

(*) 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):

Unincorporated (UNC): Y/N

*List Price (LP):

*List Date (LD):

*Expiration Date (XD):

*Listing Agent (LAG):

*Listing Office (LO):

GENERAL & DEVELOPMENT INFORMATION

*Directions:
(Max. 108 characters)

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

Subdivision/Complex (SUB): *Actual Zoning (AZN):

*Year Built (BLT):

*Built before 1978 (B78): Y/N

***Approximate Age (AAG):**

- 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 (OWT):

- 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 (FTG):

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

Current Use (CUU):

- E: Condominium
- H: Legal-Non Conforming
- K: Non Conforming
- N: Planned Unit Development
- R: Residential-Multi-Family
- U: Special Use
- V: Zoning Change Required
- W: Other
- X: Elderly Housing
- Y: Single Room Occupancy

Potential Use (PTU):

- C: Commercial
- E: Condominium
- G: Industrial/Mfg.
- M: Office and Research
- N: Planned Unit Development
- R: Residential-Multi-Family
- S: Residential-Single Family
- T: Retail
- U: Special Use
- V: Zoning Change Required
- W: Other
- X: Elderly Housing
- Y: Single Room Occupancy

Client Needs (CLN):

- 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

Client Will (CLW):

- 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

Known Encumbrances (ENC):

- 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

Amenities (AML):

- A: Children's Play Yard
- B: Club House
- C: Curbs and Gutters
- D: Dock-Community
- J: Landing Strip
- L: Lighting/Exterior
- O: Pool
- P: Security Entrance
- Q: Sidewalks
- S: Storage Tanks(Abv.Ground)
- T: Storage Tanks(Blw.Ground)
- U: Tennis Court(s)
- W: Other
- X: Cable Ready

Owner's Association (OA): Y/N

Monthly Assessment Includes (MAI):

- A: Heat
- C: Water
- D: Electric
- E: Gas
- F: Parking
- H: Common Insurance
- J: Security System
- L: TV/Cable
- M: Club House
- N: Exercise Facilities
- O: Pool
- P: Exterior Maintenance
- Q: Lawn Care
- R: Scavenger
- S: Snow Removal
- U: Other
- V: None
- W: 24 Hour Guard
- X: Night Guard
- Y: Security Patrols

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UTILITIES (Continued)

Utilities to Site (UTIL):

- H: Sanitary Sewer to Site
- I: Septic-Mechanical
- J: Septic-Private
- 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
- V: Well-Shared
- W: None
- X: Other

***Tenant Pays (TPA):**

- A: Air Conditioning
- B: Common Area Maintenance
- C: Electric
- E: Heat
- L: Scavenger
- O: Water/Sewer
- P: Other
- Q: Cold Water
- R: Hot Water
- S: None
- U: Varies by Tenant

INTERIOR & UNIT INFORMATION

*Total Number of Units (UNT):

Number of Dryers (DRY):

Number of Disposals (DSP):

Number of Window Air Conditioners (WAC):

Last Lease Expiration (LLE):

Number of Dishwashers (DSW):

Washer/Dryer Leased (WDL): Y/N

Number of Refrigerators (REF):

Basement (BAS):

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

Number of Washers (WSH):

Number of Ranges (RNG):

Number of Fireplaces (NFP):

Miscellaneous Inside (MI):

- A: Atrium
- J: Handicapped Access
- B: Common Exercise Room(s)
- K: Handicapped Equip Washroom(s)
- C: Common Lunchroom(s)
- D: Common Meeting Room(s)
- G: Elevator(s) Freight
- H: Elevator(s) Passenger
- I: Escalator(s)
- M: Inside Corridor(s)
- S: Skylight(s)
- T: Storage Inside
- U: Other

Apartments Description (i.e. Units sharing the same characteristics)

	Number of Units	Number of Rooms	Number of Bedrooms	Number of Bathrooms	Monthly Income
Apartment Type 1:	*AT1: <input type="text"/> <input type="text"/>	*RM1: <input type="text"/> <input type="text"/>	*BR1: <input type="text"/>	BTH1: <input type="text"/> <input type="text"/>	*IN1: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 2:	*AT2: <input type="text"/> <input type="text"/>	*RM2: <input type="text"/> <input type="text"/>	*BR2: <input type="text"/>	BTH2: <input type="text"/> <input type="text"/>	*IN2: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 3:	*AT3: <input type="text"/> <input type="text"/>	*RM3: <input type="text"/> <input type="text"/>	*BR3: <input type="text"/>	BTH3: <input type="text"/> <input type="text"/>	*IN3: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 4:	*AT4: <input type="text"/> <input type="text"/>	*RM4: <input type="text"/> <input type="text"/>	*BR4: <input type="text"/>	BTH4: <input type="text"/> <input type="text"/>	*IN4: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 5:	*AT5: <input type="text"/> <input type="text"/>	*RM5: <input type="text"/> <input type="text"/>	*BR5: <input type="text"/>	BTH5: <input type="text"/> <input type="text"/>	*IN5: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 6:	*AT6: <input type="text"/> <input type="text"/>	*RM6: <input type="text"/> <input type="text"/>	*BR6: <input type="text"/>	BTH6: <input type="text"/> <input type="text"/>	*IN6: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Apartment Type 7:	*AT7: <input type="text"/> <input type="text"/>	*RM7: <input type="text"/> <input type="text"/>	*BR7: <input type="text"/>	BTH7: <input type="text"/> <input type="text"/>	*IN7: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

FINANCIAL INFORMATION

Income:

*Gross Rental Income (GRI):

*Annual Parking Income (INP):

*Annual Miscellaneous Income (MSI):

*Total Annual Income (GSI):

Net Operating Income Year (NOY):

Cap Rate (CPR): . %

Effective Gross Income (EGI):

*Annual Laundry Income (LIN):

*Total Monthly Income (SMI):

*Net Operating Income (NOI):

*Gross Rent Multiplier (GRM): . %

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FINANCIAL INFORMATION (Continued)

Most Recent Annual Expenses:

Financial Information Source Codes:

BP: Broker Projection; AC: Actual; OP: Owner's Projection; CO: Combination

	Amount (\$)	Source		Source
*Janitor (JAN):	<input type="text"/>	JAS: <input type="text"/>	*Other Expenses (OEX):	OES: <input type="text"/>
*Management (MNG):	<input type="text"/>	MGS: <input type="text"/>	*Association Fee (ASC):	ASO: <input type="text"/>
*Fuel (FUE):	<input type="text"/>	FUS: <input type="text"/>	*Elevator (EEX):	EES: <input type="text"/>
*Electric (ELEC):	<input type="text"/>	ELS: <input type="text"/>	*Supplies (SPL):	SPS: <input type="text"/>
*Water (WTR):	<input type="text"/>	WTS: <input type="text"/>	*Advertising (ADX):	ADS: <input type="text"/>
*Scavenger (SCV):	<input type="text"/>	SCS: <input type="text"/>	*On-Site Manager (RMX):	ROM: <input type="text"/>
*Insurance (INS):	<input type="text"/>	ISS: <input type="text"/>	Vacancy \$ Amount (VAC):	VAS: <input type="text"/>
*Repairs/Decorating (RPM):	<input type="text"/>	RPS: <input type="text"/>	Vacancy Percentage (VAP):	VPS: <input type="text"/>
*Real Estate Taxes (TAX):	<input type="text"/>	TXS: <input type="text"/>	*Tax Year (TYR):	<input type="text"/>
*Total Annual Expenses (TAE):	<input type="text"/>	EXS: <input type="text"/>	Expense Year (EPY):	<input type="text"/>

OFFICE/SALES INFORMATION

*Listing Type (LIST): E-Exclusive Right to Sell; X-Exclusive Agency

*Agent Owned/Interest (AON): Y/N

*Cooperative Compensation (CC):

Other Compensation (OTC):

*Special Compensation Info. (SCI): M-Bonus; Z-Exception(s); V-Variable; N-None

***Information (INFO):**

- 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

Backup Information (BAK):

- 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 (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
- Q: Land/Lease
- R: Wrap Around
- S: Negotiable

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

Listing Agent Additional Info (AAN):

Co-Lister (MLS ID):

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; X-Only RealNet (Vendor Contract Needed)

*Remarks on IDX?: Y/N

*Property Address on IDX? (ADI): Y/N