Character or field name selection limits are indicated on the form in parentheses
Required fields are denoted with an asterisk (*)
Do Not Abbreviate

Agent Name: _____ **Listing #:** _____

BASIC LISTING INFORMATION

***Property offered** *(Select One)* ☐ **A**-For Sale Only; **B**-For Lease Only; **C**-For Sale or Lease

***Area** ☐ ***Parcel Number** ☐ ***Multiple PIN Numbers** ☐ Y/N

***Street Number** ☐ **Compass Point** ☐ ***Street Name** ☐

Note: *If 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** ☐ **Grid #** ☐ *KIFAR Only* **Unincorporated** ☐ Y/N

***List Price** ☐ ***List Date** ☐ / ☐ / ☐ ***Expiration Date** ☐ / ☐ / ☐

Lease Price** ☐ . ☐ *Per Square Foot Per Year* **Monthly Rental Price** ☐ ***(Optional)

***Listing Agent ID** ☐ ***Listing Office ID** ☐ **Co-Listing Agent ID** ☐

Check if Co-Lister can edit listing ☐

GENERAL & DEVELOPMENT INFORMATION

***Directions (Max. 108 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 ☐

***Zoning Type** ☐ **COMMR**-Commercial; **INDUS**-Industrial; **MANUF**-Manufacturing; **MULTI**-Multi-Family; **OFFIC**-Office; **PMD**-Planned Manufacturing District; **PUD**-Planned Unit Development; **RTAIL**-Retail; **WRHSE**-Warehouse; **WHLSL**-Wholesale; **OTHER**-Other

***Actual Zoning (i.e. R-2, B-2, etc.)** ☐ ***Year Built** ☐ ***Built before 1978** ☐ Y/N *(Required if "Live/Work" Sub-Type)*

***Sub-Type** ☐ **Valid SubTypes**: **C**-Condo; **LT**-Loft Building; **LW**-"Live/Work"; **MD**-Medical; **NW**-New Construction/Build to Suit; **OF**-Office; **OT**-Other; **RD**-Technical/Research & Development

If for Lease, the following fields are required: ***Lease Type** ☐ **G**-Gross; **M**-Modified Gross; **N**-Net; **X**-Not Applicable

Estimated Common Area Maintenance Per Sq. Ft./Year ☐ . ☐ **Estimated Tax Per Sq. Ft./Year** ☐ . ☐

***Minimum Available Rentable Sq. Ft.** ☐ ***Maximum Available Rentable Sq. Ft.** ☐

Gross Rentable Area ☐ **Net Rentable Area** ☐ **Investment** ☐ Y/N **User** ☐ Y/N

*Approximate Age

- ☐ **A**: New Construction
- ☐ **B**: 1-6 Years
- ☐ **C**: 7-15 Years
- ☐ **D**: 16-25 Years
- ☐ **E**: 26-35 Years
- ☐ **F**: 36-50 Years
- ☐ **G**: Older
- ☐ **H**: New Rehab.
- ☐ **I**: Under Construction

Type Ownership

- ☐ **A**: Corporation
- ☐ **B**: General Partnership
- ☐ **C**: In Acquisition
- ☐ **D**: Individual
- ☐ **E**: Land Trust
- ☐ **F**: Leasehold
- ☐ **G**: Limited Partnership
- ☐ **H**: Sole Proprietor
- ☐ **I**: Other/Unknown
- ☐ **J**: Condo
- ☐ **K**: Co-op
- ☐ **L**: Limited Liability Corp.

Frontage/Access

- ☐ **A**: City Street
- ☐ **B**: County Road
- ☐ **C**: Easement
- ☐ **D**: Frontage Road
- ☐ **E**: Interstate
- ☐ **F**: On Airstrip
- ☐ **G**: Private Road
- ☐ **H**: Public Road
- ☐ **I**: Signal Intersection
- ☐ **J**: State Road
- ☐ **K**: Township Road
- ☐ **L**: U.S. Highway
- ☐ **M**: Other

Current Use

- ☐ **C**: Commercial
- ☐ **D**: Conditional Use
- ☐ **E**: Condominium
- ☐ **H**: Legal Non-Conforming
- ☐ **K**: Non-Conforming
- ☐ **M**: Office and Research
- ☐ **N**: Planned Unit Development
- ☐ **U**: Special Use
- ☐ **V**: Zoning Change Required
- ☐ **W**: Other

Potential Use

- ☐ **C**: Commercial
- ☐ **D**: Conditional Use
- ☐ **E**: Condominium
- ☐ **G**: Industrial/Mfg.
- ☐ **H**: Legal Non-Conforming
- ☐ **K**: Non-Conforming
- ☐ **M**: Office and Research
- ☐ **N**: Planned Unit Development
- ☐ **O**: Platted
- ☐ **R**: Residential-Multi-Family
- ☐ **S**: Residential-Single Family
- ☐ **T**: Retail
- ☐ **U**: Special Use
- ☐ **V**: Zoning Change Required
- ☐ **W**: Other
- ☐ **X**: Expandable
- ☐ **Y**: Divisible

Known Encumbrances

- ☐ **A**: Air/Mineral Rights Excluded
- ☐ **B**: First Mortgage
- ☐ **C**: Mechanics Lien
- ☐ **D**: None Known
- ☐ **E**: Option to Lease
- ☐ **F**: Option to Purchase
- ☐ **G**: Recaptures Due
- ☐ **H**: Right of First Refusal
- ☐ **I**: Second Mortgage
- ☐ **J**: Special Assessments
- ☐ **K**: Tax Lien
- ☐ **L**: Third Mortgage
- ☐ **M**: Other

Client Needs

- A: Acquire Other Equity
- B: Cash
- C: Cash and Paper
- D: Debt Relief
- E: New Opportunity
- F: Out of Management
- G: Out of Partnership
- H: Paper
- I: Passive Investment
- J: Tax Benefits
- K: Tax Deferred Exchange
- L: Other
- M: Lease or Rent

Client Will

- A: Add Cash
- B: Add Existing Paper
- C: Add Management
- D: Add Other Equity
- E: Create Paper
- F: Guarantee Income
- G: Joint Venture
- H: Lease Back
- I: Master Lease
- J: Will Divide
- K: Other
- L: Tenant Improvement Allowance
- M: Other Rental Incentive

*Geographic Locale

- 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

Location

- 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. Available
- U: Urban
- V: Empowerment Zone
- W: Enterprise Zone
- X: TIF Zone
- Y: Special Taxing District

REMARKS *(Maximum 1000 characters)*

EXTERIOR/BUILDING FEATURES

***Lot Dimensions** _____ **Acreage** _____ . ___

Land Square Footage _____ ***Approx Total Building Square Footage** _____ ***Number of Stories** ___

***Number of Drive-In Doors** ___ ***Number of Trailer Level Docks** ___

Structural Construction

- 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

- A1: Aluminum Siding
- A2: Vinyl Siding
- A3: Steel Siding
- *A : Aluminum/Vinyl/ Steel Siding*
- B: Brick
- C: Cedar
- D: Frame
- E: Block
- F: EIFS (e.g. Dryvit)
- G: Glass
- H: Log
- I: Masonite
- J: Shakes
- K: Stucco
- L: Stone
- O: Asbestos Siding
- P: Limestone
- Q: Slate
- R: Other
- S: Clad Trim
- T: Pre-Cast

(Fields in red are for Search purposes ONLY)

Foundation

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

Roof Structure

- 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

- 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

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

Miscellaneous Outside

- 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

# of Parking Spaces ☐☐☐

Indoor Parking

- ☐ **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

- ☐ **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

INTERIOR & UNIT INFORMATION

Total # of Units ☐☐☐ **Total # of Tenants** ☐☐☐ **Extra Storage Spaces Available** ☐ Y/N

Miscellaneous Inside

- ☐ **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 Equipped 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

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

UTILITIES & ENERGY EFFICIENT FEATURES

*Air Conditioning

- ☐ **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
- ☐ **O:** Ceiling Fans
- ☐ **P:** Air Curtain

*Electrical Service

- ☐ **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
- ☐ **O:** Buss Ducts
- ☐ **P:** Heavy Power 1200+ Amps

*Heat/Ventilation

- ☐ **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:** Radiant
- ☐ **Y:** Ceiling Fans

*Fire Protection

- ☐ **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

- ☐ **A:** Drain Tiles
- ☐ **B:** Drainage Ways
- ☐ **C:** Floor Drains
- ☐ **D:** On Site Retention
- ☐ **E:** Storm Sewers
- ☐ **F:** Other
- ☐ **G:** None
- ☐ **H:** 2-4 Inch Water Pipe

Utilities to Site

- ☐ **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

- ☐ **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

HERS Index Score ☐☐☐

Green Supporting Documents ☐ Y/N *(Note: If Y is entered, disclosure must be uploaded against listing)*

If Y is entered, select a maximum of three (3):

- ☐ **A:** SREA Green Disclosure
- ☐ **B:** LEED
- ☐ **C:** NAHB
- ☐ **D:** Chicago Green Homes
- ☐ **E:** EPA Indoor Air Plus
- ☐ **F:** EPA WaterSense
- ☐ **G:** DOE Energy Star
- ☐ **H:** IL Home Performance w/Energy Star
- ☐ **I:** Historic Chicago Bungalows Energy$avers
- ☐ **J:** HERS Index Score
- ☐ **K:** MyHome EQ Report
- ☐ **L:** 12 Month Utility History
- ☐ **M:** Air/Duct Leakage Test
- ☐ **N:** Combustion Safety Test

Energy/Green Building Rating Source

- ☐ **A:** Energy Star Homes
- ☐ **B:** LEED-H Certified
- ☐ **C:** LEED-H Silver
- ☐ **D:** LEED-H Gold
- ☐ **E:** LEED-H Platinum
- ☐ **E1:** NAHB Emerald
- ☐ **F:** NAHB Bronze
- ☐ **G:** NAHB Silver
- ☐ **H:** NAHB Gold
- ☐ **I:** Chicago Green Homes
- ☐ **O:** Other

Green Features

- ☐ **A:** Photovoltaic/Solar System
- ☐ **B:** Pre-wired for PV/Solar
- ☐ **C:** Solar Hot Water
- ☐ **D:** Geothermal Heating/ Cooling System
- ☐ **E:** Tankless hot water heater
- ☐ **F:** Enhanced Air Filtration
- ☐ **G:** Low flow commode
- ☐ **H:** Low flow fixtures
- ☐ **I:** Native/drought resistant landscaping
- ☐ **J:** Rainwater Collection System
- ☐ **K:** Green roof

FINANCIAL INFORMATION

***Gross Rental Income** ☐☐☐☐☐☐ **Total Monthly Income** ☐☐☐☐☐☐ ***Total Annual Income** ☐☐☐☐☐☐

***Annual Net Operating Income** ☐☐☐☐☐☐ **Net Operating Income Year** ☐☐☐☐ **Cap Rate** ☐☐.☐ %

***Real Estate Taxes** ☐☐☐☐☐☐ ***Tax Year** ☐☐☐☐ ***Total Annual Expenses** ☐☐☐☐☐☐☐ **Expense Year** ☐☐☐☐

Expense Source ☐☐ **Financial Information Source Codes**: **BP**-Broker Projection; **AC**-Actual; **OP**-Owner's Projection; **CO**-Combination

Loss Factor ☐☐ %

OFFICE/SALES INFORMATION

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

***Agent Owned/Interest** **Y/N**

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

***Cooperative Compensation** *(Maximum 100 characters)*

Other 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

*Information

- **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
- **Z**: Short Sale
- **AA**: Court Approval Required
- **AB**: REO/Lender Owned

Backup Information

- **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

- **A:** Conventional
- **B:** FHA
- **C:** VA
- **D:** Assumption-Conventional
- **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

Possession

- **O**: Cash Only
- **P**: Other
- **Q:** Land/Lease
- **R:** Wrap Around
- **S:** Negotiable
- **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 **Y/N**

Listing Agent Additional Info

Alternate Phone Number - - -

Extension

Agent Remarks *(Maximum 1000 characters)*

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

***Are any property photos virtually staged?** Y/N ***Virtual Tour** **A**-Imagemaker 360; **B**-Imagemaker 360 + Realtor.com; E-CirclePix; N-None

***Internet Listing** Y/N ***Remarks on Internet?** Y/N ***Property Address on Internet?** Y/N

***VOW Comments/Reviews?** Y/N ***VOW AVM?** Y/N

Virtual Tour URL

Add'l Media URL 1 ***Type** **A:** Virtual Tour **C**: 3D Tour **B:** Video **D**: Other

****Type required if URL entered***

Add'l Media URL 2 ***Type** **A:** Virtual Tour **C**: 3D Tour **B:** Video **D**: Other

****Type required if URL entered***