

**PROPERTY INPUT FORM (Rider to Contract)**

**Once Complete FAX to: 630-214-8160**

Page:1

**PLEASE FILL IN, CIRCLE, OR BOLD THE FIELDS BELOW WITH INFORMATION THAT ACCURATELY DESCRIBES YOUR PROPERTY: If you'd like us to email/fax you a prior MLS listing of your house with some of the information below, please email us, we find that this reduces the number of errors. PLEASE PRINT CLEARLY and use UPPER CASE.**

Street address of property for sale \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_

Zip Code \_\_\_\_\_ County \_\_\_\_\_ Township \_\_\_\_\_ Waterfront (Yes/No) \_\_\_\_

Type of Property (Please circle one) : **Detached Single Family / Condo / Townhouse / Multi Family / Land / Coop/ Other:** \_\_\_\_\_

PIN # (Permanent Index Number/Parcel ID #, please look up from old Property Tax Bill) \_\_\_\_\_

Multiple PINs (Yes/No) \_\_\_\_\_

Total Taxes paid \$ \_\_\_\_\_ Year \_\_\_\_\_ (please check your prior tax bill. IMPORTANT Must be accurate)

Tax exemptions: Home Owner, None, Senior, Other (Please circle one)

Monthly Assessment amount \$ \_\_\_\_\_, Special Assessment (yes/no) \$ \_\_\_\_\_.

Monthly Assessments Include (e.g. cable, water etc.): \_\_\_\_\_

Subdivision \_\_\_\_\_ Corporate Limits \_\_\_\_\_

Directions to Home \_\_\_\_\_ (45 Chars Max)

Model \_\_\_\_ Built before 1978 (Yes/No) \_\_\_\_ Year built \_\_\_\_\_ Age: \_\_\_\_\_ Acreage \_\_\_\_\_

Lot Dimensions \_\_\_\_\_ Total # of Rooms (excluding bathrooms) \_\_\_\_

Waterfront: Yes/No | Appox Square Feet of Built Area: \_\_\_\_\_ |

Ownership: Condo/ Coop/Fee Simple/ Fee Simple with Home Owner Association (Circle One)

# Bedrooms \_\_\_\_ # Baths \_\_\_\_ Master Bath (Yes/No) \_\_\_\_ # Fireplaces \_\_\_\_

Basement (Yes/No) \_\_\_\_ Basement Bath \_\_\_\_

Parking: Garage (Yes/No) \_\_\_\_\_, # of Cars \_\_\_\_\_, Attached \_\_\_\_\_, Detached \_\_\_\_\_, Elec. Opener \_\_\_\_\_, Carport \_\_\_\_\_, Leased \_\_\_\_\_, Owned \_\_\_\_\_, Deeded Sold Separately \_\_\_\_\_, Heated \_\_\_\_\_, Permit \_\_\_\_\_, Off Alley \_\_\_\_\_, Street \_\_\_\_\_, Apron \_\_\_\_\_, Valet \_\_\_\_\_, Guest \_\_\_\_\_

**NOTE: ALL ROOM DIMENSIONS ARE REQUIRED BY MLS:**

Living Rm Dimensions \_\_\_\_\_ Flr located on \_\_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_\_

Dining Rm Dimensions \_\_\_\_\_ Flr located on \_\_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_\_

Is Dining Rm separated or combined with Living or Family Rm? \_\_\_\_\_

Kitchen Dimensions \_\_\_\_\_ Flr located on \_\_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_\_

Family Rm Dimensions \_\_\_\_\_ Flr located on \_\_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_\_

Master Bed Rm Dimensions \_\_\_\_\_ Flr located on \_\_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_\_

Bed Rm #2 Dimensions \_\_\_\_\_ Flr located on \_\_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_\_

**PROPERTY INPUT FORM (Rider to Contract)**

**Once Complete FAX to: 630-214-8160** Page:2

Bed Rm #3 Dimensions \_\_\_\_\_ Flr located on \_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_

Bed Rm #4 Dimensions \_\_\_\_\_ Flr located on \_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_

Bed Rm #5 Dimensions \_\_\_\_\_ Flr located on \_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_

Other Rm Dimensions \_\_\_\_\_ Flr located on \_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_

Other Rm Dimensions \_\_\_\_\_ Flr located on \_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_

Other Rm Dimensions \_\_\_\_\_ Flr located on \_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_

Other Rm Dimensions \_\_\_\_\_ Flr located on \_\_\_ Flooring \_\_\_\_\_ Window Treatment (Y/N) \_\_\_

School District Names/Numbers: Grade \_\_\_\_\_ Jr. High \_\_\_\_\_ High \_\_\_\_\_

**REMARKS:** MLS allows only a brief, 6-line description of your property's main selling points. The first line has **45 characters**. Lines 2-5 have **60 characters each INCLUDING BLANKS**. Please print in UPPER CASE and PLEASE PRINT CLEARLY

LINE 1(45Chars): \_\_\_\_\_

LINE 2(60 Chars) \_\_\_\_\_

LINE 3(60 Chars) \_\_\_\_\_

LINE 4(60 Chars) \_\_\_\_\_

LINE 5(60 Chars) \_\_\_\_\_

**Air Conditioning:** Central, partial, space pac, window units, # of units \_\_\_\_\_, zoned, none

**Amenities:** Clubhouse, park/playground, pool, tennis court, horse barn, landing strip, pond/lake, community dock, water rights

**Appliances:** Double oven, oven/range, microwave, dishwasher, refrigerator, freezer, washer, dryer, disposal, compactor, grill indoors

**Attic:** Yes/no, full, dormer, finished, full, internal stair, pull-down door, , unfinished

**Basement:** Yes/no, full, partial, walkout, finished, partially finished, crawl, cellar, English, sub-basement, slab, exterior access, other, none

**Baths:** Master full, master half, shared master, whirlpool, sauna, separate shower, handicap shower, steam shower, double sink, bidet

**Driveway:** Asphalt, brick, concrete, dirt, gravel, circular, shared, off alley, off street, side, heated, other

**Electric System:** Circuit breakers, fuses, 150 amp, 100 amp, 200 amp, 60 amp, 30 amp

**Equipment:** Humidifier, water softener owned, water softener rented, central vac, tv-cable, tv-antenna, tv-dish, security system, , fire sprinkler, CO detector, ceiling fan, intercom, sump pump, lawn sprinkler

**Building Exterior:** Aluminum vinyl siding, brick, frame, stone, other \_\_\_\_\_

**Features:** Handicap access, handicap equipment, deck, patio, screened porch, vaulted/cathedral ceiling, skylight, balcony, porch, gazebo, greenhouse, storage shed, underground sprinkler, dog run, horse barn, tennis court, boat dock, above-ground pool, in-ground pool, hot tub, sauna, dry bar, wet bar, roof deck

**Type of Foundation:** Block, brick, concrete, pillars, stone, wood, other

**Fireplace:** Wood burning, electric, gas logs, gas starter, decorative only, foundation only, room(s) located in \_\_\_\_\_

**PROPERTY INPUT FORM (Rider to Contract)**

**Once Complete FAX to: 630-214-8160**

Page:3

**Kitchen:** Eat-in Breakfast bar, eat-in table, galley, island, pantry, butler’s pantry, closet pantry, walk-in pantry

**Heating System:** Gas, electric, oil, propane, solar, forced air, steam, baseboard, radiant, radiators

**Water Source:** Lake Michigan, public, private, well

**Sewer Source:** Mechanical, private, shared, public, stream, hold tank, overhead shower, other

**Improvements:** Sidewalks, streetlights, paved street, curbs/gutters, public sewer, private sewer

**Lot Description:** Beach, corner, cul-de-sac, fenced yard, irregular, lake, professional landscaping, pond, riverfront, water view, wooded lot

**Lot Size:** <.25 ac, .25-.49 ac, .50-.99 ac, 1-1.99 ac, 2-4.99 ac, 5-9.99 ac, 10+ ac, oversized Chicago lot, standard Chicago lot

**Time Buyer May Take Possession:** Closing, immediate, negotiable, other \_\_\_\_\_

**Roof Material:** Asphalt/glass rolled, Asphalt/glass shingle, metal, rubber, slate, tar & gravel, tile, wood shank shingles, other \_\_\_\_\_

**Home Style:** American 4 square, bi-level, brownstone, bungalow, cape cod, colonial, contemporary, cottage, English, farmhouse, French provincial, Georgian, greystone, log, mediterranean/Spanish, prairie, quad level, Queen Anne, ranch, rowhouse, step ranch, traditional, tri-level, tudor, Victorian, other \_\_\_\_\_

**# of Stories:** \_\_\_\_\_

**FOR CONDO & TOWNHOME SELLERS ONLY:**

Unit # \_\_\_\_\_, total # of units \_\_\_\_\_, # of days condo board has to approve sale \_\_\_\_\_,

Pets allowed (yes/no) \_\_\_\_\_, cats \_\_\_\_\_, dogs \_\_\_\_\_, pet weight limit \_\_\_\_\_

**Unit Features:** handicap access, handicap equipment, private entrance, end unit, elevator, laundry in unit, door monitored by TV, storage, balcony, vaulted ceilings, skylight, hardwood floors, storms/screens, fenced yard, deck, patio, porch, greenhouse, sauna/steam rm, grill-outdoors, bar-dry, bar-wet, master antenna, hot tub, flexicore

**Common Area Amenities:** exercise rm, storage, golf course, health club, on-site manager, park/playground, party rm, sundeck, pool-indoors, pool-outdoors, receiving rm, restaurant, sauna, security door locks, service elevator, tennis court, valet/cleaners, whirlpool, steam rm, grill-indoors, grill-outdoors.

**Window Exposures:** North, south, east, west, park, lake, water, pond

**FOR MULTI-UNIT SELLERS ONLY:**

Total # of units \_\_\_\_\_, 3 bed rm unit in bldg? \_\_\_\_\_, total # of baths \_\_\_\_\_, actual zone \_\_\_\_\_

Unit 1: floor # \_\_\_\_\_, # rooms \_\_\_\_\_, # baths \_\_\_\_\_, security deposit \_\_\_\_\_, rent \_\_\_\_\_, lease exp. date \_\_\_\_\_

Unit 2: floor # \_\_\_\_\_, # rooms \_\_\_\_\_, # baths \_\_\_\_\_, security deposit \_\_\_\_\_, rent \_\_\_\_\_, lease exp. date \_\_\_\_\_

Unit 3: floor # \_\_\_\_\_, # rooms \_\_\_\_\_, # baths \_\_\_\_\_, security deposit \_\_\_\_\_, rent \_\_\_\_\_, lease exp. date \_\_\_\_\_

Unit 4: floor # \_\_\_\_\_, # rooms \_\_\_\_\_, # baths \_\_\_\_\_, security deposit \_\_\_\_\_, rent \_\_\_\_\_, lease exp. date \_\_\_\_\_

Appliances in unit #1: \_\_\_\_\_ Appliances in unit #2: \_\_\_\_\_

Appliances in unit #3: \_\_\_\_\_ Appliances in unit #4: \_\_\_\_\_

Tenant pays: all, electric, gas, heat, parking, scavenger, sewer, water, other, none

**FOR VACANT LAND SELLERS ONLY:**

Actual zoning: \_\_\_\_\_, Current use \_\_\_\_\_, Frontage/access: \_\_\_\_\_,

Road surface \_\_\_\_\_, Utilities to Site: \_\_\_\_\_

Please FAX the contract and Property Input Form to us @ FAX: 630.214.8160, along with any current listing sheet. Questions? Email [support@mlsofconnecticut.com](mailto:support@mlsofconnecticut.com) or call 1-800-MLS-1213