

	Return by Email to info@sellwithjackie.com or Fax to 847-986-3520	
	Realtor®	Mailing address of the Seller (s)
Name	4Sale Realty, Inc.	
City,State,Zip	Addison, IL 60101	
Phone/Text	630-669-6830	
Fax	847-986-3520	
E-mail	info@sellwithjackie.com	

MLS Input Sheet. Please fill in all that apply to your property. This form is for:
(Check or Circle One) **Note: For vacant land just return page 1 of this input sheet.**

Condo Co-op Duplex Townhome Single Family Home

Address Number	#	Lot Dimensions IE: 50x125 or Common	
N, S, E, W, NW etc.		Acres	#
Property Street Name		Approx.above ground Sq.Ft./sf source	#
Unit Number & Floor Level	#	Number of Bedrooms	#
City		Total Full Baths	#
Zip Code		Total <u>Not</u> -Full Baths	#
Property Tax Index Number (PIN)	#	Bath in Master BR?	Yes or No?
County		Bath in Basement?	Yes or No?
Township		Are Pets Allowed?	Cats? Dogs?
Unincorporated or City Limits (pick one)		Pet Weight Limit & Pet Count Limit	# #
Directions	(Email to us)	Tax Amount & Year	\$
Subdivision Name		Special Assessment	Yes or No? \$
Model Name		Monthly Assessment	\$
Grade School Name & District Number		Year Built	
Middle School Name & District Number		Recent Rehab?	Yes/No? Year?
High School Name & District Number		Waterfront?	Yes or No?
If new Construction, when will it be available?		Exposure (Direction of the front door or view)	
Total # units in building	#	Showing Contact Name	
Total # Floors in building	#	Phone # text/ call or both	
Property Rented? If so, When Available?		Does owner have a real estate license?	Yes or No?

For Properties within the city limits of Chicago only, please provide the gas and electric utility account numbers:

Gas _____ Electric _____

List Price:\$ _____

For the following, please enter: (Note: *This section is required by the MLS before I can put the listing on the MLS*)

1. **Size/Room Dimension:** IE: 12X14. **Round off to the nearest whole foot.**
2. **Floor Level:** B(Basement), 1(Main Level), 2(2nd level), 3(3rd Level), 4(4th Level).
3. **Flooring:** C(Carpet), H(Hardwood), P(ergo), T(Ceramic Tile), V(Vinyl), O(Other)
4. **Window treatments to stay with the house.** B(Blind), C(Curtain), N/A (none)

Do not include bathrooms, unfinished spaces, unheated spaces, or closets. Add more lines if necessary.

Room	Size	Floor	Flooring	Window Treatments
Living Room				
Dining Room (size or "combo")				
Kitchen				
Family Room				
Laundry Room				
Master Bedroom				
2nd Bedroom				
3rd Bedroom				
4th Bedroom				
Rec Room				
Other room (IE: 5th bedroom, office, den)				

Continue rooms on a separate piece of paper if necessary. Don't forget the basement.

Check or Circle all that apply to your property					
Single Family Type	Exterior	Lot Size	Misc. Lot Description	Misc. Exterior Features	Garage / Parking
a. 1 Story -Ranch	a. Aluminum Siding	a. Less Than .25 Acre	a. Beach	a. Balcony	a. Attached Garage
b. 1.5 Story -Bungalow -Cape Cod -Tudor	b. Vinyl Siding	b. .25 - .49 Acre	b. Chain O Lakes Frontage	b. Deck	b. Detached Garage
c. 2 Story -4 Square -Colonial -Contemporary -Traditional -Farmhouse -Georgian -Log -Victorian	c. Brick	c. .50 - .99 Acre	c. Channel Frontage	c. Patio - Concrete	c. Assigned Space
d. Split-Level -Bi-Level -Tri-Level	d. Cedar	d. 1.0 – 1.99 Acres	d. Corner	d. Patio – Brick Paver	d. Unassigned Space
f. Split-Level With Sub-Basement -Quad Level	e. Frame	e. 2.0 – 2.99 Acres	e. Cul-De-Sac	e. Porch	e. Visitor Parking
	f. Block	f. 3.0 – 3.99 Acres	f. Fenced Yard	f. Greenhouse	f. Garage Door Opener
	g. Dryvit Type (EIFS)	g. 4.0 – 4.99 Acres	g. Next to Forest Preserve	g. Hot Tub	g. Heated
	h. Log	h. 5.0 – 5.99 Acres	h. Golf Course Lot	h. Roof Deck	i. Tandem
	i. Masonite	i. 6.0 – 7.99 Acres	i. Horses Allowed	i. Screened Porch	m. None
	i. Other	j. 8.0 – 9.99 Acres	j. Lake Front	j. Gazebo	# Of Spaces? Garage _____
	Roof	k. 10+ Acres	k. River Front	k. Storage Shed	Parking _____
	a. Asphalt Shingles	l. Oversized Chicago Lot	l. Pond	l. Invisible Fence	Is parking included in the price? _____
	b. Wood Shakes	m. Standard Chicago Lot	i. Stream	m. Horse Barn	If not and if sold separately, for how much? \$ _____.
	c. Other	n. Common Grounds	j. Water Rights	n. Tennis Court	
	Foundation		k. Water View	o. Boat Dock	
	a. Block		l. Wooded	p. Pool – Above Ground	
	b. Brick		z. Professionally Landscaped	q. Pool – In Ground	
	c. Concrete			r. Outdoor Grill	
	d. Stone			s. Outdoor Fireplace	
				c. Private Entrance	
				d. End Unit	

<p>Disability Access and/or Equipment</p> <p>a. 32" Wide Doors b. 36" Wide Halls c. Chairlift d. Flashing Doorbell e. Grab Bars Throughout f. Hearing Modifications g. Kitchen Modifications h. Low Bathroom Mirrors i. Low Closet Rods j. Lower Fixtures k. Lowered Switches b. Main Level Entry c. No Interior Steps d. Disabled Parking g. Roll-in Shower g. Vehicle Transfer Area b. Wheelchair Accessible c. Wheelchair Mailbox d. Wheelchair Ramps</p>	<p>Basement</p> <p>a. Full - Finished b. Full - Unfinished c. Partial - Finished d. Partial - Unfinished e. Crawl f. Slab g. English - Lookout h. Stairwell to Outside i. Sub-Basement j. Roughed-in Bath k. None</p> <p>Fireplace Details</p> <p>a. Wood Burning d. Gas Start e. Gas Log f. <u>fireplace location:</u> g. Family Room h. Living Room i. Master Bedroom i. Basement i. None i. How Many? _____</p> <p>Master Bath Details</p> <p>a. Full d. Half e. Shared f. Whirlpool g. Soaker Tub h. Double Sink i. Separate Shower j. Steam Shower k. Bidet k. None</p>	<p>Misc. Interior Features</p> <p>a. Vaulted Ceilings b. Skylight (s) c. Hot Tub d. Bar – Dry e. Bar - Wet f. Elevator g. Heated Floors h. In-Law Arrangement i. Indoor Pool</p> <p>Dining Room</p> <p>a. Separate b. Combined w/ Living Room c. Combined w/ Family Room d. L-Shaped</p> <p>Kitchen</p> <p>a. Table Space b. Breakfast Bar c. Island d. Walk-in Pantry</p>	<p>Appliances To Stay</p> <p>a. Oven-Double b. Oven/Range c. Microwave d. Dishwasher e. Refrigerator - Main f. Refrigerator – High End g. Refrigerator – Bar h. Wine Cooler i. Washer j. Dryer k. Disposal l. Trash Compactor m. All kitchen appliances are stainless steel.</p> <p>Misc. Equipment</p> <p>a. Humidifier b. Water Softener-owned c. Central Vacuum d. Security System f. Intercom g. Fire Sprinklers g. Lawn Sprinklers b. CO Detector c. Ceiling Fan (s) d. Sump Pump f. Back-up Sump Pump g. Radon Mitigation Syst. g. Power Generator</p>	<p>Air Conditioning</p> <p>a. Central Air b. 2 Separate Units c. Zoned d. Space Pac f. 1 Window Unit g. 2 Window Units g. 3 Window Units b. None</p> <p>Water</p> <p>a. Lake Michigan b. Public c. Well (Private)</p> <p>Sewer</p> <p>a. Septic (Private) b. Sewer c. Overhead Sewers</p> <p>Electricity</p> <p>a. Circuit Breakers b. Fuses</p> <p>Heat/Fuel</p> <p>a. Gas b. Electric c. Oil d. Propane e. Solar f. Forced Air o. Hot Water/Steam p. Baseboard q. Radiator r. Space Heater s. Individual Controls t. 2 Separate Systems u. Zoned v. None</p>	<p>Tax Exemption</p> <p>a. Homeowner b. Senior c. None</p> <p>Monthly Assessments Includes...</p> <p>a. Heat b. Air Conditioning c. Water d. Electric e. Gas f. Parking g. Tax h. Common Insurance i. Security j. Security System k. Doorman l. TV/Cable m. Club House n. Exercise Facilities o. Pool p. Exterior Maintenance q. Lawn Care r. Trash Removal s. Snow removal t. Lake Rights u. Other v. None</p> <p>Can an investor rent it out after they buy it?</p> <p>a. Yes b. No</p>
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HOA or Management Company

Open House:

HOA Company:Name: _____

Day _____.

HOA Contact person: _____

Date: _____.

HOA Contact phone: _____

Time: _____.

Please email a description of the property for the "remarks" section up to 1000 character/spaces.

In the same email, you can include general directions to the home up to 100 character/.spaces.

Also, you are welcome to email us up to 25 pictures (one must be of the front). The pictures need to be in JPEG format. Don't worry about the size; we can resize them to 640x480 pixels if necessary. Remember, we need those pictures sent to us directly even if you uploaded to some other website.

Note: Under no circumstances can we use any picture which was used on a previous listing unless the previous agents gives us written permission to use them or unless you provide us with a written note stating that you personally took the picture (s).