

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

Listing #: _____

Built Prior to 1978: Yes No

Listing Price: _____

Bonus: _____

Current Status: Active _____

Buyer Agent: Yes No

Effective Date: _____

This is the Listing Date of the Property

Commission: _____

Dual/Var Rate: Yes No

Expired Date: _____

Key Location:

Listing Office: _____

Combination **MLSNI Supra**

None **Office**

Owner **Redi Box**

Rockford Supra **Supra**

See Instructions

Listing Agent: _____

Agent Owned: Yes No

Exclude from the Internet:
Yes No

New Construction: Yes No

Instructions: _____

These are Showing Instructions

Directions: _____

These are directions to the Property

Comments: _____

House Number: _____

Assmts: _____

Street: _____

CoList Agent Info: _____

Compass Point: _____

Assessed Value: _____

Unit #: _____

Acres: _____

City: _____

Subdivision: _____

State: _____

Parcel: _____

Zip Code: _____

Latitude: _____

County: _____

Longitude: _____

Owner: _____

Lot Size: _____

Owner Phone #: _____

Frontage Ft: _____

MLS Area: _____

Depth Ft: _____

Please see PAGE 4 for Drop Down Menu Choices

Section: _____

Grid #: _____

Township: _____

Elem School: _____

Range: _____

Mdl/JH School: _____

Tax Exemptions: _____

Sr High School: _____

Please see PAGE 4 for Drop Down Menu Choices

Zoning: _____

Tax Year: _____

Please see PAGE 4 for Drop Down Menu Choices

Taxes: _____

Flood Zone: _____

Possession: _____

Please see PAGE 4 for Drop Down Menu Choices

Abstract Location: _____

Water Type: _____

Please see PAGE 4 for Drop Down Menu Choices

Property Features:

Please see PAGE 4 and 5 for Drop Down Menu Choices

Sewer Type: _____

Please see PAGE 4 for Drop Down Menu Choices

Fuel Type: _____

Please see PAGE 4 for Drop Down Menu Choices

Legal Description: _____

Business Type: _____

Please see PAGE 6 for Drop Down Menu Choices

Year Built: _____

Occupant: _____

Please see PAGE 5 for Drop Down Menu Choices

Rent As Is: YES NO

Business For Sale: YES NO

Building For Sale: YES NO

Trade/Exchange: YES NO

Inventory Included: YES NO

Fixed Equip Included: YES NO

Heat Type: _____

Please see PAGE 5 for Drop Down Menu Choices

AC Type: _____

Please see PAGE 5 for Drop Down Menu Choices

Roof: _____

Please see PAGE 6 for Drop Down Menu Choices

Exterior: _____

Please see PAGE 5 for Drop Down Menu Choices

Elevator: YES NO

Dock: YES NO

Sprinkler: YES NO

Permits Required: YES NO

Space for Lease: YES NO

Environmental Survey: YES NO

Soil Test: YES NO

Sq Ft Down: _____

Sq Ft Main: _____

Sq Ft 2nd Level: _____

Sq Ft 3rd Level: _____

Sq Ft 4th Level: _____

Building Sq Ft: _____

Land Sq Ft: _____

Stories: _____

Ceiling Height: _____

Overhead Door Height: _____

Garage Spaces: _____

Off Street Parking: _____

1st Mortgage Holder: _____

Mortgage Balance: _____

Prin/Int Payment: _____

Interest Rate: _____

Land Assessment: _____

Building Assessment: _____

Cash Flow Statement: YES NO

Annual Prop Op Data: YES NO

Rental Per Sq Ft Net: _____

Rental Per Sq Ft Gross: _____

Income Op Data: YES NO

Sched Oper Income: _____

Actual Sched Op Income: YES NO

Vacancy/Loss: _____

Vacancy/Loss Actual: YES NO

Operating Expenses: _____

Actual Operating Expenses: YES NO

Net Operating Income: _____

Operating Income Actual: YES NO

Commercial Features:
Please see PAGE 6 for Drop Down Menu Choices

DROP DOWN MENU CHOICES

MLS AREA:

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

ZONING:

2 Family
Agriculture
Business
Commercial
Estate
Industrial
Manufacturing
Multi-Family
Non-Conforming
Office
PDR
PUD
Residential
Special Use

FLOOD:

Flood Zone
Flood Zone Partial
None

WATER TYPE:

Artesian Well
City
Community
None
Private Well
Shared Well
Water Property Line
Water to Site
Well Drilled
Well – Need Drill
WH: Electric
WH: Gas

SEWER TYPE:

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

FUEL TYPE:

Coal
Electric
Gas
None
Oil
Other
Propane
Solar
Wood

TAX EXEMPTIONS:

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

PROPERTY FEATURES:

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

PROPERTY FEATURES CONT:

Survey Available
Tree
Triple Wide Driveway
Wetlands
Wooded
Waterfront
HOUSE STYLE:
1.5 Story
Bi-Level
Duplex
Mobile Home
Multi-Level
One Story
Penthouse
Three Story
Two Story

OWNERSHIP:

Attached Single Family
Condominium
Cooperative
Duplex
Single Family
Townhouse

OCCUPANT:

Call Listing Agent
Call Listing Office
Owner
Tenant
Vacant

HEAT TYPE:

Baseboard
Electric
Forced Air
Gravity
Heat Pump
Hot Water
HVAC
Mixed
None
Oil
Radiant
Radiator
Solar
Space Heat
Steam

HEAT TYPE CONT:

Suspended
Wood Auxiliary
Zoned

WATER SOFTENER:

None
Owned
Rented

AC TYPE:

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

GARAGE TYPE:

Attached
Carport
Detached
None
Tandem
Tucked Under

DRIVEWAY:

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

BASEMENT:

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

EXTERIOR:

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:

Natural Woodwork
Ornamental Moldings

ROOF:

Architectural Shingles
Asphalt
Composition
Concrete
Copper
Fiberglass
Flat
Metal
N/A
None
Other
Plastic
Rock
Rubber
Shake
Shingles
Slate
Steel
Tar
Tile
Tin
Wood

FIREPLACE TYPE:

Electric
Gas
Wood
Wood Stove
Wood/Gas

AMENITIES:

Air Cleaner
Alarm Security System
Attic Fan
Attic Storage
Balcony
Bar – Dry
Bar – Wet
Cable TV
Cable TV Available
Ceiling Beamed
Ceiling Fan
Ceiling Tray
Ceiling Vaulted

AMENITIES CONT:

Central Vac
Chandelier
Deck
Dishwasher
Door Opener
Dryer
Elevator
Escape Window
Fireplace
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
Snow Removal
Storage
Sump Pump
Sunken

AMENITIES CONT:

Tennis Court
Tip Out
Trash Compactor
Trash Service
Underground
Utility Room
Walkout Basement
Washer
Water Purifying System
WH: Electric
WH: Gas
Whirlpool
Workshop

BUSINESS TYPE:

Agricultural
Apartment Building
Building Lot
Commercial
COOP
Fast Food
Hotel/Motel
Industrial/Heavy
Industrial/Light
Mixed Use
Non-Conforming Use
Office
Other
Parking
Recreational
Restaurant/Bar
Retail
Service Business
Service Use
Shopping Center
Vacant
Warehouse

COMMERCIAL FEATURES:

Food Service
Lease Hold
Liquor License
Outside Seating