

# Fee Simple Realty, Inc.

Your Flat Fee Multiple Listing Service Realtor®

THANK YOU FOR CHOOSING FEE SIMPLE REALTY, INC. PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION SO WE MAY LIST YOUR HOME IN OUR REALTOR® MULTIPLE LISTING SERVICE AND CORRESPONDING INTERNET SITES. BE SURE TO ACCURATELY ANSWER EVERY QUESTION TO AVOID ANY DELAYS.

## Input Form: Condominium / Townhouse / Coop

Today's Date: \_\_\_\_\_ List Price: \_\_\_\_\_

Listing Date: \_\_\_\_\_ Term: 1 year 9 months 6 months 90 days (circle one)

Property Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Owner's Name(s): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

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

Phone Number: home: \_\_\_\_\_ alternate: \_\_\_\_\_

Township, County: \_\_\_\_\_

Directions to Home: \_\_\_\_\_

Total Number of Units: \_\_\_\_\_ Unit Floor Level: \_\_\_\_\_

Waterfront: Yes / No (circle one)

Ownership: Condo / Fee Simple / Fee Simple w/H.O. Association (circle one)

Subdivision: \_\_\_\_\_

Corporate Limits: \_\_\_\_\_ Unincorporated (circle if applies)

Model: \_\_\_\_\_

Year Built: \_\_\_\_\_

Lot Dimensions: \_\_\_\_\_

# of Rooms: \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_ # of Baths: full \_\_\_\_\_ half \_\_\_\_\_

Master Bedroom Bath: Yes / No (circle one)

Basement: Yes / No

Basement Bath: Yes / No

Approximate Square Footage: \_\_\_\_\_

Parking: Garage / Space / None

# of Cars: \_\_\_\_\_

# of Fireplaces: \_\_\_\_\_

Multiple P.I.N. # : Yes / No  
Property Identification Number (PIN#): \_\_\_\_\_

Taxes: \_\_\_\_\_ Tax Year: \_\_\_\_\_ Exemptions: Homeowner / Senior / None / Other

Coop Annual Tax Deduction: \_\_\_\_\_ Tax Deduction Year: \_\_\_\_\_

Lowest Parking Fee: \_\_\_\_\_ Highest Parking Fee: \_\_\_\_\_

% of Common Area Ownership: \_\_\_\_\_ # of Days for Board Approval: \_\_\_\_\_

Pets Allowed: Yes / No (circle one) Maximum Pet Weight: \_\_\_\_\_

Monthly Association Fees/Dues: \_\_\_\_\_

Special Assessments: Yes / No

New Construction: Yes / No

If yes: Insulation "R" Values: walls \_\_\_\_\_ ceiling \_\_\_\_\_ Expected Occupancy Date: \_\_\_\_\_

**Measurements**

	size	level	Choices	flooring	Choices	window treatments (yes or no)
Living Room:	x					
Dining Room:	x		1-main 2-second 3-third		C-carpet T-tile V-vinyl	
Kitchen:	x		4-fourth B-basement		H-hardwood P-parquet	
Family Room:	x		L-lower A-attic		O-other	
Master Bdrm:	x					
2nd Bedroom:	x					
3rd Bedroom:	x					
4th Bedroom:	x					

**additional rooms** (bedrooms, den, breakfast room, eating area, enclosed porch, foyer, great room, laundry, loft, office, recroom, tandem, utility, sunroom, other, ect....)

\_\_\_\_\_: x  
\_\_\_\_\_: x  
\_\_\_\_\_: x  
\_\_\_\_\_: x

Grade School: \_\_\_\_\_ District: \_\_\_\_\_  
Junior High: \_\_\_\_\_ District: \_\_\_\_\_  
High School: \_\_\_\_\_ District: \_\_\_\_\_  
Other: \_\_\_\_\_ District: \_\_\_\_\_

**Map Coordinates**

North \_\_\_\_\_ South \_\_\_\_\_  
East \_\_\_\_\_ West \_\_\_\_\_

Provide a brief description of your home. Be sure to point out any special features and highlights.  
(Please limit to sixty (60) words or less. May be modified by Fee Simple Realty for size or content)

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Cooperating Broker Compensation: \_\_\_\_\_ (percentage of sale price paid if a Realtor brings you a buyer normally 2.5 - 3.5%)

Do you wish to have your listing appear on the Internet : Yes / No (Ex. Cyberhomes.com, Tribune.com, MLSNI.com)

Do you wish to have a yard / window sign for your property: Yes / No (no extra charge)

Do you wish to have a Key Lock Box for Realtor Showings: Yes / No (\$25 Fee plus \$75 Deposit)

# Condo / Townhouse / Coop

(Circle All Which Apply In Each Category)

<b>AGE</b> A- 0-5 Years B- 6-10 Years C- 11-25 Years D- 26-50 Years E- 51-100 Years F- 100+ Years H- New I- Recent Rehab K- Proposed Construction L- Under Construction M- Unknown N- Will Build to Suit O- Needs Work	<b>ELECTRICITY</b> A- Circuit Breakers B- Fuses C- 200+ Amp Service D- 150 Amp Service E- 100 Amp Service F- 60 Amp Service G- 30 Amp Service	<b>GARAGE</b> 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 J- Assigned Spaces (1) K- Assigned Spaces (2) L- Unassigned M- Garage Door Opener(s) N- Transmitter(s) O- Carport P- Heated Q- Leased R- Owned S- Underground U- None	<b>LOT DESCRIPTION</b> A- Beach B- Chain of Lakes Frontage C- Channel Frontage D- Common Grounds E- Corner Lot F- Cul-de-sac G- Dimensions to Road Center 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 R- Pond S- River Front T- Stream V- Water View W- Wooded X- Rear of Lot	<b>OTHER ROOMS</b> A- 1st Floor Bedroom B- Darkroom C- Den/Office/Study D- Enclosed Balcony E- Exercise Room F- Family Room G- Gallery/Foyer H- Great Room I- in-law Arrangement J- Kitchen (second) K- Library L- Loft M- Maid's Room N- Porch Enclosed O- Porch - Screened P- Recreation Q- Sitting Room R- Sun/Florida Room T-Laundry (1st Floor) U-Laundry(2nd Floor) V- Work shop
<b>AIR CONDITIONING</b> A- Central Air B- Partial C- Space Pac D- 1 (window/wall unit) E- 2 (window/wall unit) G- 3+ (window/wall unit) H- Zoned I- None	<b>EQUIPMENT</b> A- Humidifier B- Water Softener / Owned C- Water Softener / Rented D- Central Vacuum E- Cable TV F- Satellite 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	<b>PARKING</b> A- Assigned Spaces (1) B- Assigned Spaces (2) C- Unassigned D- Off Alley E- Off Street F- Side Apron G- Underground/Covered H- Owned I- Fee J- Zoned Permit K- Visitor Parking L- Valet M- None / Not Applicable	<b>POSSESSION</b> A- Closing B- Immediate C- Lease Back Req'd D- Negotiable E- Prior to Closing F- Specific Date G- Tenant's Rights H- Other I- Harvest Rights	<b>POSSESSION</b> A- Closing B- Immediate C- Lease Back Req'd D- Negotiable E- Prior to Closing F- Specific Date G- Tenant's Rights H- Other I- Harvest Rights
<b>COMMON AREA ELEMENTS</b> A- Bike Room B- Bike Trails C- Boat Dock D- Door Person E- Coin Laundry F- Commissary G- Elevator H- Exercise Room I- Storage J- Golf Course K- Health Club L- On Site Management M- Park/Playground N- Party Room O- Sundeck P- Pool (indoors) Q- Pool (outdoors) R- Receiving Room S- Restaurant T-Sauna U- Security Door Locks V- Service Elevator W- Steam Room X- Tennis Courts Y- Valet/Cleaner Z- Whirlpool	<b>EXTERIOR</b> A- Aluminum/Vinyl Siding B- Brick C- Cedar D- Frame E- Block F- Dryvit Type G- Glass H- Log I- Massonite J- Shakes K- Stucco L- Stone M- Marble / Granite N- Concrete O- Asbestos Siding P- Limestone Q- Slate R- Other S- Clad Trim	<b>KITCHEN</b> A- Eating Area(brkfst bar) B- Eating Area(table space) C- Galley D- Island E- Pantry (butler) F- Pantry (closet) G- Pantry (walk-in)	<b>MONTHLY ASSESS. INCLUDE</b> 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- Cable TV M- Club House N- Exercise Facilities O- Pool P- Exterior Maintenance Q- Lawn Care R- Scavenger S- Snow Removal T- Lake Rights U- Other V- None	<b>ROOF</b> A- Rolled B- Shingled C- Metal D- Rubber E- Slate F- Tar & Gravel G- Tile H- Wood Shake L- Other
<b>APPLIANCES</b> A- Oven (double) B- Oven/Range C- Microwave D- Dishwasher E- Dishwasher (portable) F- Refrigerator G- Refrigerator (bar) H- Freezer I- Washer J- Dryer K- Disposal L- Compactor M- Grill (indoor) N- Grill (outdoor)	<b>EXPOSURE</b> A- North B- South C- East D- West E- City F- Lake/Water G- Park	<b>HEAT / FUEL</b> 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 Sys. O- Individual Controls P- Zoned Q- Other R- None	<b>TYPE</b> A- 1/2 Duplex B- Cluster C- Condo D- Coop E- Corridor F- Courtyard G- Flat H- Garden Apt. I- Garden Complex J- High Rise K- Loft L- Low Rise M-Manor/Coach/Villa N- Mid Rise	<b>TYPE</b> A- 1/2 Duplex B- Cluster C- Condo D- Coop E- Corridor F- Courtyard G- Flat H- Garden Apt. I- Garden Complex J- High Rise K- Loft L- Low Rise M-Manor/Coach/Villa N- Mid Rise

Continued Next Page

**BASEMENT**

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

**BATH AMENITIES**

- A- Mast. Bed (Full)
- B- Mast. Bed (Half)
- C- Shared Mast. Bath
- D- Whirlpool
- E- Separate Shower
- F- Handicap Shower
- G- Steam Shower
- H- Double Sink
- I- Bidet

**DINING ROOM**

- A- Separate
- B- Combined w/ Liv.Rm
- C- Combined w/ Fam.Rm
- D- "L" Shaped

**DRIVEWAY**

- A- Asphalt
- B- Brick
- C- Concrete
- D- Dirt
- E- Gravel
- F- Circular
- G- Shared
- H- Off Alley
- I- Side Drive
- J- Heated
- K- Other

**MANAGEMENT**

- A- Developer Controls
- B- Manager Off-Site
- C- Manager On-Site
- D- Monday through Friday
- E- Monday through Saturday
- F- Monday through Sunday
- G- Self Management

**PET INFORMATION**

- A- Additional Pet Rent
- B- Cats Allowed
- C- Deposit Required
- D- Dogs Allowed
- E- Neutered / Declawed
- F- No Pets
- G- Pet Count Limitation
- H- Pet Weight Limitation

**FOUNDATION**

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

**FIREPLACE**

- A- Location - Family Room
- B- Location - Living Room
- C- Location - Mast. Bedroom
- D- Location - Basement
- E- Location - Other
- F- See Thru/ Multi-Sided
- G- Wood Burning
- H- Wood Burning Stove
- I- Attached Fireplace Doors
- J- Electric
- K- Gas Logs
- L- Gas Starter
- M- Heatilator Type System
- N- Includes Accessories
- O- Portable / Ventless
- P- Decorative Only
- Q- Foundation Only

**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

**IMPROVEMENTS (Sewer)**

- A- Septic (Mechanical)
- B- Septic (Private)
- C- Septic (Shared)
- D- Sewer (Public)
- E- Sewer (Storm)
- F- Holding Tanks
- G- Overhead Sewers
- H- Other

**IMPROVEMENTS (Other)**

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

**INFORMATION**

- A- Exceptions (call Lister)
- B- Exclusions (call Lister)
- C- Home Warranty
- D- Lister Must Accompany
- E- Reserve Fee Required
- F- School Bus Service
- G- Commuter Bus
- H- Commuter Train

**NEW / PROPOSED**

**CONSTRUCTION OPTIONS**

- A- Air Purifier/Humidifier
- B- Appliance Package/Allowance
- C- Basmnt/Lower Lvl Ext. Exit
- D- Basmnt/Lower Lvl Finished
- E- Basmnt/Lower 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 / Staircase
- S- Roof (Cedar/Shake/Tile)
- T- Skylights
- U- Upgrade Carpet/Pad /Vinyl
- V- Upgrade Interior/Exterior Doors
- W- Vaulted / Cathedral Ceiling
- X- Vinyl Clad Windows
- Y- Whirlpool Tub
- Z- Other

**TERMS**

- A- Conventional
- B- FHA
- C- VA
- D- Assumption (Conventional)
- 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 with Option
- M- Rewrite / Blend
- N- Trade / Exchange
- O- Cash Only
- P- Other

**TYPE (continued)**

- O- Quad
- P- Single Fam./1 story
- Q- Single Fam/2+story
- R- Studio
- S- Time Shared
- T- Townhouse
- U- Vintage
- V- Other
- W- Ground Lvl Ranch
- X- Penthouse

**UNIT FEATURES**

- A- Handicapp Access
- B- Handicapp Equipt
- C- Private Entrance
- D- End Unit
- E- Elevator
- F- Laundry in Unit
- G- TV Door Monitor
- H- Storage
- I- Balcony
- J- Vaulted Ceilings
- K- Skylight(s)
- L- Hardwood Floors
- M- Storms/Screens
- N- Fenced Yard
- O- Deck
- P- Patio
- Q- Porch
- R- Greenhouse
- S- Sauna/Steam Rm.
- T- Grill (outdoors)
- U- Bar (dry)
- V- Bar (wet)
- W- Master Antenna
- X- Hot Tub
- Y- Flexicore

We (I) do hereby certify that we are the legal title holders (or legal representative) of said property and that the information given on these forms is true and accurate to the best of our knowledge.

Thank You. *Please Sign & Date Below.*

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_