

Agent Name: _____

Listing #: _____

BASIC LISTING INFORMATION

 *Area

 *Parcel Number

 *Street Number

 Compass Point

 *Street Name
Note : Where City=Chicago, Compass Point is required

 *Street Suffix AVE-Avenue; BLVD-Boulevard; CIR-Circle; CT-Court; DR-Drive; HWY-Highway; LN-Lane; PKWY-Parkway; PL-Place; PLZ-Plaza; PT-Point; RD-Road; SQ-Square; ST-Street; TER-Terrace; TRL-Trail; WAY-Way; No Street Suffix=Blank

 Post Directional (Where applicable, add either N, NE, S, SW, etc. for a post directional, i.e. 123 Adams Drive W)

 *Unit #

 *City

 *State

 *Zip - zip4-optional

 *County Illinois Counties: Boone; Bureau; Carroll; Champaign; Clinton; Cook; DeKalb; DuPage; Ford; Fulton; Grundy; Henry; Jo Daviess; Iroquois; Kane; Kankakee; Kendall; Lake; LaSalle; Lee; Livingston; Marshall; McHenry; Ogle; Putnam; Rock Island; Stark; Stephenson; Vermillion; Whiteside; Will; Winnebago Indiana Counties: Jasper; Lake; LaPorte; Newton; Porter Wisconsin Counties: Kenosha; Racine; Walworth County Not Specified Here = Other

 *Township

 *Corporate Limits of -or- Unincorporated

 Grid # KIFAR Only

 *List Price

 *Rental Price (Monthly Rental Price if for Rent)

 *List Date

 *Expiration Date

 *Listing Agent ID

 *Listing Office ID

 Co-Listing Agent ID

 Check if Co-Lister can edit listing
GENERAL INFORMATION

*Directions (Maximum 100 characters)

Start from a major intersection/street - Use Compass Points (i.e. N, E, S, W) for directionals

Coordinates (Required where City=Chicago)

 North

 South

 East

 West

 Subdivision

 *Ownership CD-Condo; CO-Co-op; FS-Fee Simple; HA-Fee Simple w/H.O. Assn.

 *Approx. Year Built ~or~ Unknown

A value in Year Built must be entered for properties built 25 years ago or less

 *Total # Units in Garage/Marina

 % Owner Occupied

 % Common Area/Coop/Condo Ownership

 *# Days for Board Approval

REMARKS (Maximum 1000 characters)

Remarks - continued

Grid for Remarks - continued

GARAGE FEATURES

*Garage/Boat Slip Description

- A: Outdoor, B: Indoor, C: Covered, D: Attended, E: Valet, F: Self-Park, G: Reserved, H: Unreserved, I: Single, J: Tandem, K: Boat Slip

*Unit Floor Level

*Heated/Unheated Garage H-Heated; U-Unheated; N-Not Applicable

*Special Restrictions Y/N

*Parking Space(s)/Boat Slip Dimensions

*# Vehicles that fit in Specified Dimensions

TAX/ASSESSMENTS

*Tax Year

*Taxes (\$)

*Special Assessments Y/N/U

*Monthly Assessment \$

*Special Service Area Y-Yes; N-No; T-Incl in Tax Bill

*If Special Service Area=Y, enter fee (\$)

999-Not Fully Assessed; 0-None

OFFICE/SALES INFORMATION

*Listing Type E-Exclusive Right to Sell; L-Exclusive Right to Lease; X-Exclusive Agency

*Agent Owned/Interest Y/N

*Holds Earnest Money Y/N

Lock Box Type B-Sentrilock; D-Supra Blue iBox; F-Combination; G-Metal Push Button; N-None (Up to 2 selections maximum)

*Showing Instructions (Maximum 100 characters)

Grid for Showing Instructions

*Cooperative Compensation (Maximum 100 characters)

Grid for Cooperative Compensation

*Compensation Paid on G-Gross Sale/Rent Price; N-Net Sale/Rent Price

*Special Compensation Info C-Court Approval Required; M-Bonus; S-Short Sale; Z-Exception(s); V-Variable; N-None

Agent Notices

- A: Offer has been verbally accepted, B: Paperwork pending, C: Rental applications accepted, D: Relocation signatures pending - verbally accepted, E: Multiple offers received, F: Highest and best called for, G: Backup offers welcome, H: Environmental issues exist, I: Dangerour conditions exist, J: Enter with caution

Listing Agent Additional Info

*Owner's Name - OR - "Owner of Record"

Owner's Phone

Agent Remarks (Maximum 1000 characters)

Grid for Agent Remarks

Agent Remarks - continued

Empty grid for Agent Remarks.

Secure Showing Instructions (ShowingAssist - data entered in this field ONLY displays to the Listing Agent/Listing Office)

Empty grid for Secure Showing Instructions.

MEDIA

NOTE: Per MRED Rules, a Front Exterior Photo/Image MUST BE provided on all properties within 7 days of the listing being added to the system

Fields for Virtual Tour, Internet Listing, Remarks on Internet, Property Address on Internet, VOW Comments/Reviews, and VOW AVM.

TOUR/OPEN HOUSE INFORMATION (Optional)

Fields for Tour Date, Start Tour Time, End Tour Time, Lunch, and Refreshments.

Comments (Maximum 100 characters)

Empty grid for Comments.