

## Property Data Form - 2-4 Units Multi-Family

Fax Property Data Form & Listing Agreement to 773-472-8988 - Questions call 773-472-8900

### **Owner Information**

Owner's Name: \_\_\_\_\_ Asking Price \$: \_\_\_\_\_

Owner's Address (if different from property being listed): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Phone #s: 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

### **Property Information**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel # (PIN): \_\_\_\_\_ County: \_\_\_\_\_

Township: \_\_\_\_\_ Corporate Limits: \_\_\_\_\_

### **General Information**

General Directions to Property: \_\_\_\_\_

(50 character limit)

Name of Subdivision: \_\_\_\_\_

Elementary School District: \_\_\_\_\_ Elementary School Name: \_\_\_\_\_

Junior High District: \_\_\_\_\_ Junior High Name: \_\_\_\_\_

High School District: \_\_\_\_\_ High School Name: \_\_\_\_\_

Built Before 1978 (Y/N): \_\_\_\_\_ Recent Rehab (Y/N): \_\_\_\_\_ Actual Zoning: \_\_\_\_\_ Waterfront (Y/N): \_\_\_\_\_

Age:	Other Information:	Amenities:	
<input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years <input type="checkbox"/> 11-25 years <input type="checkbox"/> 26-50 years <input type="checkbox"/> 51-100 years <input type="checkbox"/> 100+ years <input type="checkbox"/> new ready for occupancy <input type="checkbox"/> new proposed construction/ <input type="checkbox"/> Unknown	<input type="checkbox"/> School Bus Service <input type="checkbox"/> Commuter Bus <input type="checkbox"/> Commuter Train <input type="checkbox"/> Tear Down <input type="checkbox"/> Short Sale <input type="checkbox"/> Pre-foreclosure <input type="checkbox"/> REO/Lender Owned	<input type="checkbox"/> Clubhouse <input type="checkbox"/> Park <input type="checkbox"/> Playground <input type="checkbox"/> Pool <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Horse Community Barn	<input type="checkbox"/> Horse Riding Area <input type="checkbox"/> Horse Riding Trail <input type="checkbox"/> Landing Strip <input type="checkbox"/> Pond-Lake <input type="checkbox"/> Dock Community <input type="checkbox"/> Water Rights

**Remarks (Property Description - 420 character limit)**

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## Exterior Features

**Lot Dimensions:** \_\_\_\_\_ **Acreage:** \_\_\_\_\_

Type of Multi-Family:	Style:		
<input type="checkbox"/> 2 Flat <input type="checkbox"/> 3 Flat <input type="checkbox"/> 4 Flat <input type="checkbox"/> Coach House <input type="checkbox"/> Converted Residence <input type="checkbox"/> Other	<input type="checkbox"/> American 4 Square <input type="checkbox"/> Bi-Level <input type="checkbox"/> Brownstone <input type="checkbox"/> Bungalow <input type="checkbox"/> Cape Cod <input type="checkbox"/> Colonial <input type="checkbox"/> Contemporary <input type="checkbox"/> Cottage <input type="checkbox"/> English <input type="checkbox"/> Farmhouse	<input type="checkbox"/> French Provincial <input type="checkbox"/> Georgian <input type="checkbox"/> Log <input type="checkbox"/> Spanish-Mediterranean <input type="checkbox"/> Prairie <input type="checkbox"/> Quad Level <input type="checkbox"/> Queen Ann <input type="checkbox"/> Ranch <input type="checkbox"/> Row house <input type="checkbox"/> Step Ranch	<input type="checkbox"/> Traditional <input type="checkbox"/> Tri-Level <input type="checkbox"/> Tudor <input type="checkbox"/> Victorian <input type="checkbox"/> Other

Exterior Building:	Lot Size:																		
<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> Aluminum Vinyl Siding</td> <td style="border: none;"><input type="checkbox"/> Stucco</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Brick</td> <td style="border: none;"><input type="checkbox"/> Stone</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Cedar</td> <td style="border: none;"><input type="checkbox"/> Marble-Granite</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Frame</td> <td style="border: none;"><input type="checkbox"/> Concrete</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Block</td> <td style="border: none;"><input type="checkbox"/> Asbestos Siding</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Glass</td> <td style="border: none;"><input type="checkbox"/> Limestone</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Log</td> <td style="border: none;"><input type="checkbox"/> Slate</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Masonite</td> <td style="border: none;"><input type="checkbox"/> Clad Trim</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Shakes</td> <td style="border: none;"><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Aluminum Vinyl Siding	<input type="checkbox"/> Stucco	<input type="checkbox"/> Brick	<input type="checkbox"/> Stone	<input type="checkbox"/> Cedar	<input type="checkbox"/> Marble-Granite	<input type="checkbox"/> Frame	<input type="checkbox"/> Concrete	<input type="checkbox"/> Block	<input type="checkbox"/> Asbestos Siding	<input type="checkbox"/> Glass	<input type="checkbox"/> Limestone	<input type="checkbox"/> Log	<input type="checkbox"/> Slate	<input type="checkbox"/> Masonite	<input type="checkbox"/> Clad Trim	<input type="checkbox"/> Shakes	<input type="checkbox"/> Other	<input type="checkbox"/> Less than .25 acre <input type="checkbox"/> .25-.49 acre <input type="checkbox"/> .50-.99 acre <input type="checkbox"/> 1.0-1.99 acres <input type="checkbox"/> 2.0-4.99 acres <input type="checkbox"/> 5.0-9.99 acres <input type="checkbox"/> 10+ acres <input type="checkbox"/> Oversized Chicago Lot <input type="checkbox"/> Standard Chicago Lot
<input type="checkbox"/> Aluminum Vinyl Siding	<input type="checkbox"/> Stucco																		
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Lot Description:	Foundation:	Roof Type:																				
<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> Beach</td> <td style="border: none;"><input type="checkbox"/> Professionally Landscaped</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Chain of Lake Frontage</td> <td style="border: none;"><input type="checkbox"/> Legal Non-Conforming</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Channel Front</td> <td style="border: none;"><input type="checkbox"/> Park Adjacent</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Corner</td> <td style="border: none;"><input type="checkbox"/> Pond</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Cul-de-sac</td> <td style="border: none;"><input type="checkbox"/> Riverfront</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Fenced Yard</td> <td style="border: none;"><input type="checkbox"/> Stream</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Forest Preserve</td> <td style="border: none;"><input type="checkbox"/> Water View</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Golf Course Lot</td> <td style="border: none;"><input type="checkbox"/> Wooded</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Horses OK</td> <td style="border: none;"><input type="checkbox"/> Rear of Lot</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Lake Front</td> <td style="border: none;"><input type="checkbox"/> Irregular</td> </tr> </table>	<input type="checkbox"/> Beach	<input type="checkbox"/> Professionally Landscaped	<input type="checkbox"/> Chain of Lake Frontage	<input type="checkbox"/> Legal Non-Conforming	<input type="checkbox"/> Channel Front	<input type="checkbox"/> Park Adjacent	<input type="checkbox"/> Corner	<input type="checkbox"/> Pond	<input type="checkbox"/> Cul-de-sac	<input type="checkbox"/> Riverfront	<input type="checkbox"/> Fenced Yard	<input type="checkbox"/> Stream	<input type="checkbox"/> Forest Preserve	<input type="checkbox"/> Water View	<input type="checkbox"/> Golf Course Lot	<input type="checkbox"/> Wooded	<input type="checkbox"/> Horses OK	<input type="checkbox"/> Rear of Lot	<input type="checkbox"/> Lake Front	<input type="checkbox"/> Irregular	<input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Pillars <input type="checkbox"/> Reinforced Caisson <input type="checkbox"/> Stone <input type="checkbox"/> Wood <input type="checkbox"/> Other	<input type="checkbox"/> Asphalt-Shingle <input type="checkbox"/> Metal <input type="checkbox"/> Rubber <input type="checkbox"/> Slate <input type="checkbox"/> Tar & Gravel <input type="checkbox"/> Tile <input type="checkbox"/> Wood Shank-Shingles <input type="checkbox"/> Other
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Parking Type:	Parking:	Garage Type:	Driveway:																
<input type="checkbox"/> Garage <input type="checkbox"/> Space <input type="checkbox"/> None  <b># of Cars:</b> _____ (whole number only)	<input type="checkbox"/> 1 Assigned Space <input type="checkbox"/> 2 or More Assigned <input type="checkbox"/> Unassigned <input type="checkbox"/> Underground <input type="checkbox"/> Fee-Leased <input type="checkbox"/> Valet <input type="checkbox"/> None <input type="checkbox"/> Deeded Sold Separately	<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> Attached</td> <td style="border: none;"><input type="checkbox"/> Carport</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Detached</td> <td style="border: none;"><input type="checkbox"/> Leased</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 1 Car</td> <td style="border: none;"><input type="checkbox"/> Owned</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 1.5 Car</td> <td style="border: none;"><input type="checkbox"/> Underground</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 2 Car</td> <td style="border: none;"><input type="checkbox"/> Tandem</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 2.5 Car</td> <td style="border: none;"><input type="checkbox"/> None</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 3 Car</td> <td></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 3+ Car</td> <td></td> </tr> </table>	<input type="checkbox"/> Attached	<input type="checkbox"/> Carport	<input type="checkbox"/> Detached	<input type="checkbox"/> Leased	<input type="checkbox"/> 1 Car	<input type="checkbox"/> Owned	<input type="checkbox"/> 1.5 Car	<input type="checkbox"/> Underground	<input type="checkbox"/> 2 Car	<input type="checkbox"/> Tandem	<input type="checkbox"/> 2.5 Car	<input type="checkbox"/> None	<input type="checkbox"/> 3 Car		<input type="checkbox"/> 3+ Car		<input type="checkbox"/> Asphalt <input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Gravel <input type="checkbox"/> Circular <input type="checkbox"/> Shared <input type="checkbox"/> Off Alley <input type="checkbox"/> Other
<input type="checkbox"/> Attached	<input type="checkbox"/> Carport																		
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<input type="checkbox"/> 2.5 Car	<input type="checkbox"/> None																		
<input type="checkbox"/> 3 Car																			
<input type="checkbox"/> 3+ Car																			

**Utilities**

Air Conditioning:	Water Source:	Sewer:	Electric System:
<input type="checkbox"/> Central Air <input type="checkbox"/> 1 window unit <input type="checkbox"/> 2 window units <input type="checkbox"/> 3+ window units <input type="checkbox"/> Zoned <input type="checkbox"/> None	<input type="checkbox"/> Lake Michigan <input type="checkbox"/> Public <input type="checkbox"/> Private Company <input type="checkbox"/> Well Community <input type="checkbox"/> Well Private <input type="checkbox"/> Well Shared <input type="checkbox"/> Other	<input type="checkbox"/> Septic Mechanical <input type="checkbox"/> Septic Private <input type="checkbox"/> Septic Shared <input type="checkbox"/> Sewer Public <input type="checkbox"/> Other	<input type="checkbox"/> Circuit Breaker <input type="checkbox"/> Fuses <input type="checkbox"/> 200+ Amp Service <input type="checkbox"/> 150Amp Service <input type="checkbox"/> 100Amp Service <input type="checkbox"/> 60Amp Service <input type="checkbox"/> 30Amp Service

Heat/Fuel:	Equipment:
<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Propane <input type="checkbox"/> Solar <input type="checkbox"/> Forced Air <input type="checkbox"/> Hot Water-Steam <input type="checkbox"/> Baseboard <input type="checkbox"/> Radiant <input type="checkbox"/> Space Heater <input type="checkbox"/> 2 Separate Htg Systems <input type="checkbox"/> Individual Controls <input type="checkbox"/> Zoned <input type="checkbox"/> Other <input type="checkbox"/> None	<input type="checkbox"/> Humidifier <input type="checkbox"/> Water Softener Owned <input type="checkbox"/> Water Softener Rented <input type="checkbox"/> Central Vacuum <input type="checkbox"/> TV Cable <input type="checkbox"/> TV Dish <input type="checkbox"/> TV Antenna <input type="checkbox"/> Security System <input type="checkbox"/> Intercom <input type="checkbox"/> Fire Sprinkler <input type="checkbox"/> CO Detectors <input type="checkbox"/> Ceiling Fans <input type="checkbox"/> Fan Attic Exhaust <input type="checkbox"/> Fan Whole House <input type="checkbox"/> Sump Pump <input type="checkbox"/> Sprinkler Lawn <input type="checkbox"/> Air Exchanger

**Interior Features**

Total # of Units: \_\_\_\_\_ Total # of Rooms in Bldg: \_\_\_\_\_ Total # of Bedrooms in Bldg: \_\_\_\_\_

Total # of Full Baths: \_\_\_\_\_ Total # of Half Baths: \_\_\_\_\_ 3 Bdm Unit in Bldg (Y/N): \_\_\_\_\_ Bsmt (Y/N): \_\_\_\_\_

	Floor #	# Rooms	# Bdrms	# Baths	Sec Deposit \$	Rent \$	Lease Exp Date
Unit 1							
Unit 2							
Unit 3							
Unit 4							

Unit 1 - Appliances:	Unit 1 - Tenant Pays:	Unit 2 - Appliances:	Unit 2 - Tenant Pays:
<input type="checkbox"/> Stove <input type="checkbox"/> Refrigerator <input type="checkbox"/> Washer <input type="checkbox"/> Dryer <input type="checkbox"/> Dishwasher <input type="checkbox"/> Microwave <input type="checkbox"/> Disposal <input type="checkbox"/> Compactor <input type="checkbox"/> Central Air <input type="checkbox"/> Window Air Unit <input type="checkbox"/> Fireplace - Gas <input type="checkbox"/> Fireplace - Wood <input type="checkbox"/> Garage / Space	<input type="checkbox"/> All Utilities <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Heat <input type="checkbox"/> Parking <input type="checkbox"/> Water <input type="checkbox"/> Scavenger <input type="checkbox"/> Other	<input type="checkbox"/> Stove <input type="checkbox"/> Refrigerator <input type="checkbox"/> Washer <input type="checkbox"/> Dryer <input type="checkbox"/> Dishwasher <input type="checkbox"/> Microwave <input type="checkbox"/> Disposal <input type="checkbox"/> Compactor <input type="checkbox"/> Central Air <input type="checkbox"/> Window Air Unit <input type="checkbox"/> Fireplace - Gas <input type="checkbox"/> Fireplace - Wood <input type="checkbox"/> Garage / Space	<input type="checkbox"/> All Utilities <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Heat <input type="checkbox"/> Parking <input type="checkbox"/> Water <input type="checkbox"/> Scavenger <input type="checkbox"/> Other

<b>Unit 3 - Appliances:</b>	<b>Unit 3 - Tenant Pays:</b>	<b>Unit 4 - Appliances:</b>	<b>Unit 4 - Tenant Pays:</b>
<input type="checkbox"/> Stove <input type="checkbox"/> Refrigerator <input type="checkbox"/> Washer <input type="checkbox"/> Dryer <input type="checkbox"/> Dishwasher <input type="checkbox"/> Microwave <input type="checkbox"/> Disposal <input type="checkbox"/> Compactor <input type="checkbox"/> Central Air <input type="checkbox"/> Window Air Unit <input type="checkbox"/> Fireplace - Gas <input type="checkbox"/> Fireplace - Wood <input type="checkbox"/> Garage / Space	<input type="checkbox"/> All Utilities <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Heat <input type="checkbox"/> Parking <input type="checkbox"/> Water <input type="checkbox"/> Scavenger <input type="checkbox"/> Other	<input type="checkbox"/> Stove <input type="checkbox"/> Refrigerator <input type="checkbox"/> Washer <input type="checkbox"/> Dryer <input type="checkbox"/> Dishwasher <input type="checkbox"/> Microwave <input type="checkbox"/> Disposal <input type="checkbox"/> Compactor <input type="checkbox"/> Central Air <input type="checkbox"/> Window Air Unit <input type="checkbox"/> Fireplace - Gas <input type="checkbox"/> Fireplace - Wood <input type="checkbox"/> Garage / Space	<input type="checkbox"/> All Utilities <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Heat <input type="checkbox"/> Parking <input type="checkbox"/> Water <input type="checkbox"/> Scavenger <input type="checkbox"/> Other

<b>Bath Amenities:</b>	<b>Basement:</b>
<input type="checkbox"/> MBR - Full <input type="checkbox"/> MBR - Half <input type="checkbox"/> Shared Master Bath <input type="checkbox"/> Whirlpool <input type="checkbox"/> Sep Shower <input type="checkbox"/> Handicap Access <input type="checkbox"/> Steam Shower <input type="checkbox"/> Double Sink <input type="checkbox"/> Bidet	<input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> Walk-out <input type="checkbox"/> Finished <input type="checkbox"/> Partially Finished <input type="checkbox"/> Unfinished <input type="checkbox"/> Crawl <input type="checkbox"/> English <input type="checkbox"/> Slab <input type="checkbox"/> None

**Taxes and Financial Information**

**Tax Year:** \_\_\_\_\_ **Annual Taxes:** \_\_\_\_\_ **Property Tax Exemptions:** \_\_\_\_\_

<b>Annual Expenses \$:</b>	<b>Annual Income \$:</b>
Heat _____ Water/Sewer _____ Gas _____ Main/Repairs _____ Electricity _____ Janitorial _____ Mgmt Fee _____ Miscellaneous _____ Insurance _____ Scavenger _____ <b>Gross Expenses</b> _____	Total Rents _____ Misc. Income _____ <b>Gross Income</b> _____ <b>Net Income</b> _____

**Misc. Information**

**Is the Owner a Real Estate Agent (Y/N):** \_\_\_\_\_

**Showing Contact Phone #s:** 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

**Special Showing Instructions:**

\_\_\_\_\_