

Agent Name: \_\_\_\_\_

Listing #: \_\_\_\_\_

**BASIC LISTING INFORMATION**

 \*Is Property also Listed for Sale?  Y/N MLS # of For Sale Listing (if known) 

 \*Area 

 \*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

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

 \*County 

 \*Township  \*Corporate Limits of - or - Unincorporated 

 Grid #  KIFAR Only \*Rental Price  \*List Date 

 \*Expiration Date  \*Available as of 

 \*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  Model 
**Schools Information**

 \*Elementary District #  Elementary School 

 2nd/Alternate Elementary School 

 \*Jr High/Middle District #  Jr High/Middle School 

 2nd/Alternate Jr High/Middle School 

 \*High District #  High School 

 2nd/Alternate High School 

 Other Public District #  Other Public School 

 \*Approx. Year Built  ~or~  Unknown \*Built before 1978  Y/N \*Recent Rehab  Y/N \* # of Stories 

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

 Total # Units in Building  Board Approval  Y/N # Days for Board Approval  \*Waterfront  Y/N

 \*Pets Allowed  Y/N Maximum Pet Weight  Security Deposit  Available Furnished  Y/N

 Furnished Rent Rate  (\$) Short Term Lease OK  Y/N Short Term Rental Rate  (\$)

 Is Property Currently Leased?  Y/N If "Yes", provide Lease Expiration Date  ~or~ Check Month-To-Month 

 \*Type of Rental Property  A-Attached; D-Detached

**\*Type Attached**

A: 1/2 Duplex H: Flat N: High Rise (7+ Stories)
B: Cluster I: Garden Unit O1: Quad-Ranch
C: Condo J: Garden Complex O2: Quad-Split Level
D: Condo-Duplex K: Manor Home/ O3: Quad-2 Story
E: Condo-Loft Coach House/Villa O4: Quad-Penthouse
F: Corridor L: Low Rise (1-3 Stories) O: Quad
G: Courtyard M: Mid Rise (4-6 Stories) R: Studio
(Maximum of 3 selections)
(Fields in red are for Search purposes ONLY)

**\*Age**

A: 1-5 Years D3: 41-50 Years F: 100+ Years
B: 6-10 Years D: 26-50 Years H: New-Ready for Occupancy
C1: 11-15 Years E1: 51-60 Years K: New-Proposed Construction
C2: 16-20 Years E2: 61-70 Years L: New-Under Construction
C3: 21-25 Years E3: 71-80 Years M: Unknown
C: 11-25 Years E4: 81-90 Years
D1: 26-30 Years E5: 91-100 Years
D2: 31-40 Years E: 51-100 Years
(Maximum of 1 Selection)
(Fields in red are for Search purposes ONLY)

**Management**

A: Developer Controls E: Monday through Saturday
B: Manager Off-site F: Monday through Sunday
C: Manager On-site G: Self-Management
D: Monday through Friday

**Fees/Approvals**

A: Credit Report G: Interview Req'd- Open Date
D: Fee for Bike Room H: Letters of Reference
E: Fee for Pool I: Move In Fee
F: Interview Req'd- Board Date J: Move in Mon-Fri
K: Move In Saturday
L: Move Out Fee
M: Refundable Damage Deposit
N: Security Guard Fee

**\*Disability Access &/or Equipped  Y/N**

**\*Disability Access/Equipment Details**

A: 2+ Access Exits J: Flooring Modifications S: Lowered Light Switches
B: 32 inch or more wide doors K: Grab Bars in Bathroom(s) T: Modified Wall Outlets
C: 36 inch or more wide halls L: Grab Bars Throughout U: Main Level Entry
D: Chairlift M: Hearing Modifications V: No Interior Steps
E: Doors-Pocket N: Kitchen Modifications W: Other Main Level Modifications
F: Doors-Swing-In O: Low Bathroom Mirror(s) X: Disabled Parking
G: Doors w/Lever Handles P: Low Closet Rods Y: Ramp - Main Level
H: Entry Slope less than 1 foot Q: Low Pile Carpeting Z: Roll-In Shower
I: Flashing Doorbell R: Lower Fixtures AA: Thresholds less than 5/8 of an inch

**\*Type Detached**

A: 1 Story F: Coach House K: Split Level w/Sub
B: 1.5 Story G: Earth L: Other
C: 2 Stories H: Hillside M: Mobile Home
D: 3 Stories I: Raised Ranch N: Tear Down
E: 4+ Stories J: Split Level
(Maximum of 1 selection + Hillside, Earth, Coach House or Tear Down, if applicable)

**Common Area Amenities**

A: None I: Storage Q: Pool-Outdoors Y: Valet/Cleaner
B: Bike Room/Bike Trails J: Golf Course R: Receiving Room Z: Whirlpool
C: Boat Dock K: Health Club S: Restaurant AA: Business Center
D: Door Person L: On Site Mgr/Engineer T: Sauna AB: Curbs/Gutters
E: Coin Laundry M: Park/Playground U: Security Door Locks AC: Gated Entry
F: Commissary N: Party Room V: Service Elevator AD: Sidewalks
G: Elevator O: Sundeck W: Steam Room AE: Street Lights
H: Exercise Room P: Pool-Indoors X: Tennis Court(s) AF: Street Paved
AH: Other

**\*Pet Information**

A: Additional Pet Rent
B: Cats OK
C: Deposit Required
D: Dogs OK
E: Neutered and/or Declawed Only
F: No Pets
G: Pet Count Limitation
H: Pet Weight Limitation

**Exposure**

A: N (North) E: City
B: S (South) F: Lake/Water
C: E (East) G: Park
D: W (West)

**\*General Information**

A: School Bus Service E: Flood Zone
B: Commuter Bus F: Flood Zone (Partial)
C: Commuter Train G: Adult Community
D: Interstate Access H: Assisted Living

I: Historical District
J: Non-Smoking Bldg.
K: Non-Smoking Unit
L: Non-Smoking House
N: None

**\*Monthly Rental Includes**

A: Cable TV F: Parking K: Doorman P: Lake Rights U: Tax
B: Cooking Gas G: Pool L: Exterior Maintenance Q: Other V: Common Insurance
C: Electricity H: Scavenger M: Lawn Care R: None W: Club House
D: Heat I: Security N: Storage Lockers S: Internet Access X: Exercise Facilities
E: Water J: Security System O: Snow Removal T: Air Conditioning Y: Wi-Fi

**REMARKS (Maximum 1000 characters)**

Grid of 34 rows and 100 columns for remarks.



**ROOM DETAILS**

	Size	*Level	Floor	Window Treatments	Laundry	*Level	Floor	Window Treatments
Living Room	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dining Room	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family Room	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Bedroom	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Bedroom	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd Bedroom	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4th Bedroom	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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  
**Floor Choices:** B-Terracotta; C-Carpet; D-Stone; E-Slate; F-Travertine; G-Granite; H-Hardwood; I-Sustainable; M-Marble; O-Other; P-Parquet; T-Ceramic Tile; U-Porcelain Tile; V-Vinyl; W-Wood Laminate  
**Window Treatments Choices:** A-All; B-Blinds; C-Curtains/Drapes; D-Shades; E-Plantation Shutters; N-None

**Dining Room** (Required if Dining Room Size entered)

- A: Separate
  - B: Combined w/Living Room
  - C: Combined w/Family Room
  - D: L Shaped
- (Maximum of 1 Selection)

**Kitchen Type**

- A: Eating Area-Breakfast Bar
- B: Eating Area-Table Space
- C: Galley
- D: Island
- E: Pantry-Butler
- F: Pantry-Closet
- G: Pantry-Walk-in

**Appliances**

- A: Oven-Double
- B: Oven/Range
- C: Microwave
- D: Dishwasher
- E: Dishwasher-Portable
- F: Refrigerator
- F1: High End Refrigerator
- G: Refrigerator-Bar
- H: Freezer
- I: Washer
- J: Dryer
- K: Disposal
- L: Compactor-Trash
- M: Grill-Indoor
- N: All Stainless Steel Kitchen Appliances
- O: Wine Cooler/Refrig.

**\*Additional Room Choices:** Select as many as are applicable. Rooms with v are "countable" & will be included in the Total # of Rooms count per MRED Room Counting Rules

- 2KT-2nd Kitchen v
- ATR-Atrium
- ATC-Attic v
- BAL-Balcony
- BAR-Bar
- BON-Bonus v
- BR5-5th Bedroom v
- BR6-6th Bedroom v
- BR7-7th Bedroom v
- BR8-8th Bedroom v
- BR9-9th Bedroom v
- B10-10th Bedroom v
- B11-11th Bedroom v
- B12-12th Bedroom v
- BRK-Breakfast Room v
- DEN-Den v
- DRK-Dark Room v
- DEC-Deck
- EAS-Eating Area v
- ENB-Enclosed Balcony
- ENP-Enclosed Porch
- ENH-Enclosed Porch Heated v
- EXC-Exercise Room v
- FOY-Foyer
- GAL-Gallery
- GAM-Game Room v
- GRT-Great Room v
- LIB-Library v
- LOF-Loft v
- MAI-Maid's Room v
- MED-Media Room v
- MUD-Mud Room
- NUR-Nursery v
- OFF-Office v
- PAN-Pantry
- PLY-Play Room v
- REC-Recreation Room v
- SCP-Screened Porch
- SEW-Sewing Room v
- SIT-Sitting Room v
- STE-Suite v
- STY-Study v
- STG-Storage
- SUN-Sun/Florida Room
- SUH-Sun/Florida Room Heated v
- TAN-Tandem Room v
- TER-Terrace
- THR-Theatre Room v
- UT1-Utility Room-1st Floor
- UT2-Utility Room-2nd Floor
- UTL-Utility Room-Lower Lvl
- WIC-Walk In Closet
- WRK-Workroom v
- OTH-Other
- NON- No additional rooms

(Fields in red are for Search purposes ONLY)

Use the fields below to detail the "countable" rooms first. Enter all additional rooms that are applicable to the listing. Enter countable rooms first.

	Name	Size	*Level	Floor	Window Treatments		Name	Size	*Level	Floor	Window Treatments
Room 1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room 6	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room 2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room 7	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room 8	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room 4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room 9	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room 5	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room 10	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Room Name:** Use the 3 digit code that displays by each additional room name (above)

**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

**Floor Choices:** B-Terracotta; C-Carpet; D-Stone; E-Slate; F-Travertine; G-Granite; H-Hardwood; I-Sustainable; M-Marble; O-Other; P-Parquet; T-Ceramic Tile; U-Porcelain Tile; V-Vinyl; W-Wood Laminate

**Window Treatments Choices:** A-All; B-Blinds; C-Curtains/Drapes; D-Shades; E-Plantation Shutters; N-None

**UTILITIES & ENERGY EFFICIENT FEATURES**

**\*Air Conditioning**

- 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
- J: 2 Separate Systems

**\*Water**

- A: Lake Michigan
  - B: Public
  - C: Private Company
  - D: Well Community
  - E: Well Private
  - F: Well Private Company
  - G: Well Shared
  - H: Other
- (Maximum of 2 Selections)

**\*Sewer**

- A: Septic - Mechanical
  - B: Septic - Private
  - C: Septic - Shared
  - D: Sewer - Public
  - E: Sewer Storm
  - F: Holding Tank(s)
  - G: Overhead Sewers
  - H: Other
- (Maximum of 2 Selections)

**Electricity**

- 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
- H: 400 Amp Service or Greater

**\*Heat/Fuel**

- A: Gas
- B: Electric
- C: Oil
- D: Propane
- E: Solar
- F: Forced Air
- G: Hot Water/Steam
- H: Baseboard
- I: Radiant
- 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

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 EnergySavers
  - 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
- EL: 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

**Equipment**

- 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 System(s)
- O: Fan - Whole House
- P: Sump Pump
- Q: Sprinkler Lawn
- R: Air Cleaner
- S: Air Exchanger
- T: Backup Sump Pump
- U: Radon Mitigation System(s)
- V: Power Generator

**OFFICE/SALES INFORMATION**

\*Listing Type  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)

\*Showing Instructions (Maximum 100 characters)

Grid for showing instructions

\*Cooperative Compensation (Maximum 100 characters)

Grid for cooperative compensation

\*Compensation Paid on  G-Gross Rented Price; N-Net Rented Price

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

**\*Additional Sales Information**

- A: Exceptions-Call List Office
B: Exclusions-Call List Office
C: List Agent Must Accompany
D: Home Warranty
E: Reserve Fee Required
F: Association Rental
Restrictions Apply
G: Short Sale
H: Court Approval Required
I: Pre-Foreclosure
J: REO/Lender Owned
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: Dangerous conditions exist
J: Enter with caution

Management Company

Contact Name Phone

**\*Possession**

- 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**

- 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

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

Owner's Phone

Agent Remarks (Maximum 1000 characters)

Large grid for agent remarks

\*Secure Showing Instructions (Maximum 512 characters) (ShowingAssist - data entered in this field ONLY displays to the Listing Agent/Listing Office)

Grid for secure showing instructions

