

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; 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 COMM-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

 *Sub Type Valid SubTypes: AU-Automotive; C-Condo; FS-Free Standing Store; NS-Neighborhood Storefront; OL-Out Lot; OT-Other; R-Restaurant; SC-Shopping Center; ST-Strip Center

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**
Type Ownership
Frontage/Access
Current Use

 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

 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.

 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

 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
 Z: Restaurant

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

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
- I: Assigned Spaces
- J: Common Parking
- K: Covered
- L: Fee Parking
- M: Fenced
- N: Lighted
- O: Open
- Q: Private Lot
- R: Public Lot
- S: Secured
- T: Truck Parking
- U: Valet Off Site
- V: Valet On Site
- W: Unpaved

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
- AA: Restaurant Oven Hood

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
- I: 120V Power

***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: Anslu 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

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 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
- 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

If For Lease, are the following financial amounts for:

Individual Spaces Y/N

Or Total Building Y/N

*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 %

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*