

(*) INDICATES REQUIRED FIELD

DO NOT ABBREVIATE

Agent Name: _____

Listing #: _____

BASIC LISTING INFORMATION

*Area (AR):

*Parcel Number (PIN):

*Street Number (HSN):

Multiple PIN Numbers (MPN): Y/N

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

*Street Name (STR):

*City (CIT):

State:

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

*County (CNY):

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

*Township (TWN):

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

*List Price (LP):

*List Date (LD):

*Expiration Date (XD):

*Listing Agent (LAG):

*Listing Office (LO):

GENERAL INFORMATION

*Directions: (Maximum 56 characters)

Coordinates: *North (N): *South (S): *East (E): *West (W):

Subdivision (SUB): Census Tract (CT): 0=None

*Elementary School District (GSD): Elementary School (GS):

*Junior High District (JHD): Junior High (JH):

*High School District (HSD): High School (HS):

Other Public School District (OSD): Other Public School (OT):

*Ownership (OWN): CD-Condo; FS-Fee Simple; HA-Fee Simple w/H.O. Assn. Approx. Year Built (BLT): *Built before 1978 (B78): Y/N

*Actual Zoning (AZN): *Waterfront (WF): Y/N Wall Insulation (WI): Ceiling Insulation (CI):

If data entered into the AGE field indicates "New", Wall & Ceiling Insulation (Lowest "R" Values) are Required

***Age (AGE):**

- A: 1-5 Years
- B: 6-10 Years
- C: 11-25 Years
- D: 26-50 Years
- E: 51-100 Years
- F: 100+ Years
- H: New Ready for Occupancy
- I: Recent Rehab.
- K: New - Proposed Construction
- L: New - Under Construction
- M: Unknown
- N: New - Will Build to Suit

New/Proposed Construction Options (NCO):

- A: Air Purifier/Humidifier
- B: Appliance Package/Allowance
- C: Basement/Lower Level Exterior Exit
- D: Basement/Lower Level Finished
- E: Basement/Lower Level Stubb in Bath
- F: Central Air
- G: Central Air Ready
- H: Deck/Patio/Screened Porch
- I: Electrical Allowance
- J: Energy Efficient Package
- K: Exterior Brick/Cedar
- L: Fireplace
- M: Basement
- N: Garage
- O: Hardwood/Ceramic Floors
- P: Hot Tub/Pool
- Q: Landscaping
- R: Oak Trim/Oak Staircase
- S: Roof Cedar/Shakes/Tile
- T: Skylight(s)
- U: Upgrade Carpet/Pad/Vinyl
- V: Upgrade Interior/Exterior Door(s)
- W: Vaulted/Cathedral Ceilings
- X: Vinyl Clad Windows
- Y: Whirlpool Tub
- Z: Other

Association

Amenities (AMN):

- A: Clubhouse
- B: Park/Playground
- C: Pool
- D: Tennis Courts
- E: Horse-Community Barn
- F: Horse-Riding Area
- G: Horse-Riding Trails
- H: Landing Strip
- I: Pond/Lake
- J: Dock Community
- K: Water Rights

Other Information (INF):

- A: Exceptions-Call List Office
- B: Exclusions-Call List Office
- C: Home Warranty
- D: List Agent Must Accompany
- E: Reserve Fee Required
- F: School Bus Service
- G: Commuter Bus
- H: Commuter Train

REMARKS (Maximum 360 characters)

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INTERIOR FEATURES

*# of Units in Building (TNU):

*# of Rooms in Building (RMS):

*# of Bedrooms in Building (BR):

*# Full/Half Baths in Building (BTH):

*3 Bedroom Unit in Building: Y/N

*Basement (BMT): Y/N

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

***Appliances/Features**

Unit 1 (AP1):

- A: Stove
- B: Refrigerator
- C: Washer
- D: Dryer
- E: Dishwasher
- F: Microwave
- G: Disposal
- H: Compactor
- I: Central Air Conditioner
- J: Window Air Conditioner
- K: Fireplace-Artificial
- L: Fireplace-Gas
- M: Fireplace-Wood
- N: Garage/Space
- O: None

***Appliances/Features**

Unit 2 (AP2):

- A: Stove
- B: Refrigerator
- C: Washer
- D: Dryer
- E: Dishwasher
- F: Microwave
- G: Disposal
- H: Compactor
- I: Central Air Conditioner
- J: Window Air Conditioner
- K: Fireplace-Artificial
- L: Fireplace-Gas
- M: Fireplace-Wood
- N: Garage/Space
- O: None

***Appliances/Features**

Unit 3 (AP3):

- A: Stove
- B: Refrigerator
- C: Washer
- D: Dryer
- E: Dishwasher
- F: Microwave
- G: Disposal
- H: Compactor
- I: Central Air Conditioner
- J: Window Air Conditioner
- K: Fireplace-Artificial
- L: Fireplace-Gas
- M: Fireplace-Wood
- N: Garage/Space
- O: None

***Appliances/Features**

Unit 4 (AP4):

- A: Stove
- B: Refrigerator
- C: Washer
- D: Dryer
- E: Dishwasher
- F: Microwave
- G: Disposal
- H: Compactor
- I: Central Air Conditioner
- J: Window Air Conditioner
- K: Fireplace-Artificial
- L: Fireplace-Gas
- M: Fireplace-Wood
- N: Garage/Space
- O: None

***Tenant Pays-**

Unit 1 (TP1):

- A: All
- B: Electric
- C: Gas
- D: Heat
- E: Parking
- F: Scavenger
- G: Sewer
- H: Water
- I: Other
- J: None

***Tenant Pays-**

Unit 2 (TP2):

- A: All
- B: Electric
- C: Gas
- D: Heat
- E: Parking
- F: Scavenger
- G: Sewer
- H: Water
- I: Other
- J: None

***Tenant Pays-**

Unit 3 (TP3):

- A: All
- B: Electric
- C: Gas
- D: Heat
- E: Parking
- F: Scavenger
- G: Sewer
- H: Water
- I: Other
- J: None

***Tenant Pays-**

Unit 4 (TP4):

- A: All
- B: Electric
- C: Gas
- D: Heat
- E: Parking
- F: Scavenger
- G: Sewer
- H: Water
- I: Other
- J: None

Bath Amenities (BAT):

- A: MBR - Full
- B: MBR - 1/2
- C: Shared Master Bath
- D: Whirlpool
- E: Separate Shower
- F: Handicap Shower
- G: Steam Shower
- H: Double Sink
- I: Bidet

***Basement (BAS):**

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

Other Rooms (OTR):

- A: 1st Floor Bedroom
- B: Darkroom
- C: Den/Office/Study
- D: Enclosed Balcony
- E: Exercise Room
- F: Family Room
- G: Gallery/Foyer
- H: Great Room
- I: In-Law Arrangement
- J: Kitchen Second
- K: Library
- L: Loft
- M: Maid's Room
- N: Porch - Enclosed
- O: Porch - Screened
- P: Recreation
- Q: Sitting Room
- R: Sunroom/Florida Room
- T: Utility/Laundry - 1st Floor
- U: Utility/Laundry - 2nd Floor
- V: Workshop

TAX/FINANCIAL INFORMATION

*Tax Year (TXY):

*Taxes (TAX): (\$)

Tax Exemptions (TXC): H-Homeowner; S-Senior
O-Other; N-None

*Special Assessments &/or Special Service Area (SAS): Y/N/U

Annual Expenses (\$)

Heat (HTE): <input type="text"/>	Water/Sewer (WSE): <input type="text"/>
Gas (GSE): <input type="text"/>	Repairs/Maintenance (RME): <input type="text"/>
Electricity (ELEC): <input type="text"/>	Janitorial (JNE): <input type="text"/>
Management Fee (MFG): <input type="text"/>	Miscellaneous (MSE): <input type="text"/>
Insurance (INE): <input type="text"/>	Gross Expenses (GRE): <input type="text"/>
Scavenger (SCE): <input type="text"/>	

Annual Income (\$)

Miscellaneous Income (MSI): <input type="text"/>
Total Rental Income (RTI): <input type="text"/>
Gross Income (GRI): <input type="text"/>
Net Operating Income (NOI): <input type="text"/>
Other Additional Income (OAI):
A: Coin Laundry
B: Garage(s)
C: Parking Space(s)
D: Other

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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)

*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):

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; 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):