

AGENT NAME

LISTING #

3

Grid for Agent Name

Tour Date and Time fields

MLSNI LISTING INPUT SHEET
PROPERTY TYPE 3 - TWO TO FOUR UNITS - MU
DO NOT ABBREVIATE (\*) INDICATES REQUIRED FIELD

07/03

\*LO, \*LAG, CLI fields for Listing Office, Agent, and Co-Lister

AAN, \*LD, \*XD, \*LP fields for Agent's phone, List Date, Expiration Date, and List Price

\*HSN, CP, \*STR fields for House Number, Compass Point, and Street Name

\*AR, \*CIT, \*ZP, CT fields for Area Number, City, Zip Code, and Census Tract

\*DIR field for Directions

\*PHO, C35, C57, C810, \*VT fields for Photo Code and Virtual Tour options

\*CNY, \*TWN, \*WF, \*OWN, CD, FS, HA fields for County, Township, Waterfront, and Ownership

SUB, \*CRP, MOD fields for Subdivision/Complex, Corporate Limits, and Model

BLT, \*B78, ACR, \*DIM fields for Approx. Year Built, Built before 1978, Acreage, and Lot Dimensions

Coordinates section with \*N, \*W, \*E, \*S fields

\*BMT, \*PKN, \*CARS, \*TNU, \*BD3 fields for Basement, Garage, # of Cars, Total # of Units, and 3 Br Unit

\*PIN, \*TAX, \*TXY, \*TXC, \*MPN fields for Parcel ID, Taxes, Tax Year, Tax Exemptions, and Multiple PIN

\*RMS, \*BR, \*BTH, \*AZN fields for Total # of Rooms, Bedrooms, Full/Half Baths, and Actual Zoning

Table with columns for UNIT #1-4, FLOOR #, # OF ROOMS, # OF BDRMS, # OF BTHRMS, SEC. DEPOSIT \$, RENT \$, LEASE EXP. DATE

Table for information only: EQ=LP-MB, CR=NOI/LP, PU=LP/TNU, GM=LP/GRI, ER=GRE/GRI

\*SAS, \*GSD, \*JHD, \*HSD, \*OSD fields for Special Assessments and School Districts

ANNUAL EXPENSES and ANNUAL INCOME sections with fields for Heat, Water/Sewer, Gas, Repairs, etc.

\*SHO, \*CC, \*SCI fields for Showing Instructions, Cooperative Compensation, and Special Compensation Info

Lowest 'R' Values, WI, CI fields for Wall and Ceiling Insulation

RE1-RE6 fields for Remarks lines 1-6

\*OWR, OPH, \*AON, \*INTERNET\_LISTING, \*ADI, \*REMARKS\_INTERNET, \*FD fields for Owner's Name, Phone, Agent Owned, Internet Sites, and Full Data

ILLINOIS COUNTIES: Cook (Cook), DuPa (DuPage), Kane (Kane), Lake (Lake), DeKa (DeKalb), Will (Will), Kank (Kankakee), Kend (Kendall), JoDa (Jo Daviess), Grun (Grundy), Lee (Lee), McHe (McHenry), Boon (Boone), Winn (Winnebago), Step (Stephenson), LaSi (LaSalle), Lvng (Livingston), Othr (Other). OUTSIDE OF ILLINOIS, CNY=OTHR

**\*INDICATES A REQUIRED FIELD**

**\*AGE-AGE**

- A-1-5 Years
- B-6-10 Years
- C-11-25 Years
- D-26-50 Years
- E-51-100 Years
- F-100+ Years
- H-NEW-Ready for Occupancy
- I-Recent Rehab.
- K-NEW-Proposed Construction
- L-NEW-Under Construction
- M-Unknown
- N-NEW-Will Build to Suit

**AMN-ASSOC. AMENITIES**

- A-Clubhouse
- B-Park/Playground
- C-Pool
- D-Tennis Courts
- E-Horse-Community Barn
- F-Horse-Riding Area
- G-Horse-Riding Trails
- H-Landing Strip
- I-Pond/Lake
- J-Dock Community
- K-Water Rights

**\*API-APPLIANCES/FEATURES**

**UNIT #1**

- A-Stove
- B-Refrigerator
- C-Washer
- D-Dryer
- E-Dishwasher
- F-Microwave
- G-Disposal
- H-Compactor
- I-Central Air Conditioner
- J-Window Air Conditioner
- K-Fireplace-Artificial
- L-Fireplace-Gas
- M-Fireplace-Wood
- N-Garage/Space
- O-None

**\*AP2-APPLIANCES/FEATURES**

**UNIT #2**

- A-Stove
- B-Refrigerator
- C-Washer
- D-Dryer
- E-Dishwasher
- F-Microwave
- G-Disposal
- H-Compactor
- I-Central Air Conditioner
- J-Window Air Conditioner
- K-Fireplace-Artificial
- L-Fireplace-Gas
- M-Fireplace-Wood
- N-Garage/Space
- O-None

**\*AP3-APPLIANCES/FEATURES**

**UNIT #3**

- A-Stove
- B-Refrigerator
- C-Washer
- D-Dryer
- E-Dishwasher
- F-Microwave
- G-Disposal
- H-Compactor
- I-Central Air Conditioner
- J-Window Air Conditioner
- K-Fireplace-Artificial
- L-Fireplace-Gas
- M-Fireplace-Wood
- N-Garage/Space
- O-None

**\*AP4-APPLIANCES/FEATURES**

**UNIT #4**

- A-Stove
- B-Refrigerator
- C-Washer
- D-Dryer
- E-Dishwasher
- F-Microwave
- G-Disposal
- H-Compactor
- I-Central Air Conditioner
- J-Window Air Conditioner
- K-Fireplace-Artificial
- L-Fireplace-Gas
- M-Fireplace-Wood
- N-Garage/Space
- O-None

**\*BAS-BASEMENT**

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

**BAT – BATH AMENITIES**

- A-MBR – Full
- B-MBR – ½
- C-Shared Master Bath
- D-Whirlpool
- E-Separate Shower
- F-Handicap Shower
- G-Steam Shower
- H-Double Sink
- I-Bidet

**EOP-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 Fan
- N-Fan-Attic Exhaust
- O-Fan-Whole House
- P-Sump Pump
- Q-Sprinkler-Lawn
- R-Air Cleaner
- S-Air Exchanger

**\*EXT-EXTERIOR**

- A-Aluminum/Vinyl/Steel Siding (AVS)
- B-Brick(BR)
- C-Cedar(CD)
- D-Frame(FR)
- E-Block(BL)
- F-Dryvit Type(DV)
- G-Glass(GL)
- H-Log(LG)
- I-Masonite(MS)
- J-Shakes(SH)
- K-Stucco(SC)
- L-Stone(ST)
- M-Marble/Granite(MG)
- N-Concrete(CC)
- O-Asbestos Siding(AS)
- P – Limestone (LS)
- Q – Slate (SL)
- R-Other(OT)
- S-Clad Trim(CT)

**FND-FOUNDATION**

- A-Block
- B-Brick
- C-Concrete
- D-Pillars
- E-Reinforced Caisson
- F-Stone
- G-Wood
- H-Other

**\*GAR-GARAGE & PARKING**

- A-Attached
- B-Detached
- C-1 Car Garage
- D-1.5 Car Garage
- E-2 Car Garage
- F-2.5 Car Garage
- G-3 Car Garage
- H-3+ Car Garage
- I – Side Apron
- J-Assigned Spaces-1
- K-Assigned Spaces-2
- L-Unassigned
- M-Garage Door Opener(s) (Auto)
- N-Transmitter(s)
- O-Carport
- P-Heated
- Q-Leased
- R-Owned
- S – Underground
- T – Zoned Permit

**\*GAR-GARAGE & PARKING (CONT'D)**

- U-None
- V-Deeded Sold Separately
- W-On-Site
- X-Off-Site

**\*HEA-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+ Sep. Heating Systems
- O-Indv. Controls
- P-Zoned
- Q-Other
- R – None

**\*IMPW-IMPROVEMENTS**

**(WATER)**

- A-Lake Michigan
- B-Public
- C-Private Company
- D-Well-Community
- E-Well-Private
- F-Well-Private Company
- G-Well-Shared
- H-Other

**\*IMPS – IMPROVEMENTS**

**(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

**IMPO – IMPROVEMENTS**

**(OTHER)**

- A-Curbs/Gutters
- B-Gated Entry
- C-Sidewalks
- D-Street Lights
- E-Streets Paved
- F-Other

**INF-INFORMATION**

- A-Exceptions-Call List Office
- B-Exclusions-Call List Office
- C-Home Warranty
- D-List Agent Must Accompany
- E-Reserve Fee Required
- F-School Bus Service
- G-Commuter Bus
- H-Commuter Train

**LSZ-LOT SIZE**

- A-Less than .25 Acres
- B-.25-.49 Acres
- C-.50-.99 Acre
- D-1.0 – 1.99 Acres
- E-2.0 – 4.99 Acres
- F-5.0 – 9.99 Acres
- G-10+ Acres
- K-Oversized Chicago Lot
- L-Standard Chicago Lot

**LDS-LOT DESCRIPTION**

- A-Beach
- B-Chain of Lakes Frontage
- C-Channel Front
- D-Common Grounds
- E-Corner
- F-Cul-de-sac
- G-Dimensions to Center of Road
- H-Fenced Yard
- I-Forest Preserve Adjacent
- J-Golf Course Lot
- K-Horses Allowed
- L-Irregular
- M-Lake Front
- N-Landscaped Professionally
- O-Legal Non-Conforming
- P-Paddock
- Q-Park Adjacent

**LDS-LOT DESCRIPTION (CONT'D)**

- R-Pond
- S-River Front
- T-Stream
- V-Water View
- W-Wooded
- X-Rear of Lot

**NCO-NEW/PROPOSED**

**CONSTRUCTION OPTIONS**

- A-Air Purifier/Humidifier
- B-Appliance Package/Allowance
- C-Bsmnt/Lower Lvl Exterior Exit
- D-Bsmnt/Lower Lvl Finished
- E-Bsmnt/Lower Lvl Stubb in Bath
- F-Central Air
- G-Central Air Ready
- H-Deck/Patio/Screened Porch
- I-Electrical Allowance
- J-Energy Efficient Package
- K-Exterior Brick/Cedar
- L-Fireplace
- M- Basement
- N-Garage
- O-Hardwood/Ceramic Floors
- P-Hot Tub/Pool
- Q-Landscaping
- R-Oak Trim/Oak Staircase
- S-Roof Cedar/Shakes/Tile
- T-Skylight(s)
- U-Upgrade Carpet/Pad/Vinyl
- V-Upgrade Interior/Ext. Doors
- W-Vaulted/Cathedral Ceilings
- X-Vinyl Clad Windows
- Y-Whirlpool Tub
- Z-Other

**OAI-OTHER ADD'L INCOME**

- A-Coin Laundry
- B-Garage(s)
- C-Parking Space(s)
- D-Other

**OTR-OTHER ROOMS**

- B-Darkroom
- C-Den/Office/Study
- D-Enclosed Balcony
- E-Exercise Room
- F-Family Room (FAM)
- G-Gallery/Foyer
- H-Great Room
- K-Library (LIB)
- L-Loft
- N-Porch-Enclosed (ENP)
- O-Porch-Screened
- P-Recreation (REC)
- Q-Sitting Room
- R-Sunroom/Florida Room (SUN)
- T-Utility/Laundry 1st Floor
- U-Utility/Laundry 2nd Floor
- V-Workshop (WRK)

**\*POS-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

**ROF-ROOF**

- A-Asphalt/Glass (Rolled)
- B-Asphalt/Glass (Shingles)
- C-Metal
- D-Rubber
- E-Slate
- F-Tar & Gravel
- G-Tile
- H-Wood/Shakes/Shingles
- J-Flat Roof
- L-Other

**STY-STYLE**

- A-American 4-Sq.
- B-Bi-Level
- C-Brownstone
- D-Bungalow
- E-Cape Cod
- F-Colonial
- G-Contemporary
- H-Cottage
- I-English
- J-Farmhouse
- K-French Provincial
- L-Georgian
- M-Greystone
- N-Log
- O-Mediter./Spanish)

**STY-STYLE (CONT'D)**

- P-Prairie
- Q-Quad Level
- R-Queen Anne
- S-Ranch
- T-Row House
- U-Step Ranch
- V-Traditional
- W-Tri-Level
- X-Tudor
- Y-Victorian
- Z-Other

**\*TMU-TYPE (MULTI)**

- A-2 Flat
- B-3 Flat
- C-4 Flat
- D-1 Story Unit(s)
- E-2 Story Unit(s)
- F-3 Story Unit(s)
- G-4 Story Unit(s)
- H-Coach House
- I-Converted Residence
- J-Duplex Side By Side
- K-Other

**TRM-TERMS**

- 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

**\*TP1-TENANT PAYS UNIT #1**

- A-All
- B-Electric
- C-Gas
- D-Heat
- E-Parking
- F-Scavenger
- G-Sewer
- H-Water
- I-Other
- J-None

**\*TP2-TENANT PAYS UNIT #2**

- A-All
- B-Electric
- C-Gas
- D-Heat
- E-Parking
- F-Scavenger
- G-Sewer
- H-Water
- I-Other
- J-None

**\*TP3-TENANT PAYS UNIT #3**

- A-All
- B-Electric
- C-Gas
- D-Heat
- E-Parking
- F-Scavenger
- G-Sewer
- H-Water
- I-Other
- J-None

**\*TP4-TENANT PAYS #4**

- A-All
- B-Electric
- C-Gas
- D-Heat
- E-Parking
- F-Scavenger
- G-Sewer
- H-Water
- I-Other
- J-None