

Property Data Form Condo/Twnhm - Prelo Realty

Fax 773-472-8988 - Questions Call 773-472-8900

Owner Contact Information

Owner's Name: _____

Address (if different from property listed): _____

City: _____ State: _____ Zip: _____

Owner Phone #: _____ Email Address: _____

Property Information

Address: _____ Unit #: _____ Asking Price: _____

City: _____ State: _____ Zip: _____

Parcel # (PIN): _____ County: _____

General

General Directions to Property: _____
(50 character limit)

Elementary School District: _____ Elementary School Name: _____

Junior High District: _____ Junior High Name: _____

High School District: _____ High School Name: _____

Approx Year Built : _____ Currently Leased (Y/N): _____

Total # of Units in Bldg: _____ Waterfront (Y/N): _____

Recent Rehab (Y/N) -- -- Disability Access (Y/N): _____

Pets Allowed (Y/N): -- --

Pet Information	Type of Property	
☐ Additional Pet Rent	☐ 1/2 Duplex	☐ Mid Rise (4-6)
☐ Cats OK	☐ Condo	☐ High Rise (7+)
☐ Deposit Required	☐ Condo - Duplex	☐ Studio
☐ Dogs OK	☐ Condo - Loft	☐ Townhouse - Ranch
☐ Pet Count Limitation _____	☐ Courtyard	☐ Townhouse - 2 story
☐ Pet Weight Limitation _____	☐ Garden Unit	☐ Townhouse - 3+ story
	☐ Coach House	☐ Vintage
	☐ Low Rise (1-3)	☐ Penthouse

Exposure	Common Area Amenities			
☐ North ☐ South ☐ East ☐ West ☐ City ☐ Lake/Water ☐ Park	☐ Bike Room ☐ Boat Dock ☐ Door Person ☐ Coin Laundry ☐ Tennis Courts ☐ Elevator ☐ Exercise Room	☐ Golf Course ☐ Health Club ☐ Park ☐ Play Ground ☐ Party Room ☐ Sun Deck ☐ Pond-Lake	☐ Outdoor Pool ☐ Indoor Pool ☐ Cleaners ☐ On-Site Manager ☐ Restaurant ☐ Commissary	

MLS Remarks / Property Description (420 character limit)

Exterior Features

Lot Dimensions (example 25ft X 125ft): _____

Exterior Building Type:		Lot Description:	
☐ Aluminum Vinyl Siding ☐ Brick ☐ Cedar ☐ Frame ☐ Block ☐ Glass ☐ Log ☐ Masonite ☐ Shakes	☐ Stucco ☐ Stone ☐ Marble-Granite ☐ Concrete ☐ Asbestos Siding ☐ Limestone ☐ Slate ☐ Clad Trim ☐ Other	☐ Beach ☐ Chain of Lake Frontage ☐ Channel Front ☐ Corner ☐ Cul-de-sac ☐ Fenced Yard ☐ Forest Preserve ☐ Golf Course Lot ☐ Horses OK ☐ Lake Front	☐ Professionally Landscaped ☐ Legal Non-Conforming ☐ Park Adjacent ☐ Pond ☐ Riverfront ☐ Stream ☐ Water View ☐ Wooded ☐ Rear of Lot ☐ Irregular

Foundation:	Roof Type:
☐ Block ☐ Brick ☐ Concrete ☐ Pillars ☐ Reinforced Caisson ☐ Stone ☐ Wood ☐ Other	☐ Asphalt-Shingle ☐ Metal ☐ Rubber ☐ Slate ☐ Tar & Gravel ☐ Tile ☐ Wood Shank-Shingles ☐ Other

Exterior Property Features:		
☐ Balcony	☐ Roof Deck	☐ Tennis Court
☐ Deck	☐ Porch Screened	☐ Boat Dock
☐ Patio	☐ Gazebo	☐ Pool - above ground
☐ Porch	☐ Storage Shed	☐ Pool - in ground
☐ Green house	☐ Dog Run	☐ Outdoor Grill
☐ Hot Tub	☐ Horse Barn	☐ Outdoor Fireplace

Parking:	Parking Ownership:	Parking Details:	Driveway:
☐ Garage ☐ Exterior Space ☐ None	☐ Owned ☐ Transferrable Lease ☐ Deeded Sold Separately ☐ Fee-Leased ☐ N/A	☐ Assigned ☐ Un- Assigned ☐ Off Alley ☐ Off Street ☐ Side Apron ☐ Zoned Permit	☐ Visitor Parking ☐ Valet ☐ Underground ☐ Driveway ☐ None
			☐ Asphalt ☐ Brick ☐ Concrete ☐ Gravel ☐ Other

Is Parking Included in Price (Y/N): _____

Is Parking on site (Y/N): _____

of Parking Spaces: _____

Interior Features

Approximate Square Footage: _____ What Floor Is The Unit On? _____

of Bedrooms _____

of Full Baths _____ # of Half Baths: _____ Master Bath (Y/N): _____

Basement	Basement Description
☐ Full ☐ Partial ☐ Walkout ☐ English ☐ None	☐ Finished ☐ Partially Finished ☐ Unfinished ☐ Crawl ☐ Cellar ☐ Sub Basement ☐ Exterior Access ☐ Other ☐ Bathroom Rough-in

Basement Bath (Y/N): _____ # of Interior Fireplaces: _____

Attic	Bath Amenities
☐ Dormer ☐ Finished ☐ Full ☐ Interior Stair ☐ Pull Down Stair ☐ Unfinished	☐ MBR-Full ☐ MBR-Half ☐ Shared MBR ☐ Whirlpool ☐ Sep Shower ☐ Handicap Shower ☐ Steam Shower ☐ Double Sink ☐ Bidet

Interior Property Features

☐ Vaulted-Cathedral Ceiling	☐ Bar - Wet	☐ In Law Arrangement
☐ Skylight	☐ Elevator	☐ 1st Floor Laundry
☐ Sauna	☐ Hardwood Floors	☐ 2nd Floor Laundry
☐ Steam Room	☐ Wood Laminate Floors	☐ Laundry Hook up in Unit
☐ Hot Tub	☐ Heated Floors	☐ Storage
☐ Bar - Dry	☐ First Floor Bedroom	

Room Details

ROOM DESCRIPTION	DIMENSIONS (L x W)	LEVEL	FLOORING TYPE
Living Room			
Dining Room			
Kitchen			
Family Room			
Master Bedroom			
2 nd Bedroom			
3 rd Bedroom			
4 th Bedroom			
5 th Bedroom			
Other -			
Other -			
Other -			
Other -			

Dining Room	Kitchen Type:	Appliances:		
☐ Separate ☐ With Living Room ☐ With Family Room ☐ L Shaped	☐ Eat-In Breakfast Bar ☐ Eat-In Table ☐ Galley ☐ Island ☐ Butler Pantry ☐ Closet Pantry ☐ Walk-in Pantry	<table border="0"> <tr> <td> ☐ Double Oven ☐ Oven-Range ☐ Microwave ☐ Dishwasher ☐ Dishwasher Portable ☐ Refrigerator ☐ Refrigerator in Bar Area </td> <td> ☐ Freezer ☐ Washer ☐ Dryer ☐ Disposal ☐ Compactor ☐ Grill Indoors ☐ Grill Outdoors </td> </tr> </table>	☐ Double Oven ☐ Oven-Range ☐ Microwave ☐ Dishwasher ☐ Dishwasher Portable ☐ Refrigerator ☐ Refrigerator in Bar Area	☐ Freezer ☐ Washer ☐ Dryer ☐ Disposal ☐ Compactor ☐ Grill Indoors ☐ Grill Outdoors
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Utilities

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

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

Taxes and Assessments

Tax Year: _____ **Annual Taxes:** _____

Homeowners Assoc. (Y/N): _____ **Assessment Amt:** _____

Property Tax Exemptions:	Assessment Frequency:	Assessment Includes:	
☐ Homeowner	☐ Annually	☐ Heat	☐ Clubhouse
☐ Senior	☐ Quarterly	☐ Air Conditioning	☐ Exercise Facility
☐ Other	☐ Monthly	☐ Water	☐ Pool
☐ None	☐ Other	☐ Electric	☐ Exterior Maintenance
	☐ N/A	☐ Gas	☐ Lawn Care
		☐ Parking	☐ Scavenger
		☐ Property Taxes	☐ Snow Removal
		☐ Common Insurance	☐ Lake Rights
		☐ Security	☐ Other
		☐ Doorman	☐ None
		☐ TV Cable	

Misc. Information

Is the Owner a Real Estate Agent (Y/N): _____

Showing Contact Phone #s: 1st: _____ 2nd: _____

Special Showing Instructions: