



[Before You Begin Completing Your Property Listing Documentation, Please Review the Important Instructions Below.]

INSTRUCTIONS AND DOCUMENTATION FOR LISTING ON THE MLS

In order to market and list your home on the MLS for sale, the following documents, completed and signed by you must be submitted to Northpoint Realty & Asset Management Company, an Illinois corporation, as the Listing Broker ("Northpoint") and you as the "Seller."

- A. LISTING AGREEMENT: The Listing Agreement is a six (6) page fillable PDF form file. Completing and signing the Listing Agreement creates a binding legal agreement between you, as the Seller, and Northpoint, as the Illinois licensed real estate broker. Please review the terms carefully. Without a fully executed Listing Agreement, Northpoint cannot list your property or place it on the MLS for marketing and sale.
- **B.** MRED MLS Detached Single Family Listing "<u>Data Form</u>": The Data Form is for listing a <u>Standalone Residential Structure</u> that does not share any walls or common structural elements with neighboring houses.

The Data Form is a nine (9) page fillable PDF form file in length and is required to capture detailed information regarding your property. Please take your time when completing this form and do your best to complete it with accurate information. This is the data that will be used on the MLS to describe in detail everything about your property that potential buyers may search for on the MLS and other data sources, i.e., Homes.com, Realtor.com, Zillow, Redfin, etc.

The following data fields are sometimes often missed, but are absolutely required to be listed on the MLS:

• Parcel Identification Number (PIN) – (Page 1)

If you do not know your PIN number, please go to your county assessor's office website to find this information:

Cook County: https://www.cookcountyassessor.com

Lake County: https://www.lakecountyil.gov/4915/Chief-County-Assessor

Will County: https://www.willcountysoa.com/



Remarks/Description of the property – (Page 3)

Example:

"Charming 3-bedroom, 2-bath ranch with a recently updated kitchen featuring granite countertops and stainless-steel appliances. Spacious open floor plan with hardwood floors throughout. Enjoy summer evenings on the covered patio overlooking the landscaped backyard. Conveniently located near parks, schools, and shopping."

Take your time crafting this section to showcase your property's best features in a way that resonates with potential buyers.

- Lot Dimensions or Acreage (Page 3)
- Approximate Square Feet (Page 4)
- Interior Features and Room Details (Pages 4 thru 7)
- Property Tax Year and Amount -- (Page 8)

* * * * * *

INSTRUCTIONS FOR SUBMITING THE LISTING AGREEMENT FOR SIGNATURE

After completing the **LISTING AGREEMENT** and the **DATA FORM** describing your property, the next step is to upload the documents into the data portal for electronic signing by you, the **Seller**, and **Northpoint**, as the listing broker.

Once received, Northpoint will finalize the document and send it back to you via DocuSign for your signature. After your signature is obtained, the property will be ready for submission to the MLS within 3-5 business days.

Please Note: Do not print, sign, or return the documents via email, text, or fax, as these methods are not acceptable for obtaining your signature. To be approved for listing on the MLS, Northpoint requires electronic signatures only.









LISTING AGREEMENT

			, ("	Seller") designat
		their " <u>Agent</u> " affiliated with		
	st on the MIDWEST F estate commonly know	REAL ESTATE DATA, LLO	C (" <u>MRED</u> ") Multi	ple Listing Serv
Property Address	:		Unit No:	
				(if applicable)
	City	County	State	Zip
Property Tax ID:	(multiple PINS, if a	nnlicable)	(hereinafter	r the " <u>Property</u> '
Seller agrees that \$	s	hall be the listing price for the Pr	operty, along with all i	mprovements, offe
for sale. Seller determ ability to modify the li	ined the listing price and th	ne Listing Broker is not responsibl on shall be submitted in writing to	e for the listing price. S	eller has the exclus
title to the Property. Tl		o later than at the time of closing bentitled to keep the Professional Some Property.		
to establish marketable			ud D	1:
	give the Listing Broker th	te right to list on the MRED MLS	s, the Property for a peri	od starting on

91.4. \$395.00 You handle the process; we handle the MLS listing	Signature \$695.00	Concietge % BASED NEGOTIATED COMMISSION EXCLUSIVE AGENCY		
Six (6) Month Duration	ALL OF DI.Y. PLUS:	UNTIL SOLD OR CANCELED		
 Featured Placement on Northpoint's Website 	➤ Enhanced Realtor Support	 Valuation and Pricing: Comparative Market Analysis (CMA) for strategic pricing 		
MLS Listing Syndication to Zillow, Trulia, Realtor.com, Homes.com, and many more.	Professional Photos: Receive \$125 credit toward high-quality real estate photography to elevate your listing's appeal.	Marketing & Advertising: Professional photography, virtual tours, open houses, and an MLS listing for maximum visibility		
Photos: Use Your Own (MLS 24 Max)	Yard Sign: Included at no additional cost, enhancing curbside visibility.	 Negotiation: Expert handling of offers, counteroffers, and contingencies 		
➤ Unlimited Open Houses	Lockbox: Provides convenient and secure access for prospective buyers and agents.	Staging & Preparation: Advice on repairs, improvements, and staging to attract buyers		
Full Access to FSBO Flat Fee Tools and Technology Resource Kit via A La Cart		Showings & Open Houses: Managed scheduling and hosting for your convenience.		
 Commission Savings: No commission if the buyer has no Agent 		Transaction Coordination: We liaise with lenders, inspectors, appraisers, and title companies for a smooth process		
		 Ongoing Support: Guidance on market conditions and real estate best practices 		
I Select the DIY KIT:	I Select the SIGNATURE KIT:	I Select the CONCIERGE KIT:		

ADD-ONS / A La Cart Options Available for Purchase:

 \$45.00	REALTORS® to access your Home while you are away.
 \$200.00	Electronic Lockbox: Electronic Lockboxes allow only licensed REALTORS® that are registered with the service to gain access to your Home. There is a \$100 rental fee, plus a \$100 refundable deposit.
 \$85.00	ShowingTime ® Appointment Scheduling and Feedback: The ShowingTime® scheduling service is designed to reduce the time needed by REALTORS® and homeowners to schedule property showing appointments.
 \$25.00	Standard Yard Sign: Made of corrugated plastic and comes with a metal H-stake. One sign is included with the DIY and Signature Kits. Additional Yard Signs are available for purchase.
 \$150.00	Professionally Installed Yard Sign: We will install (and remove) a Northpoint Realty & Asset Management Company's hanging signpost and/or a 24" x 30" metal sign. Included with the Concierge Kit.

	_	\$200.00	Professional Photography : Includes 24 professionally taken still photos. Included with the Signature and Concierge Kits.
	_	\$325.00	Basic Staging: Basic staging, aiming for the clean, sleek look that most buyers are looking for.
•	In con		the Professional Service Fee received under this Agreement, the Listing Broker agrees to provide the following
	a.	List the Pro	operty on the MRED MLS for a period no shorter than the period set forth under Paragraph 5 of this Agreement;
	b.	(e.g., Redfi	Seller's listing on Zillow.com, Trulia.com, Realtor.com, Homes.com, and other broker-affiliated websites in, Coldwell Banker, RE/MAX, Keller Williams, etc.) connected to the MLS. Seller acknowledges that the oker has no control over how the listing is displayed or presented on these or other third-party websites.
	c.	Provide all	commonly used State of Illinois disclosure forms for the Property and real estate purchase contracts; and
	d.	Provide un	limited changes to the listing and unlimited open house notifications on the MLS,
•	writin Proper	g to the Listi	mowledges Seller has the absolute right to terminate this Agreement if Seller's termination is submitted in ng Broker. No termination fee shall be applied, unless there is a real estate purchase contract pending on the vent of a pending contract, then Seller agrees to pay the Buyer's Agent Commission as set forth in
	Seller	HEREBY as	grees that Seller will
		(24	Notify Listing Broker (in writing, text, fax or e-mail) of any accepted offers within twenty-four 4) hours of acceptance. Seller agrees to notify and provide Listing Broker with a copy of the fully exuted sales contract and required disclosures within seventy-two (72) hours of time after acceptance;
		(72 (cu	Provide the Listing Broker with a copy of the Settlement Statement (HUD) within seventy-two b) hours of the closing date. Seller understands that they are liable for any and all MLS related fines rrently, not less than \$100 per occurrence) incurred as a result of Sellers failure to comply with the uirements noted in parts (a) and (b) of this section;
		cou if t this Pro or, to t ent	Offer to compensate the buyers broker commission of
		d)	Conduct all showings of the Property and open houses without Listing Broker's assistance;
			Provide all legally required and commonly used State of Illinois disclosures to any prospective buyer buyer's broker;
			Notify Listing Broker of any SHORT SALE. Upon notification, Listing Broker has the absolute right to minate this Agreement without refund; and
			Provide Listing Broker with photos of the Property that are the sole property of the Seller. Seller further tees to pay all MLS related fines incurred as a result of Sellers failure to comply with the requirements

noted above.

- 10. Seller understands that this Agreement does not guarantee the sale of the Property. Seller further acknowledges that the Listing Broker does not hold earnest money and either the Buyer's Broker, Buyer's attorney, Seller's attorney or other third-party must hold the earnest money.
- Seller understands that the Listing Broker is solely in the business of providing real estate brokerage services and does not provide 11. its clients, including Seller, legal advice of any kind.
- 12. Seller agrees to indemnify, defend and hold Listing Broker harmless from any and all claims, disputes, litigation, arbitration proceedings and any awards relating to, or arising out of, any claim for commission due Buyer's Broker. Should any court, mediator, arbitrator, or alternative dispute resolution tribunal find Listing Broker liable for any commission due Buyer's Broker, Seller shall immediately pay the commission or reimburse Listing Broker the amount of such award. If Seller fails to make such payment, Listing Broker shall be entitled to recover its costs, including attorneys' fees, in seeking payment or reimbursement from Seller. Seller further understands that the Seller may be held responsible by a Buyer for any latent or hidden, undisclosed defects in the Property, which are known to the Seller, but which are not disclosed to the buyer. Seller hereby agrees to indemnify, defend and holds Listing Broker and Listing Broker's agents harmless from any and all disputes, litigation, judgments, costs and legal fees incurred in the defense of same.
- Seller understands that the Listing Broker may represent buyers who become interested in the Property during the course of the 13. listing period. In such a case, Seller acknowledges the Listing Broker's right to represent that buyer and thus be entitled to the commission being offered by seller.
- 14. Seller and Listing Broker both acknowledge that it is illegal for either the owner of the Property or the Listing Broker to refuse to display or sell to any person because of one's membership in a protected class, e.g. race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by applicable federal, state or local law.
- 15. Seller acknowledges that Seller has been informed of the responsibilities imposed upon Seller under the Residential Real Property Disclosure Act. Seller agrees to comply with the requirements of this Act to the best of the Seller's ability and to not knowingly provide any false or inaccurate information.
- 16. In accordance with the Illinois Minimum Service Law, Listing Broker offers to help in every aspect of the negotiation of the sale of the Property listed in this document. Listing Broker shall (a) receive any contracts, (b) answer any questions in regards to any offers or counter offers, and (c) communicate any offers or counter offers to the Buyers' agent on behalf of the Seller. This negotiation service is offered at no additional charge to the Seller—The Illinois Minimum Service Law cannot be waived. However, a listing office fee of up to \$495.00 shall be deducted from the cooperating Brokers' commission, if any, and paid directly to Northpoint Realty and Asset Management Company at closing. This fee again is not paid by the seller, it is deducted from the cooperating Brokers' commission at closing.
- Seller acknowledges that Listing Broker has an obligation to release information to the MLS as to the final selling price, type of financing and number of days on market.
- 18. This Agreement shall not be amended, except by written agreement duly executed by both parties.
- 19. If any one or more provisions of this Agreement shall, for any reason, be held to be invalid, unenforceable or illegal in any respect, such invalidity, unenforceability or illegality shall not affect any other provision hereof.

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[SIGNATURE PAGE TO THE LISTING AGREEMENT INDIVIDUAL SELLERS]

THE UNDERSIGNED WARRANTS THAT THEY ARE THE SOLE OWNER(S) OF THE PROPERTY AND AUTHORIZED TO EXECUTE THIS AGREEMENT AND TO SELL THE PROPERTY AS HEREIN PROVIDED.

AGREED TO BY SELLER(S):

X	
Print Nam Marital St Date:	
X	
Print Nam	Here:
Marital St	
Date:	
X	
X Print Nam	Here:
Marital St	tus:
Date:	
<u>AGREED</u>	ΓΟ BY LISTING BROKER:
	DINT REALTY & ASSET MANAGEMENT Y, an Illinois corporation
	,
By:	
Name:	Juliette M. Davis
Title:	Managing Broker
Date:	

Confidential:
Northpoint Realty & Asset Management Company

[SIGNATURE PAGE TO THE LISTING AGREEMENT FOR LLC'S, CORPORATIONS OR TRUSTEE SELLERS]

THE UNDERSIGNED WARRANTS THAT THEY ARE THE SOLE OWNER(S) OF THE PROPERTY AND AUTHORIZED TO EXECUTE THIS AGREEMENT AND TO SELL THE PROPERTY AS HEREIN PROVIDED.

AGREED TO BY SELLER(S):

NI CO	
Name of Se	ller #1:
(write official o	or legal name of the LLC, corporation or Trust above)
V	
BY: X	e Here:
	e Here:
Title: Date:	
Date:	
Name of Se	ller #2:
(, (0 , 1	
(write official o	or legal name of the LLC, corporation or Trust above)
BY: X	
Print Name	e Here:
Title:	
Date:	
ACDEED '	ГО BY LISTING BROKER:
AGKEED	TO BT LISTING BROKER.
NORTHPO	DINT REALTY & ASSET MANAGEMENT
	Y, an Illinois corporation
	, 1
By:	
Name:	Juliette M. Davis
Title:	Managing Broker
Date:	



MRED Detached Single Family Listing Form | Page 1 of 9

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A standalone residential structure that does not share any walls or common structural elements with neighboring houses.

Character of field name selection limits are indicated on the form in parentheses. Required fields are denoted with an asterisk (*) Required fields for MIRA only are denoted with a double asterisk (**) asterisk (*) Required fields for MIRA only are denoted with a double asterisk (**)

Listing # **Agent Name**

BASIC LISTING INFORMAT	ION								
	Is Property Listed for Rent? □Yes □No			MLS# of Rental Listing (if known)					
*Area	Street Numb	er	Compass P	ss Point					
			□North □South	□North East □South East		orth West outh West	□East □West		
*Street Name			*Street Su	ffix			□Ne	o Street Suffix	
			□Avenue □Curve □Place □Terrace	□Boulevard □Drive □Plaza □Trail	□Circle □Highv □Point □Way	way □Lane □Road	□Court □Loop □Square □Junction	□Crossing □Parkway □Street □Pass	
Post Directional			*City			*State			
]East]West							
*Zip	Additional Zi	р	*Parcel Ide	entification #	!	Multiple Pi	ns? □Yes	□No	
*County	*Township		*Corporate Limits			Grid # KIFAR Only			
				□Uninco	rporated				
*List Price			*List Date			*Expiration Date			
*List Broker ID	*List Office II)	Co-List Broker ID						
*Directions (Maximum 1024 Charac	ters) Start from a	a major intersection,	/street—Use C	ompass Points (i.e, N, E, S	, W) for direction	onals		
*Coordinates (required for the city	of Chicago)								
North	East		South			West			
**Subdivision *KIFAR Only		Display Mobilit □Yes □No	y Score on F	Reports?	Model				
School Information									
*Elementary District # **Elementary School		2n		2nd/Alternate Elementary School					
*Jr High/Middle District	**Jr High/	Middle School		2r	nd./Alterna	ate Jr High Mid	dle School		
*High School District	h School District **High School			2r	nd/Alterna	ite High School			
Other Public School District	Other Pub	lic School							



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GENERAL INFORM	ATION						
*Ownership							
□Condo □ Co	o-op	□Fee Simple		Fee Simple with Ho	me Owner	s Association	sehold
*Approximate Year Bu	uilt:	*Reha	b □Yes □	⊒No		*Rebuilt □Yes	□No
☐Year built unknown		If yes, R	ehab Year:			If yes, Rebuilt Year:	
Is property currently I	eased? □Yes	□No		Lease Expira	ition Dat	te:	☐Month to Month?
Rural?	□Yes	□No		Vacant?	□Ye	es 🗆 No	
Waterfront?	□Yes	□No		Zero Lot Line	?? □Ye	es 🗆 No	
*Type Detached (Maxim	num of 1 selection + I	Hillside, Earth, C	Coach House or	 Γear Down, if applic	able)		
☐ 1 Story	☐ 1.5 Stories	2 Stories	;	☐ 3 Stories		4+ Stories	☐ Coach House
	☐ Hillside	☐ Raised R	anch	☐ Split Level		Split Level w/ Sub	☐ Other
☐ Tear Down	☐ Manufactured	☐ Modular		☐ 2.5 Story		Multi-Level	☐ None
Style of House (Maximur	m of 1 selection)						
	☐ Bi-Level	☐ Brownst	one	☐ Bungalow		Cape Cod	☐ Colonial
	☐ Cottage	☐ English		☐ Farmhouse		French Provincial	☐ Georgian
	□ Log	☐ Mediter	/Spanish	☐ Prairie		Quad Level	☐ Queen Anne
	Row House	☐ Step Rar	· ·	☐ Traditional		Tri-Level	☐ Tudor
	☐ Other	☐ Mid Lev		☐ A-Frame	_	Walk-Out Ranch	☐ L Bi-Level
New/Proposed Constr							
•	☐ Applnce Pckg Allw			□ Rsmt/Lwr Lyl Fi	nished Π	Bsmt/Lwr Lvl Stubbed Ba	th \prod Central Air
	Deck/Patio Scrn P			☐ Energy Efficient		Exterior Brick/Cedar	☐ Fireplace
	Garage			☐ Hot Tub/Pool	_	Landscaping	☐ Oak Trim/Oak Stairs
	Skylight(s)		Carpet/Vinyl	•			gs Uinyl Clad Windows
	Other			Lighting Alloand			
_ '		☐ Wopd W				Flooring Allowance	☐ Wood Laminate Firg
☐ Upgraded Siding General Information	☐ Upgraded Roofing	g 🗀 Opgrade	ed Insulation	□ Opgraded Cabr	it/Cntr ப	Zoned Heating/Cooling	☐ Floor Plan Mod Allwnc
	☐ Commuter Bus	☐ Commu	hau Tuaiu	☐ Interstate Acce	\Box	Flood Zone	☐ Flood Zone (Partial)
	Assisted Living	Historica		Assisted Living			Filodu Zorie (Partiai)
Exposure	Assisted Living	LI HISTORICA	ai District	Assisted Living	Service L	None	
	☐ South	☐ East		□ West		City	☐ Lake/Water
□ Park	- 300tii	Last		□ West		City	Lake/ Water
Area Amenities (Maximu	um of 6 selections)						
	Park/.Playground	☐ Pool		☐ Tennis Courts	П	Horse-Community Barn	☐ Horse-Riding Area
_	☐ Landing Strip	☐ Pond/La	ko	☐ Dock-Communi		Water Rights	☐ Curbs/Gutters
_	Sidewalks	☐ Street Li		☐ Street Paved	•	Other	- Curbs/Gutters
*Disability Access and		□Yes □No	giits			Other	
			ass and for Fault	anad – Vasl			
*Disability Access/Equ 2+ Access Exits	32" or More W		Ss and/or Equip		☐ Chairli	: 1	☐ Doors-Pocket
Doors Swing-In	Doors w/ Level		☐ Entry Slope		_	ng Doorbell	☐ Flooring Modifications
Grab Bars in Bathroom(s)			☐ Hearing Mo			n Modifications	Low Bathroom Mirrors
Low Closet Rods	Low Pile Carpet	=	Lower Fixtu			ed Light Switches	☐ Modified Wall Outlets
☐ Main Level Entry	☐ No Interior Step		Other Main			ed Parking	Ramp—Main Level
Roll-In Shower	☐ Vehicle Transfe		☐ Wheelchair		_	Ichair Adaptable	Wheelchair Height Mlbx
☐ Wheelchair Modifications	_		Other-See R			sible Bedroom	Accessible Cntrl Lvng Area
Accessible Closets	☐ Accessible Com		Adaptable B			able for Elevator	Accessible Doors
Accessible Elctc & Envrnn			_	levator Installed		sible Full Bath	Accessible Hallway(s)
Accessible for Hearing Im	p Accessible Kitch	nen Appliances			☐ Access	sible Stairway	Accessible Washer/Dryer
☐ Central Living Area	☐ Common Area		☐ Ceiling Track	<	☐ Custo	mized Wheelchair Access	☐ Elctrc Envrnmtl Cntrls
☐ Enhanced Accessible	☐ Exterior Wheel	chair Lift	☐ Grip-Access		☐ Reinfo	orced Floors	☐ Safe Emergency Egress
☐ Standby Generator	☐ Stair Lift		☐ Smart Techr	nology	☐ Thera	peutic Whirlpool	☐ Visitor Bathroom
☐ Visitable	☐ Walker-Accessi	ble Stairs					



MRED Detached Single Family Listing Form | Page 3 of 9

A standalone residential structure that does not share any walls or common structural elements with neighboring houses.

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GENERAL INFORMA	ATION							
Remarks (Maximum 4000 Characters) The Remarks field is reserved for a description of the property.								
EXTERIOR FEATURE	ES .							
*Lot Dimensions			Acreage:					
(Enter actual dimensions: fro	ntage-clockwise, acreage or sq	uare footage.)	(Enter tota	I acreage to	2 decimal points.)			
*Exterior Building Type	!	<u>.</u>						
☐ Aluminum Siding	☐ Vinyl Siding	☐ Steel Siding		□в	rick	□ Ce	dar	
☐ Frame	□ Block	☐ EIFS (e.g. Dry	vit)	□G	ilass	☐ Lo	g	
☐ Masonite	☐ Shakes	☐ Stucco		☐ Stone		□м	arble/Granite	
☐ Concrete	☐ Asbestos Siding	☐ Limestone		☐ Slate		☐ Other		
Clad Trim	☐ Shingle Siding	☐ Brick Veneer		☐ Brick/Stone Msn Pred		☐ Brick Veneer Dcrtv		
☐ Conventional	☐ Fiber Cement	☐ Fl Brick/Stn V	eneer	□в	rick/Stone Veneer Frnt	□ Q	uonset	
☐ Tilt Wall	☐ Combination							
*Lot Size								
Less than .25 Acre	☐ .2549 Acre	☐ .5099 Acre		П 1	.0-1.99 Acres	П2	0-2.99 Acres	
☐ 3.0-3.99 Acres	☐ 4.0-4.99 Acres	☐ 5.0-5.99 Acre	·S		.0-7.99 Acres		0-9.99 Acres	
□ 10+ Acres	Oversized Chicago Lot	☐ Standard Chie			.0 7.00 7.0.00	0.	3.337.0.03	
*Lot Size Source: Cou			⊒Other	□Deed	□Listing Agent	□Owner	□Survey	
	anty necords Ebander	шарргазаг Е		Восси	Dusting Agent			
Lot Description	<u></u>							
☐ Beach	☐ Chain of Lakes Frontage	☐Channel Front			ommon Grounds	□ Co		
☐ Cul-de-sac	☐ Dimensions to Center	☐ Fenced Yard			orest Preserve Adjacent		olf Course Lot	
Nature Preserve Adjacent		☐ Horses Allow	∌d		regular	`	kefront	
Landscape Professionally	Legal Non-Conforming	Paddock			ark Adjacent	☐ Po		
River Front	☐ Stream	☐ Water Rights			/ater View		ooded	
Rear of Lot	☐ Mature Trees	☐ Backs to Publ	ic Grnd		n Golf Course		cks to Open Grnd	
☐ Backs to Trees/Woods	Chain Link Fence	☐ Creek					ectric Fencee	
Adjoins Government Land		☐ Infill Lot			ence-Invisible Pet		ke Access	
Level	None	Outdoor Light	ing	Other		☐ Pa		
☐ Pie Shaped Lot	☐ Partial Fencing	□ Views			dewalks	□ Sp		
Streetlights	☐ Sloped	☐ Waterfront Lo	ot	Цw	/ater Garden	Цw	ood Fence	
Woven Wire Fence								
Roof Type	—							
Asphalt/Glass (Rolled)	☐ Asphalt/Glass (Shingles)	☐ Metal			ubber	□ SI		
☐ Tar and Gravel	☐ Tile	☐ Wood Shakes	s/Shingles		Other	□ Ві	ıilt-Up	
Coal Pitch	☐ Composition	☐ Shake		ЦΝ	Metal			
Foundation								
□ Block	☐ Brick	Concrete		□P	illars	□ Re	inforced Caisson	
□ Stone	□ Wood	□ Other						



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EXTERIOR FEATURES								
Exterior Property Features								
Balcony	☐ Deck	☐ Patio	☐ Porch			☐ Hot Tub		
☐ Roof Deck	☐ Porch Screened	☐ Dog Run	[☐ Screened Patio)	Screened Deck		
☐ Stamped Concrete Pa	itio 🔲 Brick Paver Patio	☐ Boat Slip]	☐ Pool Above Gr	ound	Pool In-Ground		
☐ Storms/Screens	☐ Outdoor Grill	☐ Fire Pit	[☐ Private Entran	ce	☐ End Unit		
☐ Door Monitored by T	V Master Antenna	☐ Cable Access	. [☐ Box Stalls		☐ Workshop		
☐ Invisible Fence								
Other Structures								
☐ Barn(s)	☐ Gazebo	☐ Grain Storage	☐ Greenhouse	e 🗆	Guest House	☐ Kennel/Dog Run		
☐ Mobile Home	□ None	☐ Other	☐ Outbuilding	;	Outdoor Kitchen	☐ Pergola		
☐ Pool House	☐ Poultry Coop	☐ RV/Boat Storage	☐ Second Gara	age \square	Second Residence	e □ Shed(s)		
☐ Stable(s)	☐ Tennis Court(s)	☐ Airplane Hangar	☐ Arena		Boat Dock	☐ Cabana		
☐ Cave(s)	☐ Club House	☐ Confinement-Bldg	Corn Crib		Corral(s)	☐ Covered Arena		
☐ Feed Lot	☐ Garage(s)	☐ Indoor Riding Ring	Outdoor Ric	ding Ring \Box	Packing Shed	☐ See Remarks		
☐ Storage	☐ Utility Building							
*Parking			Is Parking Inclu	ided in Price?				
☐ Garage	☐ Exterior Space(s)	□None	☐ Yes		0			
Garage Ownership			*Garage On Sit	te				
Owned	☐ Transferrable Lease	e 🔲 N/A	☐ Yes] No			
*Garage Type								
☐ Attached	☐ Detached	☐ None	*# Garage Spa	ces:				
Garage Details								
						☐ Tandem		
☐ Garage Door Opener(s) ☐ Transmitter(s) ☐ Carport ☐ 7 Foot or more high ☐ Multiple Garages ☐ None/NA			_	⊐ ⊓eateu		□ randem		
Parking Ownership	·		*Parking On-Si	te				
☐ Owned ☐ Transferrable Lease ☐ N/A ☐ Yes ☐ No								
*# Parking Spaces:								
Parking Details								
☐ Assigned Spaces	☐ Unassigned	☐ Off Alley		☐ Off Street		☐ Side Apron		
☐ Zoned Permit	☐ Visitor Parking	☐ Valet	☐ Underground/Covered			☐ Driveway		
☐ None/NA	☐ Additional Parking	☐ Alley Access	☐ Direct Access			☐ Parking Attendant		
☐ Basement	☐ Carriage House w/ Ap	t 🔲 Circular Drive	eway 🛚 🖺	☐ Carriage House	e l	☐ Enclosed		
☐ Electric Vehicle Chrg S	Statn 🗖 Expandable	☐ More than 1	Spc/Unit			☐ Other		
Oversized	☐ Parking Lot	☐ Secured	☐ Rear/Side Entry		☐ Storage			
Driveway								
☐ Asphalt	☐ Brick	☐ Concrete		☐ Dirt		☐ Gravel		
☐ Circular	☐ Shared	☐ Off Alley	☐ Side Drive			☐ Heated		
☐ Other								
INTERIOR FEAT	JRES							
*Approximate Squa	are Feet:							
*Square Feet Source	е							
☐ Appraiser	☐ Assessor	☐ Builder		☐ Estimated	[☐ Landlord/Tenant/Seller		
☐ Other	☐ Plans	☐ Survey		☐ Taped	[☐ Not Reported		
Square Footage Co	mments: (Maximum 240 Cha	aracters)						
Upper Square Feet	:		Main Square Fe	eet:				
Finished Lower Squ	iare Feet:		Unfinished Low	er Square Fee	et:			
Finished Basement Square Feet:			Unfinished Basement Square Feet:					



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INTERIOR FEATURES

Total Basement Square Feet (finished and unfinished basement square feet combined):

*# Bedrooms (All Leve	els):	*# Full Baths:	*# Half Baths:	
*Master Bedroom Bat	h		•	
☐ Full	□ Half	☐ Shared	□ None	☐ Curbless/Roll in Shower
☐ Double Sink	☐ 29 In Knee Clearance Vanit	ty Lever/Easy to Use Faucets	☐ 34 in or Lower Vanity	☐ Shower Only
☐ Tub & Separate Shower	☐ Whirlpool & Separate Show	wr 🗖 Whirlpool		
*Basement				
☐ Full	☐ Partial	☐ Walkout	☐ English	☐ None
*Basement Descriptio	n			
☐ Finished	☐ Partially Finished	☐ Unfinished	☐ Crawl	☐ Cellar
☐ Sub-Basement	☐ Exterior Access	☐ Other	☐ Bathroom Rough-In	☐ Egress Window
☐ None	☐ Concrete Block	■ 8 Ft +_Pour	☐ Lookout	☐ 9 Ft + Pour
☐ Concrete (Basement)	Rec/Family Area	☐ Roughed-In Fireplace	☐ Sleeping Area	☐ Stone/Rock
☐ Storage Space	☐ Walk-Up Access			
*Basement Bathrooms	S			
☐ Yes	□ No			
Bath Amenities				
☐ Whirlpool	☐ Separate Shower	☐ Handicap Shower	☐ Steam Shower	☐ Double Sink
☐ Bidet	☐ Garden Tub	☐ European Shower	☐ Full Body Spray Shower	☐ Double Shower
☐ Soaking Tub	☐ No Tub			
# Interior Fireplaces:				
Fireplace Location				
☐ Family Room	☐ Living Room	☐ Master Bedroom	☐ Basement	☐ Other
□ Loft	☐ Bedroom	☐ Den/Library	☐ Dining Room	☐ Exterior
Grand Entry Hall	☐ Great Room	☐ Hearth Room	☐ Kitchen	□ None
Fireplace Details				
☐ See through/Multi Sided	☐ Wood Burning	☐ Wood Burning Stove	☐ Attached Fireplace Door	☐ Electric
Gas Logs	Gas Starter	Heatilator System	Includes Accessories	Portable/Ventless
☐ Decorative Only	☐ Foundation Only	☐ Circulating	☐ Free Standing	☐ Masonry
Insert	☐ More than One	None	☐ Stubbed in Gas Line	
Interior Property Feat				
☐ Vaulted/Cathedral Ceiling	gs 🗖 Skylight(s)	☐ Sauna/Steam Room	☐ Hot Tub	☐ Bar-Dry
☐ Bar-Wet	☐ Elevator	☐ Hardwood Floors	☐ Wood Laminate Floors	☐ Heated Floors
☐ Solar Tubes/Light Tubes	☐ 1st Floor Bedroom	☐ Theatre Room	☐ In-Law Arrangement	☐ 1st Floor Laundry
2nd Floor Laundry	☐ 1st Floor Full Bath	☐ Laundry Hook-Up	☐ Storage	☐ Flexicore
☐ Built-in Features	☐ Walk-In Closet(s)	☐ Bookcases	☐ 10'Ceiling	☐ 9' Ceiling
Center Hall Plan	☐ Coffered Ceiling(s)	☐ Historic/Period Mlwk	☐ Beamed Ceilings	Open Floorplan
☐Some Carpeting	☐ Special Millwork	☐ Some Window Treatment	☐ 42 Inch Hallways	☐ Some Wood Floors
☐ Atrium Door(s)	☐ Cocktail Lounge	☐ Dining Combo	☐ Doorman	☐ Drapes/Blinds
Granite Counters	Health Facilities	Lobby	Restaurant	☐ Separate Dining Room
☐ Shops	☐ Some Insulated Window	Some Storm Doors	☐ Walk-In Closet(s)	☐ Some Wall-to-Wall Cp
Laundry Features				
Gas Dryer Hookup	Electric Dryer Hookup	☐ In Unit	☐ In Garage	Common Area
☐ In Kitchen	☐ In Bathroom	☐ Laundry Chute	☐ Laundry Closet	☐ Multiple Locations
Sink	☐ Other			

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INTERIOR FEATURE	.5							
Door Features								
☐ ENERGY STAR Qualified	French Doors		Mirrored Closet Door		☐ Sliding Door		☐ Storm Door(s)	
Atrium Door(s)	☐ 36" Minimum Entry Doc		32" Minimum Interio		Lever Style [☐ Panel Door(s)	
Power Door Operator	Pocket Door(s)		☐ 6 Panel Door(s)		☐ Sliding Glass	Door(s)		
Window Features								
□ AII	☐ Aluminum Frames		☐ Bay Window(s)		☐ Blinds		☐ Display Window(s)	
☐ Double Pane Windows	☐ Curtains/Drapes		☐ ENERGY STAR Qualifie		☐ Garden Win	dow(s)	☐ Insulated Windows	
☐ Low Emissivity Windows	☐ Plantation Shutters	ļ	☐ Screens		☐ Shutters		☐ Skylight(s)	
☐ Solar Screens	☐ Storm Window(s)		☐ Tinted Windows		☐ Triple Pane	Windows	☐ Shades	
☐ Window Treatments	☐ Wood Frames		☐ Greenhouse Window	'S	☐ Palladian W	indows	☐ Some Stained Glass	
☐ Some Tilt-In Windows	☐ Some Wood Windows		☐ None					
ROOM DETAILS								
Size: Enter the dimensions of	each room.							
Level Options: (B) Basement,		Lower, ((1) Main Level, (2) 2nd Le	evel, (3) 3rd	d Level, (4) 4th	Level, (A) Attic, (N)	Not Applicable	
Flooring Options: (B) Terraco	otta, (C) Carpet, (D) Stone, (E	Slate,	(F) Travertine, (G) Grani	ite, (H) Har	rdwood, (I) Sust	ainable, (M) Marble	e, (O) Other, (P) Parquet,	
(T) Ceramic Tile, (U) Porcelain	Tile, (V) Vinyl, (W) Wood La	minate						
Window Treatment Options:	(A) All, (B) Blinds, (C) Curtain	ns/Drap	es, (D) Shades, (E) Plant	tation Shut	ters, (N) None			
Living Room Size:	x	Level	: Floo	oring:		Window Treat	ments:	
Dining Room Size:	x	Level	: Floo	oring:		Window Treat	ments:	
Kitchen Size:	x	Level	Level: Flooring:		Window Trea		atments:	
Family Room Size:	x	Level: Flooring:		oring:	Window Trea		atments:	
Laundry Size:	x	Level: Flooring:		Window Treat		itments:		
Master Bedroom Size:	x	Level	: Floo	oring:		Window Treatments:		
2nd Bedroom Size:	x	Level	: Floo	oring:		Window Treatments:		
3rd Bedroom Size:	x	Level	: Floo	oring:		Window Treatments:		
4th Bedroom Size:	x	Level	: Floo	oring:		Window Treatments:		
Dining Room								
☐ Separate	☐ Combined w/ LivRm		☐ Combined w/ FamRr	m	☐ L-Shaped		☐ Kitchen/Dining Combo	
□ None								
Kitchen Type								
☐ Eating Area/Breakfast Bar	☐ Eating Area/Table Space	9	☐ Galley		☐ Island		☐ Pantry-Butler	
☐ Pantry-Closet	☐ Pantry-Walk-in		☐ Breakfast Room		☐ Country K	itchen	☐ Custom Cabinetry	
☐ Granite Counters	☐ Hearth Room	☐ Knee Clearance at Sink		ink		ver Countertops	☐ Pantry	
☐ Solid Surface Counter	☐ Updated Kitchen					·	•	
Appliances								
Oven-Double	☐ Oven/Range		☐ Microwave		☐ Dishwasher		☐ Dishwasher-Portable	
Refrigerator	☐ High End Refrigerator		☐ Refrigerator-Bar		Freezer		☐ Washer	
☐ Dryer	☐ Disposal		Compactor-Trash		☐ Grill-Indoor		☐ All Stainless Steel Kitchen	
_			·				☐ Water Purifier	
Wine Cooler/Refrigerator	Cooktop		Oven/Built-in		Range Hood			
☐ Water Purifier Owned	☐ Water Purifier Rented		Water Softener		☐ Water Softe		☐ Water Softener Rented	
Other (Appliances)	☐ Down Draft		Electric Cooktop		_	R Qualified Appl.	☐ Front Cntrls Range/Cookp	
Gas Cooktop	☐ Intercom		☐ Gas Oven		☐ Electric Ove	n	☐ Range Hood	
☐ Wall Oven								



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ROOM DETAILS						
Additional Rooms (Roo	oms with a check mark ✓ ne	xt to them are considere	ed to be "Countable	Rooms" and cou	unt towards the tota	l room count.)
☐ 2KT —2nd Kitchen ✓	☐ ATR—Atrium	□ ATC—Attic ✓	□ви	AL —Balcony	☐ BAR—	Bar
□ BON—Bonus ✓	☐ BR5—5th Bedroom ✓	=	= -	R 7 —7th Bedroom	_	8th Bedroom ✓
	□ B11 —11th Bedroom •			RK—Breakfast Ro	_	
□ DEC —Deck	☐ EAS—Eating Area ✓	☐ ENB—Enclose		IP—Enclosed Por		Enclosed Porch (Heated) 🗸
	☐ FRD —Family Room Do			AL —Gallery	_	-Game Room ✓
☐ GRT—Great Room ✓	☐ LIB —Library ✓	□ LOF —Loft ✓	☐ MAI—Maid's Room			-Media Room ✓
□ MUD—Mud Room	□ NUR —Nursery ✓	□ off —Office •		N —Pantry		Play Room ✓
☐ REC —Recreation Room	✓ □ SCP—Screened Porch	☐ SEW —Sewing		T —Sitting Room		•
□ sty —Study ✓	☐ STG —Storage	□ sun —Sun/Flo			Room (Heated) ✓	
TAN—Tandem Room ✓	✓ □ TER—Terrace	☐ THR —Theatre		Γ1—Utility Room		
☐ UT2 —Utility Room—2nd		☐ UTL—Utility Re	oom—Lower Level		□ wic−	Walk In Closet
□ wrk-Workroom ✓	□ OTH —Other	■ NON—No add	itional rooms			
Additional Room 1	Size:x	Level:	Flooring:		Window Treatr	nents:
Additional Room 1	Size:x	Level:	Flooring:		Window Treatn	nents:
Additional Room 2	Size:x	Level:	Flooring:		Window Treatn	nents:
Additional Room 3	Size:x	Level:	Flooring:		Window Treatn	nents:
Additional Room 4	Size:x	Level:	Flooring:		Window Treatn	nents:
Additional Room 5	Size:x	Level:	Flooring:		Window Treatn	nents:
Additional Room 6	Size:x	Level:	Flooring:		Window Treatr	nents:
Additional Room 7	Size:x	Level:	Flooring:		Window Treatr	nents:
Additional Room 8	Size:x	Level:	Flooring:		Window Treatr	nents:
Additional Room 9	Size:x	Level:	Flooring:		Window Treatr	nents:
Additional Room 10 _	Size:x	Level:	Flooring:		Window Treatr	ments:
*Air Conditioning						
☐ Central Air	☐ Partial	☐ Space Pac	☐ 1 (Window/W	all Unit) 🔲 2 ((Window/Wal Unit)	☐ 3+ (Window/Wall Unit)
☐ Zoned	☐ None	2 Separate Systems	\square Geothermal	☐ Ot	her	☐ Electric (Cooling)
☐ Gas (Cooling)	☐ Dual	☐ Power Roof Vents	☐ Roof Turbine(s) 🔲 14	SEER +	
*Water						
☐ Lake Michigan	☐ Public	☐ Private Company	☐ Well-Commu	nity 🔲 We	ell-Private	☐ Well-Private Company
☐ Well– Shared	☐ Other	☐ Cistern	☐ Community		ke Water	☐ Low-Flow Fixtures
☐ None	☐ Not Connected	☐ Pond	River	☐ Sha	ared	☐ Spring
Stream Water	☐ Well					
*Sewer						
☐ Septic-Mechanical	☐ Septic-Private	☐ Septic-Shared	☐ Sewer-Public	☐ Se	wer-Storm	☐ Holding Tank/s
Overhead Sewers	Other	☐ Aerobic Septic	☐ Community			☐ Lift System
□ None			☐ Public		Septic Tank	
☐ Terre Du Lac		☐ Private	-		•	
*Heat/Fuel						
	☐ Electric	Oil	☐ Propane	□ So	lar	☐ Forced Air
	☐ Baseboard	Radiant	☐ Gravity Air		at Pump	☐ Radiators
	☐ 2+ Sep Heating Systems		☐ Zoned		othermal	☐ Other
	□ Coal	☐ Wood Insert	□ Wood			



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UTILITIE	S/GREEN									
Green Supporting Documents					HERS Index Score (Enter up to a three digit number that represents the anal-					
				ysis of a home's projected energy efficiency. HERS Index is a scoring system estab-						
					lished by the Residential E	Energy Services Net	work.)			
Energy/Gr	een Buildir	ng Rating S	Source							
☐ Energy Sta		LEED-H C		☐ LEED-H Silver	LEED-H Gold	LEED-H Platinu	m NAHB Emerald			
□ NAHB Bro		□ NAHB Go			Other	Special Energy		v Avail		
Green Feat		L IVALID GO	nu	- Chicago Green Homes	D Other	- Special Effergy	reat Dotner Warranty	Avaii		
☐ Photovolta		□ Pro_wiro	d for PV/Solar	☐ Solar Hot Water	☐ Goothormal Hoat/Cool	☐ Tankloss Wato	r Heater 🗖 Enhanced Air F	iltor		
Low Flow (-	Low Flow			Rainwater Collect Sys		Other	iitei		
Equipment		LOW HOW	Tixtules	Mative/ Drought Resist.	Halliwater Collect 3ys	□ Green Roor	□ Other			
Humidifie		□ Water Se	ftener Owner	☐ Water-Softener Rented	☐ Central Vacuum	☐ TV-Cable	☐ TV-Dish			
☐ TV Antenr		☐ TV-Rotor	iteriei Ownei	☐ Security System	☐ Intercom	☐ Fire Sprinklers	CO Detectors			
☐ Ceiling Fai		☐ Fan-Attic	Exhaust	☐ Fan-Whole House	☐ Sump Pump	☐ Sprinkler-Lawn				
☐ Air Exchar		☐ Backup St		Radon Mitigation Sys.	☐ Power Generator	☐ Multiple Water				
Gas Suppli		— васкар эс	amp r amp	— nadon wildgation bys.	Electric Supplier	— Waterpie Water	ricater			
□ Nicor Gas		☐ Cilco		☐ Propane	☐ Cornbelt Electric	☐ Amere	n			
Ameren		☐ Othe		— гторапе	☐ Commonwealth Edis	_	ii 🗀 ciico			
	CECCDAEN				- commonwealth East	on Donner				
	SESSMEN	13								
*Tax Year:*Primary Parcel Tax Amount:			Tax Exemptions							
*Primary F	Parcel Tax <i>i</i>	Amount:			Homeowner	☐ Senior	☐ Senio	or Freeze		
**					Other	☐ None				
	ssessment				*Special Service A					
☐ Yes		□ No		☐ Unknown	Yes	□ No	☐ Included in T	ax Bill		
*^		-4 D	. ć .		*Frequency					
*Assessme	ent/Associa	aπon Dues	; \$:		☐ Annual	☐ Month	•	rterly		
					☐ Voluntary ☐ Not Applicable					
*Master Association Fee			Coop Annual Tax E	Deduction:						
☐ Yes ☐ No					Coop Tax Deduction	on Year:				
*Assessme	ent Include	:S								
☐ Heat		☐ Air Cond	ditioning	☐ Water	□Electric	□Gas	Parking			
□ тах		☐ Commo	n Insurance	☐ Security	☐Security System	Doorman	☐TV/Cable			
Clubhouse	<u> </u>	☐ Exercise	Facilities	☐ Pool	☐Exterior Maintenand	e 🗖 Lawn Care	□ Scavenger			
☐ Snow Ren	noval	☐ Lake Rig	ghts	☐ Other	□None	□wi-Fi	☐Internet Acces	SS		
OFFICE/	SALES IN	FORMAT	ION							
*Listing Ty					*Broker Owned/In	terest				
☐ Exclusive	-	☐ Excl	usive Agency		□ Yes □ No					
	nest Mone		Lockbox Typ	oe .	•	Lockbox Loca	tion			
☐ Yes	□ No	•	☐ Sentrilock	☐ Supra—Blue iBox	Combination Box	☐ Front ☐	☐ Back ☐ Side			
— 163	_ 110			Button None			☐ Garage ☐ None			
						☐ Other				
*Showing	Instruction	15 (Maximum	n 4000 Characte	ers—These instructions are di	snlaved to other agents in	•				
		16 (Maximum	T 1000 Characte	These histractions are a	splayed to other agents in					



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OFFICE/SALES INFO	ORMATION						
*Additional Sales Infor							
☐ Exceptions-Call List Office	Exclusions-Call List Office	ce 🗖 List Broker Must A	ccompany	☐ Home Wa	rranty	☐ Re	serve Fee Required
Association Rental	☐ Short Sale	☐ Court Approval Re	quired	☐ Pre-Forecl	losure	☐ RE	O/Lender Owned
☐ Corporate Relocation	☐ None						
Broker Notices							
☐ Offer verbally accepted	☐ Paperwork pending	☐ Rental Applications A	ns Accepted			Relo	c. Sign. Pend-Vebal Accept
☐ Multiple Offers Received	☐ Highest and Best	☐ Backup Offers Welco	me	☐ Environment	tal Issues Exist	☐ Dang	gerous Conditions Exist
☐ Enter with Caution							
Management Company Name:			Contact:			*Phone:	
*Possession			Sale Terms				
☐ Closing	☐ Immediate	☐ Lease Back Required	☐ Con	ventional	☐ FHA		□va
☐ Negotiable	☐Prior to Closing	☐ Specific Date	☐ Assu	umption-Conv	☐ Assumption-	FHA	☐ Assumption-VA
☐ Tenant's Rights	☐ Other	☐ Harvest Rights	☐ Rele	ease Required	☐ Contract (Art	icles)	☐ Lease/Purchase
Close Plus 30 Days	☐ Upon Completion	☐ Lease Out Stand		ner May Help	☐ Purchase Mo	ney Mtg	
	☐ To Be Constructed	☐ Under Construction	☐ Rew	rrite/Blend er	☐ Trade/Excha	nge	☐ Cash Only
List Broker Additional	Info:	*Owner's Nam	ie:		Owner's Phone:		
*Secure Showing Instr ShowingTime program.)	ructions (Maximum 512 Ch	aracters—These instructi	ons cannot	t be seen by othe	r agents in connect	tMLS and	will be transferred to the
MEDIA *Order a Virtual Tour			*Interne	t Listing			
	☐ Imagemaker 360 + Realtor		☐ Yes	3	□ No		
*Remarks on Internet?			*Property Address on Internet?				
☐ Yes ☐ No			□ Yes □ No				
*VOW Comments/Reviews			*VOW AVM				
	□ No		☐ Yes		□ No		
Are any property phot							
	□ No						