent Roll
M: Historical District
N: Leases-Copies
O: Legal Description
P: Floor Plans and Specs
Q: RPTA Disclosure Form
R: Soil Borings
S: Soil Map
T: Soil Suitability Test/Parc.
U: Survey, Existing
V: Tax Bill
W: Title Report
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F: Assumption-VA
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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
Q: Land/Lease
S: Negotiable

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

Call Broker for Confidential Rent Roll Information (CRR): [] Y/N

Listing Agent Additional Info (AAN): []

Alternate Phone Number (APN): [] Extension

Co-Lister (MLS ID): []

Agent Remarks: (Maximum 240 characters)

Grid for Agent Remarks with 240 character limit.

MEDIA

*Photo (PHO): [] A-Take Photo; B-Supplied by LO; C-Sketch Supplied by LO

C35 [] 3x5 color 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; X-Only RealNet (Vendor Contract Needed)

*Remarks on IDX?: [] Y/N

*Property Address on IDX? (ADI): [] Y/N

(* INDICATES REQUIRED FIELD

DO NOT ABBREVIATE

REMARKS (Maximum 420 characters)

Grid for entering remarks, consisting of 10 rows and 42 columns.

EXTERIOR FEATURES

*Lot Dimensions (DIM): [Grid for dimensions]

*Number of Stories (STRYS): [Grid for stories]

*Land Square Footage (LSF): [Grid for LSF]

Approximate Total Building Square Footage (BSQ): [Grid for BSQ]

Structural Construction (CNS):

- A: Brick
B: Concrete
C: Concrete Block
D: Steel
E: Stone
F: Wood Frame
G: Other/Unknown
H: Split-face Block
I: Pre-cast
J: Divisible

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
O: Asbestos Siding
Q: Slate
R: Other
S: Clad Trim
W: Pre-Cast

Foundation (FND):

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

Roof Structure (ROS):

- A: Flat
B: Gable
C: Gambrel
D: Hip
E: Mansard
F: Metal Decking
G: Pitched
H: Prestressed Concrete
I: Steel Joists
J: Truss
K: Wood Joists
L: Other

Roof Coverings (ROC):

- A: Shingle Composition
B: Fiberglass
C: Membrane
D: Metal
E: Reflective Coating
F: Rubber
G: Slate
H: Tar & Gravel
I: Tite
J: Varies
K: Wood Shakes
L: Other

Docks/Delivery (DKS):

- A: Barge/Boat
B: Common
C: Depressed
D: Exterior
E: Heat Seal
F: Interior
G: Leveller(s)
H: None
I: Drive-In Doors
J: Service Door

Miscellaneous Outside (MO):

- A: Balcony(ies)
B: Conveyor System
C: Courtyard
D: Enclosed Porch
E: Enclosed Stairs
F: Fire Escape
G: Handicapped Access
I: Hydraulic Lift
J: Patio
K: Pipeline Crossing
L: Satellite Dish
M: Security Gate
N: Security Lighting
O: Security Patrol
P: Security System
Q: Storms & Screens (As Exst)
R: Sun Deck
U: Trash Compactor
V: Other

*Number of Parking Spaces (PKS): [Grid for PKS]

Number of Garages (GRG): [Grid for GRG]

Indoor Parking (PKI):

- A: 1-5 Spaces
B: 6-12 Spaces
C: 13-18 Spaces
D: 19-30 Spaces
E: 31-50 Spaces
F: 51-100 Spaces
G: Over 100 Spaces
H: Assigned Spaces
I: Attached
J: Detached
K: Fee Parking
L: Heated
M: Secured
N: Underground
O: 1 Per Unit
P: 1.5 Per Unit
Q: 2 Per Unit
R: 2+ Per Unit

Outdoor Parking (PKO):

- A: 1-5 Spaces
B: 6-12 Spaces
C: 13-18 Spaces
D: 19-30 Spaces
E: 31-50 Spaces
F: 51-100 Spaces
G: Over 100 Spaces
H: None On Site
I: Assigned Spaces
J: Common Parking
K: Covered
L: Fee Parking
M: Fenced
N: Lighted
O: Open
P: Paved
Q: Private Lot
R: Public Lot
S: Secured
T: Truck Parking
U: Valet Off Site
V: Valet On Site
W: Unpaved
X: Other

UTILITIES

*Air Conditioning (ACD):

- A: Central Air
B: Central Individual
C: Chillers
D: Exhaust Fan(s)
E: Heat Pump
F: Office Only
G: Partial
H: Reverse Cycle
I: Space Pac
J: Total
K: Wall/Slieve
L: Window Unit(s)
M: Zoned
N: None

Electrical Service (ELCS):

- B: Circuit Breakers
C: Fuses
D: Separate Meters
E: 0-100 Amps
F: 101-200 Amps
G: 201-600 Amps
H: Over 600 Amps
I: 120V Power
J: 240V Power
K: 480V Power
L: 3 Phase
M: Other/Unknown
N: None

*Heat/Ventilation (HVT):

- A: Ceiling Units
B: Central Bldg. Heat
C: Central Heat/Indiv. Controls
D: Electric
E: Forced Air
F: Gas
G: Gravity
H: Heat Pump
I: Hot Water
J: Oil
K: Propane
L: Radiators
M: Solar
N: Steam
O: Wall Units
U: None
V: Plenum Ceiling
W: Operable Windows

Fire Protection (FPR):

- A: Alarm Monitored
B: Alarm On Site
C: Ansul System
D: Fire Extinguisher(s)
E: Hydrants On Site
F: Partially Sprinklered
G: Smoke or Fire Protectors
H: Sprinklers-Dry
I: Sprinklers-Wet
J: Stand Pipe
K: Water Storage Tank
L: Other
M: None

(* INDICATES REQUIRED FIELD DO NOT ABBREVIATE

UTILITIES (Continued)

Water/Drainage (DRN):

- A: Drain Tiles
- B: Drainage Ways
- C: Floor Drains
- D: On Site Retention
- E: Storm Sewers
- F: Other
- G: 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
- X: Other

***Tenant Pays (TPA):**

- A: Air Conditioning
- B: Common Area Maintenance
- C: Electric
- E: Heat
- F: Janitorial
- G: Operating Stops
- H: Real Property Taxes
- I: Insurance
- J: Repairs & Maintenance
- K: Roof
- L: Scavenger
- M: Structure
- N: Tax Stops
- O: Water/Sewer
- P: Other
- U: Vanes by Tenant

INTERIOR & UNIT INFORMATION

*Total Number of Units (UNT): Total Number of Tenants (TEN): *Total Number of Apartments (APT):

*Total Number of Offices (OFC): *Total Number of Stores (STO):

Number of Dishwashers (DSW): Number of Washers (WSH): Number of Dryers (DRY):

Washer/Dryer Leased (WDL): YIN Number of Ranges (RNG): Number of Disposals (DSP):

Number of Fireplaces (NFP): Number of Refrigerators (REF): Number Window Air Conditioners (WAC):

Tenant Detail

Tenant Name	Square Footage	Number of Bedrooms	Lease Expiration	Monthly Income
#1 (TN1): <input type="text"/>	TS1: <input type="text"/>	*BR1: <input type="text"/>	LE1: <input type="text"/>	*IN1: <input type="text"/>
#2 (TN2): <input type="text"/>	TS2: <input type="text"/>	*BR2: <input type="text"/>	LE2: <input type="text"/>	*IN2: <input type="text"/>
#3 (TN3): <input type="text"/>	TS3: <input type="text"/>	*BR3: <input type="text"/>	LE3: <input type="text"/>	*IN3: <input type="text"/>
#4 (TN4): <input type="text"/>	TS4: <input type="text"/>	*BR4: <input type="text"/>	LE4: <input type="text"/>	*IN4: <input type="text"/>
#5 (TN5): <input type="text"/>	TS5: <input type="text"/>	*BR5: <input type="text"/>	LE5: <input type="text"/>	*IN5: <input type="text"/>
#6 (TN6): <input type="text"/>	TS6: <input type="text"/>	*BR6: <input type="text"/>	LE6: <input type="text"/>	*IN6: <input type="text"/>
#7 (TN7): <input type="text"/>	TS7: <input type="text"/>	*BR7: <input type="text"/>	LE7: <input type="text"/>	*IN7: <input type="text"/>

Miscellaneous Inside (MI):

- A: Atrium
- B: Common Exercise Room(s)
- C: Common Lunchroom(s)
- D: Common Meeting Room(s)
- E: Crane(s)
- F: Computer Floor
- G: Elevator(s) Freight
- H: Elevator(s) Passenger
- I: Escalator(s)
- J: Handicapped Access
- K: Handicapped Equip Washroom(s)
- L: Heavy Floor Load
- M: Inside Corridor(s)
- N: Janitorial Service
- O: Multi-Tenant
- P: Overhead Door(s)
- Q: Private Restroom(s)
- R: Public Restroom(s)
- S: Skylight(s)
- T: Storage Inside
- U: Other
- V: Basement
- W: High Speed Comm. Circuits
- X: Pre-wired PC Network

Floor Finish (FLO):

- A: Carpet
- B: Concrete
- C: Dirt
- D: Parquet
- E: Slate/Marble
- F: Terrazzo
- G: Tile
- H: Vanes
- I: Vinyl
- J: Wood
- K: Other

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): . %

(*) INDICATES REQUIRED FIELD

DO NOT ABBREVIATE

FINANCIAL INFORMATION (Continued)

Most Recent Annual Expenses

Financial Information Source Codes:

BP: Broker Projection; AC: Actual; OP: Owner's Projection; CO: Combination

Table with columns for Expense Name, Amount (\$), and Source. Includes items like Janitor (JAN), Management (MNG), Fuel (FUE), Electric (ELEC), Water (WTR), Scavenger (SCV), Insurance (INS), Real Estate Taxes (TAX), and Total Annual Expenses (TAE).

Table with columns for Expense Name, Amount (\$), and Source. Includes items like Repairs/Decorating (RPM), Other Expenses (OEX), Elevator (EEX), Supplies (SPL), Advertising (ADX), On-Site Manager (RMX), Vacancy \$ Amount (VAC), Vacancy Percentage (VAP), Tax Year (TYR), and Expense Year (EPY).

OFFICE/SALES INFORMATION

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

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

*Cooperative Compensation (CC): []

Other Compensation (OTC): []

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

*Information (INFO):

- A: 24 Hr. Notice Required
B: Exceptions Call List, Office
C: Exclusions Call List, Office
E: Listing Agent Must Accompany
H: Reserve Fee Required
J: Seller's Disclosure
K: Short Notice OK
L: Show-Call Listing Office
M: Show-Call Owner
N: Show-Courtesy Key
O: Show-Key in Listing Office
P: Show-Lock Box
R: Show-Special Instructions
S: 48 Hr. Notice Required
T: Non-Disclosure Agreement
U: Other-See Remarks
V: No Sign on Property
W: After Hours Only
X: Highly Confidential
Y: None

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: Rent Roll
M: Historical District
N: Leases-Copies
O: Legal Description
P: Floor Plans and Specs
Q: RPTA Disclosure Form
R: Soil Borings
S: Soil Map
T: Soil Suitability Test/Parc.
U: Survey, Existing
V: Tax Bill
W: Title Report
X: Topographic Maps
Y: Traffic Counts
Z: Back-up Package

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: Rawnte/Blend
N: Trade/Exchange
O: Cash Only
P: Other
Q: Land/Lease
S: Negotiable

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

Listing Agent Additional Info (AAN): []

Alternate Phone Number (APN): []

Co-Lister (MLS ID): []

Agent Remarks: (Maximum 240 characters)

Grid for Agent Remarks with 240 character limit.

MEDIA

*Photo (PHO): [] A-Take Photo; B-Supplied by LO; C-Sketch Supplied by LO

C35 [] 3x5 color C57 [] 5x7 color C810 [] 8x10 color

Virtual Tour (VT): [] E: CirclePix; F: VI 360; G: OBEO; N: None

*Internet Listing: [] A-All; B-None; X-Only RealNet (Vendor Contract Needed)

*Remarks on IDX?: [] Y/N

*Property Address on IDX? (ADI): [] Y/N

(*) INDICATES REQUIRED FIELD

DO NOT ABBREVIATE

GENERAL & DEVELOPMENT INFORMATION (continued)

*Geographic Locale (GEO):

- A: East/West Corridor
B: Downtown Chicago
C: O'Hare
D: Northwest Suburban
E: North Suburban
F: South Suburban
G: Southwest Suburban
H: Chicago North
I: Chicago South
J: Chicago West
K: Chicago Northwest
L: Chicago Southwest
M: Far West
N: Out of Area

Amenities (AML):

- A: Children's Play Yard
B: Club House
C: Curbs and Gutters
D: Deck-Community
E: Fencing
F: Garbage Removal
G: Horse-Community Barn
H: Horse Riding Area
I: Horse Riding Trails
J: Landing Strip
K: Lawn Care
L: Lighting/Exterior
M: Park/Playground
N: Pond/Lake
O: Pool
P: Security Entrance
Q: Sidewalks
R: Snow Removal
S: Storage Tanks (Abv. Ground)
T: Storage Tanks (Blw. Ground)
U: Tennis Court(s)
V: Water Rights
W: Other
X: Cable Ready

REMARKS (Maximum 600 characters)

Grid for entering remarks, consisting of multiple rows of empty boxes.

FEATURES

*Lot Dimensions (DIM): [Grid for dimensions]

Acreage: [Grid for acreage]

Land Square Footage (LSF): [Grid for LSF]

Approximate Total Building Square Footage (BSQ): [Grid for BSQ]

*Number of Stories (STRYS): [Grid for stories]

Number of Parking Spaces (PKS): [Grid for parking spaces]

Structural Construction (CNS):

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

Exterior Building Type (EXT):

- A: Aluminum/Vinyl/Steel Siding (AVS)
B: Brick (BR)
C: Cedar (CD)
D: Frame (FR)
E: Block (BL)
F: Dryvit Type (DV)
G: Glass (GL)
H: Log (LG)
I: Masonite (MS)
J: Shakes (SH)
K: Stucco (SC)
L: Stone (ST)
O: Asbestos Siding (AS)
Q: Slate (SL)
R: Other (OT)
S: Clad Trim (CT)

Foundation (FND):

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

Docks/Delivery (DKS):

- A: Barge/Boat
B: Common
C: Depressed
D: Exterior
E: Heat Seal
F: Interior
G: Leveler(s)
H: None

Miscellaneous Outside (MO):

- A: Balcony(ies)
B: Conveyor System
C: Courtyard
D: Enclosed Porch
E: Enclosed Stairs
F: Fire Escape
G: Handicapped Access
I: Hydraulic Lift
J: Patio
K: Pipeline Crossing
L: Satellite Dish
M: Security Gate
N: Security Lighting
O: Security Patrol
P: Security System
Q: Storms & Screens (As Exst)
R: Sun Deck
S: Swimming Pool
T: Tenant Signage
U: Trash Compactor
V: Other

Indoor Parking (PKI):

- A: 1-5 Spaces
B: 6-12 Spaces
C: 13-18 Spaces
D: 19-30 Spaces
E: 31-50 Spaces
F: 51-100 Spaces
G: Over 100 Spaces
H: Assigned Spaces
I: Attached
J: Detached
K: Fee Parking
L: Heated
M: Secured
N: Underground

Outdoor Parking (PKO):

- A: 1-5 Spaces
B: 6-12 Spaces
C: 13-18 Spaces
D: 19-30 Spaces
E: 31-50 Spaces
F: 51-100 Spaces
G: Over 100 Spaces
H: None On Site
I: Assigned Spaces
J: Common Parking
K: Covered
L: Fee Parking
M: Fenced
N: Lighted
O: Open
P: Paved
Q: Private Lot
R: Public Lot
S: Secured
T: Truck Parking
U: Valet Off Site
V: Valet On Site
W: Unpaved
X: Other

Miscellaneous Inside (MI):

- A: Atrium
B: Common Exercise Room(s)
C: Common Lunchroom(s)
D: Common Meeting Room(s)
E: Crane(s)
F: Computer Floor
G: Elevator(s) Freight
H: Elevator(s) Passenger
I: Escalator(s)
J: Handicapped Access
K: Handicapped Equip. Washroom(s)
L: Heavy Floor Load
M: Inside Corridor(s)
N: Janitorial Service
O: Multi-Tenant
P: Overhead Door(s)
Q: Private Restroom(s)
R: Public Restroom(s)
S: Skylight(s)
T: Storage Inside
U: Other

(* INDICATES REQUIRED FIELD DO NOT ABBREVIATE

UTILITIES

***Air Conditioning (ACD):**

- A: Central Air
- B: Central Individual
- C: Chillers
- D: Exhaust Fan(s)
- E: Heat Pump
- F: Office Only
- G: Partial
- H: Reverse Cycle
- I: Space Pac
- J: Total
- K: Wall/Sleeve
- L: Window Unit(s)
- M: Zoned
- N: None

Electrical Service (ELCS):

- A: Buss Duct(s)
- B: Circuit Breakers
- C: Fuses
- D: Separate Motors
- E: 0-100 Amps
- F: 101-200 Amps
- G: 201-600 Amps
- H: Over 600 Amps
- I: 120V Power
- J: 240V Power
- K: 480V Power
- L: 3 Phase
- M: Other/Unknown
- N: None

***Heat/Ventilation (HVT):**

- A: Ceiling Units
- B: Central Bldg. Heat
- C: Central Heat/Indiv. Controls
- D: Electric
- E: Forced Air
- F: Gas
- G: Gravity
- H: Heat Pump
- I: Hot Water
- J: Oil
- K: Propane
- L: Radiators
- M: Solar
- N: Steam
- O: Wall Units
- P: Baseboard
- Q: Separate Per unit
- R: Radiant
- S: Space Heater(s)
- T: Zoned
- U: None
- V: Plenum Ceiling
- W: Systems Vary - Call Listing Agent

FireProtection (FPR):

- A: Alarm Monitored
- B: Alarm On Site
- D: Fire Extinguisher(s)
- E: Hydrants On Site
- F: Partially Sprinklered
- G: Smoke or Fire Protectors
- H: Sprinklers-Dry
- I: Sprinklers-Wet
- J: Stand Pipe
- K: Water Storage Tank
- L: Other
- M: 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
- X: Other

***Tenant Pays (TPA):**

- A: Air Conditioning
- B: Common Area Maintenance
- C: Electric
- D: Farm Supplies
- E: Heat
- F: Janitorial
- G: Operating Stops
- H: Real Property Taxes
- I: Insurance
- J: Repairs & Maintenance
- K: Roof
- L: Scavenger
- M: Structure
- N: Tax Stops
- O: Water/Sewer
- P: Other
- Q: Cold Water
- R: Hot Water
- S: None
- T: Percentage Rent
- U: Varies by Tenant

FINANCIAL INFORMATION

Most Recent Annual Expenses

Financial Information Source Codes:

BP: Broker Projection; AC: Actual; OP: Owner's Projection; CO: Combination

	Amount (\$)	Source
Janitor (JAN):	<input type="text"/>	JAS: <input type="text"/>
Management (MNG):	<input type="text"/>	MGS: <input type="text"/>
Fuel (FUE):	<input type="text"/>	FUS: <input type="text"/>
Electric (ELEC):	<input type="text"/>	ELS: <input type="text"/>
Water (WTR):	<input type="text"/>	WTS: <input type="text"/>
Scavenger (SCV):	<input type="text"/>	SCS: <input type="text"/>
Insurance (INS):	<input type="text"/>	ISS: <input type="text"/>
Repairs/Decorating (RPM):	<input type="text"/>	RPS: <input type="text"/>
Utilities (UTL):	<input type="text"/>	UTS: <input type="text"/>
*Real Estate Taxes (TAX):	<input type="text"/>	TXS: <input type="text"/>
Total Annual Expenses (TAE):	<input type="text"/>	EXS: <input type="text"/>

	Amount (\$)	Source
Resident Manager (RMX):	<input type="text"/>	ROM: <input type="text"/>
Other Expenses (OEX):	<input type="text"/>	OES: <input type="text"/>
Elevator (EEX):	<input type="text"/>	EES: <input type="text"/>
Supplies (SPL):	<input type="text"/>	SPS: <input type="text"/>
Advertising (ADX):	<input type="text"/>	ADS: <input type="text"/>
Association Fee (ASC):	<input type="text"/>	ASO: <input type="text"/>
Vacancy \$ Amount (VAC):	<input type="text"/>	VAS: <input type="text"/>
Vacancy Percentage (VAP):	<input type="text"/> %	VPS: <input type="text"/>
Utilities Year (UTY):	<input type="text"/>	
*Tax Year (TYR):	<input type="text"/>	
Expense Year (EPY):	<input type="text"/>	

Income

Total Annual Income (GSI):
 Net Operating Income Year (NOY):

Net Operating Income (NOI):
 Net Operating Income Source (NOS):

(* INDICATES REQUIRED FIELD DO NOT ABBREVIATE

REMARKS (Maximum 420 characters)

Grid for entering remarks, consisting of 10 rows and 42 columns.

EXTERIOR FEATURES

*Lot Dimensions (DIM): [Grid]

Acreage (ACR): [Grid]

*Land Square Footage (LSF): [Grid]

*Approximate Total Building Square Footage (BSQ): [Grid]

Approximate Office Square Footage (OSQ): [Grid]

*Number of Stories (STRYS): [Grid]

*Number of Drive-In Doors (DID): [Grid]

Door Dimensions (DOD): [Grid]

(Width x Height in Feet & Inches)

Number of Freight Elevators (FRE): [Grid]

*Maximum Ceiling Height (MXF/MXI): [Grid]

(Feet & Inches)

*Minimum Ceiling Height (MIF/MII): [Grid] (Feet & Inches)

Clear Span (CLEAR): [Grid] Y/N

Bay Size (BAY): [Grid]

*Number of Trailer Level Docks (NDK): [Grid]

Structural Construction (CNS):

- A: Brick, B: Concrete, C: Concrete Block, D: Steel, E: Stone, F: Wood Frame, G: Other/Unknown, H: Split-face Block, I: Pre-cast, J: Divisible, K: Pole Frame

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, O: Asbestos Siding, P: Limestone, Q: Slate, R: Other, S: Clad Trim, W: Pre-Cast

Foundation (FND):

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

Roof Structure (ROS):

- A: Flat, B: Gable, C: Gambrel, D: Hip, E: Mansard, F: Metal Decking, G: Pitched, H: Prestressed Concrete, I: Steel Joists, J: Truss, K: Wood Joists, L: Other

Roof Coverings (ROC):

- A: Shingle Composition, B: Fiberglass, C: Membrane, D: Metal, E: Reflective Coating, F: Rubber, G: Slate, H: Tar & Gravel, I: Tile, J: Varies, K: Wood Shakes, L: Other

*Docks/Delivery (DKS):

- A: Barge/Boat, B: Common, C: Depressed, D: Exterior, E: Heat Seal, F: Interior, G: Leveller(s), H: None, I: Drive-In Doors, J: Service Entrance, K: Rail

Miscellaneous Outside (MO):

- A: Balcony(ies), B: Conveyor System, C: Courtyard, D: Enclosed Porch, E: Enclosed Stairs, F: Fire Escape, G: Handicapped Access, I: Hydraulic Lift, J: Patio, K: Pipeline Crossing, L: Satellite Dish, M: Security Gate, N: Security Lighting, O: Security Patrol, P: Security System, Q: Storms & Screens (As Exist), R: Sun Deck, U: Trash Compactor, V: Other, W: Storage Tanks

Number of Parking Spaces (PKS): [Grid]

Indoor Parking (PKI):

- A: 1-5 Spaces, B: 6-12 Spaces, C: 13-18 Spaces, D: 19-30 Spaces, E: 31-50 Spaces, F: 51-100 Spaces, G: Over 100 Spaces, H: Assigned Spaces, I: Attached, J: Detached, K: Fee Parking, L: Heated, M: Secured, N: Underground, O: 1 Per Unit, P: 1.5 Per Unit, Q: 2 Per Unit, R: 2+ Per Unit

Outdoor Parking (PKO):

- A: 1-5 Spaces, B: 6-12 Spaces, C: 13-18 Spaces, D: 19-30 Spaces, E: 31-50 Spaces, F: 51-100 Spaces, G: Over 100 Spaces, H: None On Site, I: Assigned Spaces, J: Common Parking, K: Covered, L: Fee Parking, M: Fenced, N: Lighted, O: Open, P: Paved, Q: Private Lot, R: Public Lot, S: Secured, T: Truck Parking, U: Valet Off Site, V: Valet On Site, W: Unpaved, X: Other

(* INDICATES REQUIRED FIELD DO NOT ABBREVIATE

UTILITIES

***Air Conditioning (ACD):**

- A: Central Air
- B: Central Individual
- C: Chilers
- D: Exhaust Fan(s)
- E: Heat Pump
- F: Office Only
- G: Partial
- H: Reverse Cycle
- I: Space Pac
- J: Total
- K: Wall/Slieve
- L: Window Unit(s)
- M: Zoned
- N: None
- O: Ceiling Fans
- P: Air Curtain

***Electrical Service (ELCS):**

- B: Circuit Breakers
- C: Fuses
- D: Separato Meters
- E: 0-100 Amps
- F: 101-200 Amps
- G: 201-600 Amps
- H: Over 600 Amps
- I: 120V Power
- J: 240V Power
- K: 480V Power
- L: 3 Phase
- M: Other/Unknown
- N: None
- O: Buss Ducts
- P: Heavy Power 1200+

***Heat/Ventilation (HVT):**

- A: Ceiling Units
- B: Central Bldg. Heat
- C: Central Heat/Indiv. Controls
- D: Electric
- E: Forced Air
- F: Gas
- G: Gravity
- H: Heat Pump
- I: Hot Water
- J: Oil
- K: Propane
- L: Radiators
- M: Solar
- N: Steam
- O: Wall Units
- U: None
- V: Plenum Ceiling
- W: Operable Windows
- X: Radianl
- Y: Ceiling Fans

***FireProtection (FPR):**

- A: Alarm Monitored
- B: Alarm On Site
- C: Ansul System
- D: Fire Extinguisher(s)
- E: Hydrants On Site
- F: Partially Sprinklered
- G: Smoke or Fire Protectors
- H: Sprinklers-Dry
- I: Sprinklers-Wet
- J: Stand Pipe
- K: Water Storage Tank
- L: Other
- M: None
- N: ESFR Sprinkler

Water/Drainage (DRN):

- A: Drain Tiles
- B: Drainage Ways
- C: Floor Drains
- D: On Site Retention
- E: Storm Sowers
- F: Other
- G: None

Utilities to Site (UTIL):

- A: Electric Nearby
- B: Electric to Site
- C: Gas Noarby
- 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
- X: Other

***Tenant Pays (TPA):**

- A: Air Conditioning
- B: Common Area Maintenance
- C: Electric
- E: Heat
- F: Janitorial
- G: Operating Stops
- H: Real Property Taxes
- I: Insurance
- J: Repairs & Maintenance
- K: Roof
- L: Scavenger
- M: Structure
- N: Tax Stops
- O: Water/Sewer
- P: Other
- U: Varies by Tenant
- V: Recapture Fee

INTERIOR & UNIT INFORMATION

Total Number of Units (UNT):

Total Number of Tenants (TEN):

Extra Storage Spaces Available (ESS): Y/N

Tenant Detail

Tenant Name	Square Footage	Lease Expiration	Lease Type	Base Monthly Income	Reimbursed Monthly Expenses
#1 (TN1): <input type="text"/>	TS1: <input type="text"/>	LE1: <input type="text"/>	LT1: <input type="text"/>	IN1: <input type="text"/>	RX1: <input type="text"/>
#2 (TN2): <input type="text"/>	TS2: <input type="text"/>	LE2: <input type="text"/>	LT2: <input type="text"/>	IN2: <input type="text"/>	RX2: <input type="text"/>
#3 (TN3): <input type="text"/>	TS3: <input type="text"/>	LE3: <input type="text"/>	LT3: <input type="text"/>	IN3: <input type="text"/>	RX3: <input type="text"/>
#4 (TN4): <input type="text"/>	TS4: <input type="text"/>	LE4: <input type="text"/>	LT4: <input type="text"/>	IN4: <input type="text"/>	RX4: <input type="text"/>

Lease Types: N: Net, NNN; M: Modified Gross; G: Gross

Miscellaneous Inside (MI):

- A: Atrium
- B: Common Exercise Room(s)
- C: Common Lunchroom(s)
- D: Common Meeting Room(s)
- E: Crane(s)
- F: Computer Floor
- G: Elevator(s) Freight
- H: Elevator(s) Passenger
- I: Escalator(s)
- J: Handicapped Access
- K: Handicapped Equip Washroom(s)
- L: Heavy Floor Load
- M: Inside Corridor(s)
- N: Janitorial Service
- O: Multi-Tenant
- P: Overhead Door(s)
- Q: Private Restroom(s)
- R: Public Restroom(s)
- S: Skylight(s)
- T: Storage Inside
- U: Pneumatic Lines
- V: Basement
- W: High Speed Comm. Circuits
- X: Pre-wired PC Network
- Y: Storage Tank
- Z: Explosion/Fireproof Room

Floor Finish (FLO):

- A: Carpet
- B: Concrete
- C: Dirt
- D: Parquet
- E: Slate/Marble
- F: Terrazzo
- G: Tile
- H: Vanes
- I: Vinyl
- J: Wood
- K: Other
- L: Sealed

FINANCIAL INFORMATION

Income

*Gross Rental Income (GRI):

Miscellaneous Income (MSI):

Total of all Monthly Income (SMI):

*Net Operating Income (NOI):

Effective Gross Income (EGI):

Parking Income (INP):

*Total Annual Income (GSI):

Net Operating Income Year (NOY): Cap Rate (CPR): . %

(* INDICATES REQUIRED FIELD DO NOT ABBREVIATE

FINANCIAL INFORMATION (Continued)

Most Recent Annual Expenses

Financial Information Source Codes:

BP: Broker Projection; AC: Actual; OP: Owner's Projection; CO: Combination

Table with columns for Expense Type (e.g., Janitor, Management, Fuel, Electric, Water, Scavenger, Insurance, Repairs/Decorating, Real Estate Taxes, Total Annual Expenses), Amount (\$), and Source (e.g., JAS, MGS, FUS, ELS, WTS, SCS, ISS, RPS, TXS, EXS).

Table with columns for Expense Type (e.g., Other Expenses, Association Fee, Elevator, Supplies, Advertising, Vacancy \$ Amount, Vacancy Percentage, Tax Year, Expense Year), Amount, and Source (e.g., OES, ASO, EES, SPS, ADS, VAS, VPS).

OFFICE/SALES INFORMATION

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

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

*Cooperative Compensation (CC): []

Other Compensation (OTC): []

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

*Information (INFO):

- A: 24 Hr. Notice Required
B: Exceptions Call List, Office
C: Exclusions Call List, Office
E: Listing Agent Must Accompany
H: Reserve Fee Required
J: Seller's Disclosure
K: Short Notice OK
L: Show-Call Listing Office
M: Show-Call Owner
N: Show-Courtesy Key

- O: Show-Key in Listing Office
P: Show-Lock Box
R: Show-Special Instructions
S: 48 Hr. Notice Required
T: Non-Disclosure Agreement
U: Other-See Remarks
V: No Sign on Property
W: After Hours Only
X: Highly Confidential
Y: None

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

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/Blond
N: Trade/Exchange
O: Cash Only
P: Other
Q: Land/Lease
S: Negotiable
T: Lease Back

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

Call Broker for Confidential Rent Roll Information (CRRI): [] Y/N

Listing Agent Additional Info (AAN): []

Alternate Phone Number (APN): [] Extension

Co-Lister (MLS ID): []

Agent Remarks: (Maximum 240 characters)

Grid for Agent Remarks (Maximum 240 characters)

MEDIA

*Photo (PHO): [] A-Take Photo; B-Supplied by LO; C-Sketch Supplied by LO

C35 [] 3x5 color 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; X-Only RealNet (Vendor Contract Needed)

*Remarks on IDX?: [] Y/N

*Property Address on IDX? (ADI): [] Y/N