LISTING AGREEMENT
CIRCLE ONE REALTY, LLC

1. This Agreement is dated this _____ day of _____, _____, by and between Circle One Realty, LLC ("Listing Broker") and _____ ("Seller"). Seller designates RYAN CHERNEY as their Agent affiliated with the Listing Broker.

2. Seller desires to list on the Multiple Listing Service ("MLS") the real estate commonly known as:

   Street: _____ Unit No. (if applicable): _____

   City: _____ County: _____ State: _____ Zip: _____

   Property Tax ID Number: _____ (hereinafter the "Property").

3. Seller agrees that $_____ shall be the listing price for the Property, along with all improvements, offered for sale. Seller determined the listing price and the Listing Broker is not responsible for the listing price. Seller has the exclusive ability to modify the listing price, any modification shall be submitted in writing to the Listing Broker. Any Seller modifications to the listing price shall be submitted by the Listing Broker on the MLS.

4. Seller warrants and represents that Seller will no later than at the time of closing be able to convey marketable or merchantable title to the Property. The Listing Broker shall be entitled to keep the professional service fee regardless of whether Seller is able to establish marketable or merchantable title to the Property.

5. This Agreement shall give the Listing Broker the right to list on the MLS the Property for a period starting on _____ and ending at midnight on _____. If left blank, a default period of six (6) months shall apply from the date of acceptance of this Agreement.

6. Seller agrees to pay one of the flat fee packages listed below (due and payable upon acceptance of this Agreement):

Flat Fee Listing Options:

$145 - MLS Entry ☐	**$295 – MLS Basic** ☐	**$495 – MLS Classic** ☐	**$645 – MLS Elite** ☐
• 3 Month Listing	• 6 Month Listing	• 12 Month Listing	• Listed Until Sold or Cancelled
• 1 Photo	• Up to 25 Photos (Supplied by Seller)	• Up to 25 Photos	• Up to 25 Photos
	• **Standard Yard Sign**	• **Standard Yard Sign**	• **Professional Yard Sign Installation**
		• **Combination Lockbox**	• **Combination Lockbox**
		• **Professional Photographer**	• **Professional Photographer**
			• **Showing Appointment Scheduling**

Options Available For Purchase:

- ☐ Professional Photos - $175.00
- ☐ Combination Lockbox - $45.00
- ☐ Brochure Box - $20.00
- ☐ Professionally Installed Yard Sign - $150.00
- ☐ Electronic Lockbox - $200.00 ($100.00 rental fee + $100.00 deposit)
- ☐ Showing Appointment Scheduling - $85.00
- ☐ Additional Standard Yard Sign - $25.00

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CIRCLE ONE REALTY, LLC

7. In consideration of the fee received under this Agreement, the Listing Broker agrees to provide the following services:

   a) List the Property on the MLS/Midwest Real Estate Data, LLC (MRED) for a period no shorter than the period set forth under this Agreement;

   b) Distribute Seller's listing to Zillow.com, Trulia.com, Realtor.com, Homes.com and other broker websites (e.g., Redfin, Coldwell Banker, ReMax, Keller Williams, etc.) associated with the MLS (Seller acknowledges that the Listing Broker does not control how the listing appears on any websites listed herein or otherwise);

   c) Provide all commonly used Illinois disclosure forms for the Property and real estate purchase contracts; and

   d) Provide unlimited changes to the listing and unlimited open house notifications on the MLS and Realtor.com.

8. Listing Broker acknowledges Seller has the absolute right to terminate this Agreement if Seller's termination is submitted in writing to the Listing Broker. No termination fee shall be applied, unless there is a real estate purchase contract pending on the Property. In the event of a pending contract, then Seller agrees to pay the Buyer's Agent Commission as set forth in this Agreement.

9. Seller HEREBY agrees that Seller will:

   a) _____ (Initials) Notify Listing Broker (in writing – fax or e-mail) of any accepted offers within 24 hours of acceptance. Seller agrees to notify Listing Broker with a copy of the fully executed sales contract and required disclosures within 72 hours of time after acceptance;

   b) _____ (Initials) Provide Listing Broker with a copy of the Settlement Statement (HUD) within 72 hours of the closing date. Seller understands that they are liable for any and all MLS related fines (currently, not less than $100 per occurrence) incurred as a result of Sellers failure to comply with the requirements noted in parts (a) and (b) of this section;

   c) _____ (Initials) Pay the buyer broker commission of_____% of the sales price if the Property is sold to a buyer represented by a licensed real estate broker (including the Listing Broker) during the term of this Agreement if buyer's broker is able to find a buyer who is ready, able and willing to buy the Property at the price and terms set forth in the real estate purchase contract or otherwise in writing; or, if the Property is sold within 90 days of cancellation to a buyer that was introduced to the Property by a licensed real estate broker during the listing term. (This will not apply if Seller enters into a valid, written brokerage agreement with another licensed real estate broker within this 90 day protection period.);

   d) _____ (Initials) Conduct all showings of the Property and open houses without Listing Broker's assistance;

   e) _____ (Initials) Provide all legally required and commonly used Illinois disclosures to any prospective buyer or buyer's broker;

   f) _____ (Initials) Notify Listing Broker of any SHORT SALE. Upon notification, Listing Broker has the absolute right to terminate this Agreement without refund; and

   g) _____ (Initials) Provide Listing Broker with photos of the Property that are the sole property of the Seller. Seller further agrees to pay all MLS related fines incurred as a result of Sellers failure to comply with the requirements noted above.

10. Seller understands that this Agreement does not guarantee the sale of the Property. Seller further acknowledges that the Listing Broker does not hold earnest money and Seller's attorney or other third-party must hold the earnest money.

11. Seller understands that the Listing Broker is solely in the business of providing real estate brokerage services and does not provide its clients, including Seller, legal advice of any kind.

12. Seller agrees to indemnify, defend and hold Listing Broker harmless from any and all claims, disputes, litigation, arbitration proceedings and any awards relating to, or arising out of, any claim for commission due Buyer's Broker. Should any court, mediator, arbitrator, or alternative dispute resolution tribunal find Listing Broker liable for any commission due Buyer's Broker, Seller shall immediately pay the commission or reimburse Listing Broker the amount of such award. If Seller fails to make such payment, Listing Broker shall be entitled to recover its costs, including attorneys' fees, in seeking payment or reimbursement from Seller. Seller further understands that the Seller may be held responsible by a Buyer for any latent or hidden, undisclosed defects in the Property, which are known to the Seller, but which are not disclosed to the buyer. Seller hereby agrees to indemnify, defend and holds Listing Broker and Listing Broker's agents harmless from any and all disputes, litigation, judgments, costs and legal fees incurred in the defense of same.

13. Seller understands that the Listing Broker may represent buyers who become interested in the Property during the course of the listing period. In such a case, Seller acknowledges the Listing Broker's right to represent that buyer and thus be entitled to the commission being offered by seller.

14. Seller and Listing Broker both acknowledge that it is illegal for either the owner of the Property or the Listing Broker to refuse to display or sell to any person because of one's membership in a protected class, e.g. race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by applicable federal, state or local law.

15. Seller acknowledges that Seller has been informed of the responsibilities imposed upon Seller under the Residential Real Property Disclosure Act. Seller agrees to comply with the requirements of this Act to the best of the Seller's ability and to not knowingly provide any false or inaccurate information.

16. In accordance with the Illinois Minimum Service Law, Listing Broker offers to help in every aspect of the negotiation of the sale of the Property listed in this document. Listing Broker shall (a) receive any contracts, (b) answer any questions in regards to any offers or counter offers, and (c) communicate any offers or counter offers to the Buyers' agent on behalf of the Seller. This negotiation service is offered at no additional charge to the Seller—The Illinois Minimum Service Law cannot be waived. However, a listing office fee of up to $325.00 shall be deducted from the cooperating Brokers' commission if any and paid to Circle One Realty, LLC at closing. This fee again is not paid by the seller, it is deducted from the cooperating Brokers' commission at closing.

17. Seller acknowledges that Listing Broker has an obligation to release information to the MLS as to the final selling price, type of financing and number of days on market.

18. This Agreement shall not be amended, except by written agreement duly executed by both parties.

19. If any one or more provisions of this Agreement shall, for any reason, be held to be invalid, unenforceable or illegal in any respect, such invalidity, unenforceability or illegality shall not affect any other provision hereof.

LISTING AGREEMENT
CIRCLE ONE REALTY, LLC

THE UNDERSIGNED WARRANTS THAT THEY ARE THE SOLE OWNER(S) OF THE PROPERTY AND AUTHORIZED TO EXECUTE THIS AGREEMENT AND TO SELL THE PROPERTY AS HEREIN PROVIDED.

AGREED TO BY SELLER(S):

Print Name(s): _____

Signature(s): _____

Date: _____

Print Name(s): _____

Signature(s): _____

Date: _____

AGREED TO BY LISTING BROKER:

Print Name: _____

Signature: _____

Date: _____

Property Data Form
Residential Rental

admin@circleonerealty.com
Questions Call 630-528-2300

Owner Contact Information

Owner's Name: _____

Address (if different from property listed): _____

City: _____ **State:** _____ **Zip:** _____

Owner Phone #: _____ **Email Address:** _____

Property Information

Address: _____ **Asking Price:** _____

City: _____ **Township:** _____ **State:** _____ **Zip:** _____

Subdivision: _____ **Model:** _____ **Multiple PIN Numbers** ☐ **Yes** ☐ **No**

Parcel # (PIN): _____ **County:** _____

Is this Property also listed for rent? ☐ **Yes** ☐ **No** **Provide MLS# (if known):** _____

Corporate Limits of - or- Unincorporated: _____

General

General Directions to Property:

School Information

Elementary District #: _____ **Elementary School Name:** _____

2nd/Alternative Elementary School Name: _____

Jr High/Middle District #: _____ **Jr High/Middle School Name:** _____

2nd/Alternative Jr High/Middle School Name: _____

High School District #: _____ **High School Name:** _____

2nd/Alternative High School Name: _____

Other Public School District #: _____ **Other Public School Name:** _____

Type of Rental Property: ☐ Attached ☐ Detached	Rebuild: ☐ Yes ☐ No	
List Approx. Year Built:_____ or ☐ Unknown	Built Before 1978: ☐ Yes ☐ No	Recent Rehab: ☐ Yes ☐ No
# of stories: _____	Total # Units in Building: _____#	Board Approved: ☐ Yes ☐ No
# of days for Board Approval: ____	Waterfront: ☐ Yes ☐ No	Pets allowed: ☐ Yes ☐ No
Max Pet Weight: _____	Security Deposit: $_____	Available Furnished: ☐ Yes ☐ No
Furnished Rent Rate: $_____	Short Term Lease OK: ☐ Yes ☐ No	Short Term Rental Rate: $_____
Property Currently Leased: ☐ Yes ☐ No	If yes, provide Lease Expiration Date: _____ Or ☐ Check Month to Month	

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Residential Rental

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TYPE DETACHED: (Maximum of 1 selection + Hillside, Earth, Coach House or Teardown, if applicable)

- [ ] 1 Story
- [ ] 1.5 Story
- [ ] 2 Stories
- [ ] 3 Stories
- [ ] 4+ Stories
- [ ] Coach House
- [ ] Earth
- [ ] Hillside
- [ ] Raised Ranch
- [ ] Split Level
- [ ] Split Level w/Sub
- [ ] Other
- [ ] Teardown
- [ ] Manufactured
- [ ] Modular

TYPE ATTACHED:
(Maximum of 3 Selection)

- [ ] 1/2 Duplex
- [ ] Cluster
- [ ] Condo
- [ ] Condo - Duplex
- [ ] Condo - Loft
- [ ] Corridor
- [ ] Courtyard
- [ ] Flat
- [ ] Garden Unit
- [ ] Garden Complex
- [ ] Ground Level Rnach
- [ ] Manor Home/Coach House/Villa
- [ ] Low Rise (1-3 Stories)
- [ ] Mid Ride (4-6 Stories)
- [ ] High Rise (7+ Stories)
- [ ] Penthouse
- [ ] Quad - Ranch
- [ ] Quad - Split Level
- [ ] Quad - 2 Story
- [ ] Quad - Penthouse
- [ ] Studio
- [ ] Timeshare
- [ ] Townhouse - Ranch
- [ ] Townhouse - 3+ Stories
- [ ] Townhouse - Trilevel
- [ ] Vintage
- [ ] Other

AGE:
(Maximum of 1 selection)

- [ ] 1 - 5 Years
- [ ] 6 - 10 Years
- [ ] 11 - 15 Years
- [ ] 16 - 20 Years
- [ ] 21 - 25 Years
- [ ] 26 - 30 Years
- [ ] 31 - 40 Years
- [ ] 41 - 50 Years
- [ ] 51 - 60 Years
- [ ] 61 - 70 Years
- [ ] 71 - 80 Years
- [ ] 81 - 90 Years
- [ ] 91 - 100 Years
- [ ] 100+ Years
- [ ] NEW Proposed Construction
- [ ] NEW Under Construction
- [ ] Unknown

COMMON AREA AMENITIES:

- [ ] None
- [ ] Bike Room/Bike Trails
- [ ] Boat Dock
- [ ] Door Person
- [ ] Coin Laundry
- [ ] Commissary
- [ ] Elevator
- [ ] Exercise Room
- [ ] Storage
- [ ] Golf Course
- [ ] Health Club
- [ ] On Site Mgr/Engineer
- [ ] Park/Playground
- [ ] Party Room
- [ ] Sundeck
- [ ] Pool - Indoors
- [ ] Pool - Outdoors
- [ ] Receiving Room
- [ ] Restaurant
- [ ] Sauna
- [ ] Security Door Locks
- [ ] Service Elecator
- [ ] Steam Room
- [ ] Tennis Court(s)
- [ ] Whirlpool
- [ ] Business Center
- [ ] Curbs/Gutters
- [ ] Gated Entry
- [ ] Sidewalks
- [ ] Street Lights
- [ ] Streets Paved
- [ ] Other

PET INFORMATION:

- [ ] Additional Pet Rent
- [ ] Cat OK
- [ ] Deposit Required
- [ ] Dogs OK
- [ ] Neutered and/or Declawed only
- [ ] No Pets
- [ ] Pet Count Limitation
- [ ] Pet Weight Limitation

MANAGEMENT:

- [ ] Developer Controls
- [ ] Manager Off-Site
- [ ] Manager On-Site
- [ ] Monday - Friday
- [ ] Monday - Saturday
- [ ] Monday - Sunday
- [ ] Set-Management

EXPOSURE:

- [ ] N (North)
- [ ] S (South)
- [ ] E (East)
- [ ] W (West)
- [ ] City
- [ ] Lake/Water
- [ ] Park

GENERAL INFORMATION:

- [ ] School Bus Service
- [ ] Commuter Bus
- [ ] Commuter Train
- [ ] Interstate Access
- [ ] Flood Zone
- [ ] Flood Zone (Partial)
- [ ] Adult Community
- [ ] Historical District
- [ ] Assisted Living
- [ ] Non-Smoking Building
- [ ] Non-Smoking Unit
- [ ] Non-Smoking House
- [ ] None

FEE/APPROVALS:

- [ ] Credit Report
- [ ] Fee for Bike Room
- [ ] Fee for Health Club
- [ ] Fee for Pool
- [ ] Interview Req'd - Board Date
- [ ] Interview Req'd - Open Date
- [ ] Letters of Reference
- [ ] Move in Fee
- [ ] Move in Mon - Fri
- [ ] Move in Saturday
- [ ] Move Out Fee
- [ ] Refundable Damage Deposit
- [ ] Security Guard Fee

MONTHLY RENTAL INCLUDES:

- [ ] Cable TV
- [ ] Cooking Gas
- [ ] Electricity
- [ ] Heat
- [ ] Water
- [ ] Parking
- [ ] Pool
- [ ] Scavenger
- [ ] Security
- [ ] Secuirty System
- [ ] Doorman
- [ ] Exterior Maintenance
- [ ] Lawn Care
- [ ] Storage Lockers
- [ ] Snow Removal
- [ ] Lake Rights
- [ ] Other
- [ ] None
- [ ] Internet Access
- [ ] Air Conditioning
- [ ] Tax
- [ ] Common Insurance
- [ ] Club Hosue
- [ ] Exercise Facilities
- [ ] Wi-Fi

Property Data Form
Residential Rental

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Disability access and/or equipped?

☐ Yes ☐ No

DISABILITY ACCESS/EQUIPMENT DETAILS

- ☐ 2+ Access Exits
- ☐ 32 inch or more wide doors
- ☐ 36 inch or more wide halls
- ☐ Chairlift
- ☐ Doors - Pocket
- ☐ Doors-Swing-In
- ☐ Doors w/Lever Handles
- ☐ Entry Slope less than 1 foot
- ☐ Flashing Doorbell
- ☐ Flooring Modifications
- ☐ Grab Bars/Bathroom(s)
- ☐ Grab Bars Throughout
- ☐ Hearing Modifications
- ☐ Kitchen Modifications
- ☐ Low Bathroom Mirror(s)
- ☐ Low Closet Rods
- ☐ Low Pile Carpeting
- ☐ Lower Fixtures
- ☐ Lowered Light Switches
- ☐ Modified Wall Outlets
- ☐ Main Level Entry
- ☐ No Interior Steps
- ☐ Other Main Level Modifications
- ☐ Disabled Parking
- ☐ Ramp – Main Level
- ☐ Roll - In Shower
- ☐ Thresholds less than 5/8 of an inch
- ☐ Vehicle Transfer Area
- ☐ Wheelchair Accessible
- ☐ Wheelchair Adaptable
- ☐ Wheelchair Height Mailbox
- ☐ Wheelchair Height Shelves
- ☐ Wheelchair Modifications
- ☐ Wheelchair Ramp(s)
- ☐ Other – See Remarks

REMARKS:

Maximum of 1000 characters with spaces.
(Feel free to submit by email to admin@circleonerealty.com)

LOT DIMENSIONS:
(ex. 80' x 110')

ACREAGE:

EXTERIOR BUILDING TYPE:
(maximum of 3 selections)

- ☐ Aluminum Siding
- ☐ Vinyl Siding
- ☐ Steel Siding
- ☐ Brick
- ☐ Cedar
- ☐ Frame
- ☐ Block
- ☐ EIFS (e.g. Dryvit)
- ☐ Glass
- ☐ Log
- ☐ Masonite
- ☐ Shakes
- ☐ Stucco
- ☐ Stone
- ☐ Marble/Granite
- ☐ Concrete
- ☐ Asbestos Siding
- ☐ Limestone
- ☐ Slate
- ☐ Other
- ☐ Clad Trim

LOT DESCRIPTION:
(Maximum of 6 selections)

- ☐ Beach
- ☐ Chain of Lakes Frontage
- ☐ Channel Front
- ☐ Common Grounds
- ☐ Corner
- ☐ Cul-de-Sac
- ☐ Dimensions to Center of Road
- ☐ Fenced Yard
- ☐ Forest Preserve Adjacent
- ☐ Golf Course Lot
- ☐ Nature Preserve Adjacent
- ☐ Wetlands Adjacent
- ☐ Horses Allowed
- ☐ Irregular
- ☐ Lake Front
- ☐ Landscaped Professionally
- ☐ Legal Non-conforming
- ☐ Paddock
- ☐ Park Adjacent
- ☐ Pond
- ☐ River Front
- ☐ Stream
- ☐ Water Rights
- ☐ Water view
- ☐ Wooded
- ☐ Rear of Lot

ROOF TYPE:

- ☐ Asphalt/Glass (Rolled)
- ☐ Asphalt/Glass (Shingles)
- ☐ Metal
- ☐ Rubber
- ☐ Slate
- ☐ Tar & Gravel
- ☐ Tile
- ☐ Wood Shakes/Shingles
- ☐ Other

FOUNDATION:

- ☐ Block
- ☐ Brick
- ☐ Concrete
- ☐ Pillars
- ☐ Reinforced Caisson
- ☐ Stone
- ☐ Wood
- ☐ Other

EXTERIOR PROPERTY FEATURES:
(Maximum of 6 selections)

- ☐ Balcony
- ☐ Deck
- ☐ Patio
- ☐ Porch
- ☐ Greenhouse
- ☐ Hot Tub
- ☐ Roof Deck
- ☐ Porch Screened
- ☐ Gazebo
- ☐ Storage Shed
- ☐ Dog Run &/or Invisible Fence
- ☐ Horse Barn/Pole Barn
- ☐ Tennis Court(s)
- ☐ Screened Patio
- ☐ Screened Deck
- ☐ Stamped Concrete Patio
- ☐ Brick Paver Patio
- ☐ Boat Dock/Mooring
- ☐ Pool Above Ground
- ☐ Pool In - Ground
- ☐ Storms/Screens
- ☐ Grill - Outdoors
- ☐ Outdoor Fireplace
- ☐ 2 Houses
- ☐ Breezeway
- ☐ Box Stalls
- ☐ Crib
- ☐ Machine Shed
- ☐ Other building

CIRCLE ONE REALTY
REVOLUTIONIZING THE REAL ESTATE INDUSTRY

Property Data Form
Residential Rental

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Questions Call 630-528-2300

PARKING TYPE:

- ☐ None
- ☐ Garage
- ☐ Exterior Space(s)

Is parking included in the Price?
☐ Yes ☐ No

GARAGE DETAILS:

Garage On-Site? ☐ Yes ☐ No

GARAGE TYPE:

- ☐ Attached
- ☐ Detached
- ☐ None

# of Garage Spaces: _____

GARAGE OWNERSHIP:

- ☐ Owned
- ☐ Transferrable Lease
- ☐ Deeded Sold Separately*
- ☐ Fee/ Leased **
- ☐ N/A

Deeded Garage Cost: $_____
(if sold separately)

Fee/ Leased Garage Cost: $_____
(if fee/ leased)

GARAGE DETAILS:

- ☐ Garage Door Opener(s)
- ☐ Transmitter(s)
- ☐ Carport
- ☐ Heated
- ☐ Tandem
- ☐ 7 ft or more high garage door
- ☐ Multiple Garages
- ☐ None/ N/A

PARKING DETAILS:

Parking On-Site? ☐ Yes ☐ No

PARKING OWNERSHIP:

- ☐ Owned
- ☐ Transferrable Lease
- ☐ Deeded Sold Separately*
- ☐ Fee/ Leased **
- ☐ N/A

List # of Parking Spaces: _____

PARKING DETAILS:

- ☐ Assigned Spaces
- ☐ Unassigned
- ☐ Off Alley
- ☐ Off Street
- ☐ Side Apron
- ☐ Zoned Permit
- ☐ Visitor Parking
- ☐ Valet
- ☐ Underfround/ Covered
- ☐ Driveway
- ☐ None/ N/A

DRIVEWAY:

- ☐ Asphalt
- ☐ Brick
- ☐ Concrete
- ☐ Dirt
- ☐ Gravel
- ☐ Circular
- ☐ Shared
- ☐ Off Alley
- ☐ Side Drive
- ☐ Heated
- ☐ Other

Deeded Parking Space Cost: $_____
(if sold separately)

Fee/ Leased Parking Space Cost: $_____
(if fee/ leased)

INTERIOR FEATURES:

UNIT FLOOR LEVEL:

- ☐ Townhouse/Half-Duplex
- ☐ Basement
- ☐ Lower
- ☐ Garden

Approx Sq. Ft.: _____

# of Rooms: _____

Bedrooms (All Levels): _____

Full Bathrooms: _____

Half Bathrooms: _____

Interior Fireplaces: _____

SQAURE FEET SOURCE:

- ☐ Appraiser
- ☐ Assessor
- ☐ Builder
- ☐ Estimated
- ☐ Landlord/ Tenant/ Seller
- ☐ Other
- ☐ Plans
- ☐ Survey
- ☐ Taped
- ☐ Not Reported

MASTER BEDROOM BATH:

- ☐ Full
- ☐ Half
- ☐ Shared
- ☐ None

BASEMENT:

- ☐ Full
- ☐ Partial
- ☐ Walkout
- ☐ English
- ☐ None

BASEMENT BATHROOM:

- ☐ Yes
- ☐ No

BATH AMENITIES:

- ☐ Whirlpool
- ☐ Separate Shower
- ☐ Handicap Shower
- ☐ Steam Shower
- ☐ Double Sink
- ☐ Bidet
- ☐ Garden Tub
- ☐ European Shower
- ☐ Full Body Spray Shower
- ☐ Double Shower
- ☐ Soaking Tub
- ☐ No Tub

BASEMENT DESCRIPTION:

- ☐ None
- ☐ Finished
- ☐ Partially Finished
- ☐ Unfinished
- ☐ Crawl
- ☐ Cellar
- ☐ Sub-Basement
- ☐ Slab
- ☐ Exteriors Access
- ☐ Other
- ☐ Rough In

FIREPLACE LOCATION:

- ☐ Family Room
- ☐ Living Room
- ☐ Master Bedroom
- ☐ Basement
- ☐ Other
- ☐ Loft

FIREPLACE DETAILS:

- ☐ See through/ Multi Sided
- ☐ Wood Burning
- ☐ Wood Burning Stove
- ☐ Attached Fireplace Doors & Screen
- ☐ Elecric
- ☐ Gas Logs
- ☐ Gas Starter
- ☐ Heatilator Type System
- ☐ Includes Accessories
- ☐ Portable/ Ventless
- ☐ Decorative Only
- ☐ Foundation Only

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INTERIOR PROPERTY FEATURES (Maximum of 6 selections)

- ☐ Vaulted/Cathedral Ceilings
- ☐ Skylight(s)
- ☐ Sauna/Steam Room
- ☐ Hot Tub
- ☐ 1st Floor Full Bath
- ☐ Bar-Dry
- ☐ Bar-Wet
- ☐ Elevator
- ☐ Hardwood Floors
- ☐ Wood Laminate Floors
- ☐ Heated Floors
- ☐ Solar Tubes/Light Tubes
- ☐ 1st Floor Bedroom
- ☐ In-Law Arrangement
- ☐ 1st Floor Laundry
- ☐ 2nd Floor Laundry
- ☐ Pool Indoors

ROOM DETAILS **Room Name**	**Size** (L x W)	**Level**	**Flooring Type**	**Window Treatments**
Living Room		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable ☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters ☐ None
Dining Room		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable ☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters ☐ None
Kitchen		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable ☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters ☐ None
Family Room		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable ☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters ☐ None
Laundry		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable ☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters ☐ None
Master Bedroom		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable ☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters ☐ None

CIRCLE ONE REALTY
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ROOM DETAILS Room Name	Size (L x W)	Level	Flooring Type		Window Treatments
2nd Bedroom		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable	☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters ☐ None
3rd Bedroom		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable	☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters ☐ None
4th Bedroom		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable	☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters ☐ None

ADDITIONAL ROOM CHOICES (Select all that apply)

☐ 2nd Kitchen	☐ Breakfast Room	☐ Loft	☐ Storage
☐ Atrium	☐ Den	☐ Maid's Room	☐ Sun/Florida Room Heated
☐ Attic	☐ Dark Room	☐ Media Room	☐ Tandem Room
☐ Balcony	☐ Deck	☐ Mud Room	☐ Terrace
☐ Bar	☐ Eating Area	☐ Nursery	☐ Theater Room
☐ Bonus	☐ Enclosed Balcony	☐ Office	☐ Utility Room 1st floor
☐ 5th Bedroom	☐ Enclosed Porch	☐ Pantry	☐ Utility Room 2nd floor
☐ 6th Bedroom	☐ Enclosed Porch Heated	☐ Play Room	☐ Utility Room Lower Level
☐ 7th Bedroom	☐ Exercise Room	☐ Recreation Room	☐ Walk in Closet
☐ 8th Bedroom	☐ Foyer	☐ Screened Porch	☐ Workroom
☐ 9th Bedroom	☐ Gallery	☐ Sewing Room	☐ Other
☐ 10th Bedroom	☐ Game Room	☐ Sitting Room	☐ No Additional Rooms
☐ 11th Bedroom	☐ Great Room	☐ Suite	
☐ 12th Bedroom	☐ Library	☐ Study	

Room Name from Above	Size (L x W)	Level	Flooring Type		Window Treatments
Other		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable	☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ None ☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters

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Room Name from Above	Size (L x W)	Level	Flooring Type	Window Treatments
Other		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable ☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ None ☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters
Other		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable ☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ None ☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters
Other		☐ Basement ☐ Walkout ☐ Lower ☐ Main Level ☐ 2nd Level ☐ 3rd Level ☐ 4th Level ☐ Attic ☐ N/A	☐ Terracotta ☐ Carpet ☐ Stone ☐ Slate ☐ Travertine ☐ Granite ☐ Hardwood ☐ Sustainable ☐ Marble ☐ Other ☐ Parquet ☐ Ceramic Tile ☐ Porcelain Tile ☐ Vinyl ☐ Wood Laminate	☐ None ☐ Blinds ☐ Curtains/Drapes ☐ Shades ☐ Plantation Shutters

DINING ROOM	KITCHEN TYPE	APPLIANCES	AIR CONDITIONING
☐ Separate ☐ Combined w/Living room ☐ Combined w/Famliy room ☐ L Shaped	☐ Eating Area-Breakfast Bar ☐ Eating Area-Table Space ☐ Galley ☐ Island ☐ Pantry-Butler ☐ Pantry-Closet ☐ Pantry-Walk-in	☐ Oven-Double ☐ Oven/Range ☐ Microwave ☐ Dishwasher ☐ Dishwasher Portable ☐ Refrigerator ☐ High End Refrigerator ☐ Refrigerator-Bar ☐ Freezer ☐ Washer ☐ Dryer ☐ Disposal ☐ Compactor-Trash ☐ Grill-Indoor ☐ All Stainless Steel Appliances ☐ Wine Cooler/Refrig. ☐ Cook Top ☐ Oven/ Built-in ☐ Range Hood	☐ Central Air ☐ Partial ☐ Space Pac ☐ 1 - Window/Wall Unit ☐ 2 - Window/Wall Units ☐ 3 - Window/Wall Units ☐ Zoned ☐ None ☐ 2 Separate Systems

WATER	SEWER	ELECTRICITY	EQUIPMENT
☐ Lake Michigan ☐ Public ☐ Private Company ☐ Well Community ☐ Well Private ☐ Well Private Company ☐ Well Shared ☐ Other	☐ Septic –Mechanical ☐ Septic – Private ☐ Septic – Shared ☐ Sewer – Public ☐ Sewer Storm ☐ Holding Tank/s ☐ Overhead Sewers ☐ Other	☐ Circuit Breakers ☐ Fuses ☐ 200+ Amp service ☐ 150 Amp service ☐ 100 Amp service ☐ 60 Amp service ☐ 30 Amp service ☐ 400 Amp service or greater	☐ Humidifier ☐ Water Softener Owned ☐ Water Softener- Rented ☐ Central Vacuum ☐ TV - Cable ☐ TV - Dish ☐ TV - Antenna ☐ TV - Rotor ☐ Security System ☐ Intercom ☐ Fire Sprinklers ☐ CO Detectors ☐ Ceiling Fans ☐ Fan-Attic Exhaust ☐ Fan-Whole House ☐ Sump Pump ☐ Lawn Sprinkler ☐ Air Cleaner ☐ Air Exchanger ☐ Backup Sump Pump ☐ Radon Mitigation System(s) ☐ Power Generator

ENERGY/GREEN BUILDING RATING SOURCE	GREEN FEATURES	HEAT/FUEL
HERS INDEX SCORE _____ ☐ Energy Star Homes ☐ LEED-H Certified ☐ LEED- H Silver ☐ LEED-H Gold ☐ LEED H-Platinum ☐ NAHB Emerald ☐ NAHB Bronze ☐ NAHB Silver ☐ NAHB Gold ☐ Chicago Green Homes ☐ Other	☐ Photovoltaic/Solar System ☐ Pre-wired for PV/Solar ☐ Solar Hot Water ☐ Geothermal Heating/Cooling System ☐ Tankless hot water heater ☐ Enhanced Air Filtration ☐ Low flow commode ☐ Low flow fixtures ☐ Native/drought resistant landscaping ☐ Rainwater Collection System ☐ Green roof	☐ Gas ☐ Electric ☐ Oil ☐ Propane ☐ Solar ☐ Forced Air ☐ Hot Water/Steam ☐ Baseboard ☐ Radiant ☐ Gravity Air ☐ Heat Pump ☐ Radiators ☐ Space Heaters ☐ 2+ Separate Heating Systems ☐ Individual Controls ☐ Zoned ☐ Other ☐ None

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POSSESSION:

- ☐ Closing
- ☐ Immediate
- ☐ Lease Back Required
- ☐ Negotiable
- ☐ Prior to Closing
- ☐ Specific Date
- ☐ Tenant's Rights
- ☐ Other
- ☐ Harvest Rights

LEASE TERMS:

- ☐ Lease/Purchase
- ☐ Rent w/ Option
- ☐ Other
- ☐ 1 Year Lease
- ☐ 2 Year Minimum Lease
- ☐ Available for Sale
- ☐ Board Approval
- ☐ Cancellation Clause
- ☐ Furnished
- ☐ Month-to-Month
- ☐ Short Term Lease
- ☐ Sublet

Agent Owned/Interest
☐ Yes ☐ No

Misc. Information

Management Company Name: _____

Management Company Contact Name: _____

Management Company Contact Phone #: _____

Owner of Record Name 1: _____

Owner of Record Name 2: _____

Owners Phone #: _____ **Owners Email:** _____

Do you perfer to be contacted for showings via ☐ **Text** ☐ **Call**

Special Showing Instructions (2 hr notice, dog in crate etc.):

Circle One Realty

Digital Media Usage Policy

Circle One Realty has the following Digital Media Usage Policy regarding the use of copyrighted materials including but not limited to photographs, virtual tours, renderings, sketches, or drawings (hereafter referred to as "materials") for a new listing submitted to the MLS.

Usage of copyrighted materials without permission is in violation to Federal Law. All photographs and other materials posted to the MLS and other websites must be the sole property of the Seller. Seller further agrees to reimburse Circle One Realty for any MLS related fines incurred as a result of Seller's failure to comply with the copyright requirements detailed below.

Seller's Disclosure: (Initial where applicable)

_____ Seller commissioned a professional photographer through Circle One Realty. Applies to *Classic*, *Elite*, and upgraded packages.

_____ Seller personally took the photographs to be included in the listing.

_____ Seller personally created the virtual tour and/or other materials to be included in the listing.

_____ Seller contracted with a photographer and/or other professional to take the photo(s) and/or created the virtual tour and other materials which are to be included in the listing. Seller states that he/she personally owns the copyright to the material(s) and can provide a release and/or receipt from the photographer other professional if asked to do so. Documentation must indicate ownership and/or unlimited rights of copyrighted materials.

Seller is hereby responsible for any fines (minimum $250.000) levied by the MLS against Circle One Realty if it is determined that the materials are in violation of any copyright regulations. In addition, by signing this document, Seller is granting permission to Circle One Realty to upload these materials to MRED and allow it to be displayed through MRED's services.

Usage of the photographs and other materials provided are to be used for the sole purpose of marketing the property, including distribution to the MLS, feeds, and syndication. The usage is limited to the duration of the listing.

Property Address: _____

Agreed to and Accepted by **Seller(s)**:

Signature: _____

Signature: _____

Date of Acceptance:

_____ / _____ / _____

Agreed to and Accepted by **Circle One Realty:**

Signature: _____

Date of Acceptance:

_____ / _____ / _____

Return Signed Document to admin@circleonerealty.com

ILLINOIS REALTORS®
DISCLOSURE OF RADON HAZARDS
(For Leases/Rentals of a Residential Dwelling Unit)*

Address of Dwelling Unit: _____

LESSOR'S DISCLOSURE (Check which of the following applies and sign and date where indicated)

_____ (a) A Lessee has provided written notice to Lessor that a radon test has indicated that a radon hazard* may exist in the dwelling unit that has not been remediated by an IEMA licensed contractor.

_____ (b) Lessor has conducted a radon test in the dwelling unit and the test results indicate the existence of a radon hazard* in the dwelling unit that has not been remediated by an IEMA licensed contractor.

_____ _____
LESSOR'S Signature **Date**

LESSEE'S ACKNOWLEDGEMENT OF RECEIPT OF DISCLOSURE (Sign and date where indicated)

_____ _____
LESSEE'S Signature **Date**

_____ _____
LESSEE'S Signature **Date**

*Radon hazard means radon concentrations at or above EPA or IEMA recommended Radon Action Level, or 4.0 picocuries of radon per liter of air (pCi/L) (www.epa.gov/radon/pubs/mitstds.html).

***NOTE:** This disclosure should be provided to a new residential Lessee of a dwelling unit any time the Lessor becomes aware of a possible radon hazard* in the dwelling unit and that has not been remediated by a radon contractor licensed by the Illinois Emergency Management Agency (IEMA). This disclosure should also be provided to an existing residential Lessee if the Lessor conducts a test of the dwelling unit which indicates a radon hazard* that has not been remediated by a radon contractor licensed by IEMA.

ILLINOIS REALTORS®
PRE-1978 HOUSING RENTAL AND LEASES
DISCLOSURE OF INFORMATION
LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

_____ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below):

- ☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain):
  _____
  _____
- ☐ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

_____ (b) Records and Reports available to the seller (check one below):

- ☐ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below):
  _____
  _____
- ☐ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

_____ (c) Lessee has received copies of all information listed above.

_____ (d) Lessee has received the pamphlet *Protect Your Family From Lead in Your Home*.

Agent's Acknowledgment (initial)

_____ (f) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify to the best of their knowledge, that the information they have provided is true and accurate.

Lessor _____ Date _____ Lessee _____ Date _____

Lessor _____ Date _____ Lessee _____ Date _____

Agent _____ Date _____ Agent _____ Date _____

Property Address:_____

(This disclosure form should be attached to the Lease)