

# Multi Family 5+

Questions? Call (708) 406-9637

1. Please Fill Out Form and fax back to 708-406-9637 or scan and email back to [sales@bergproperties.com](mailto:sales@bergproperties.com)
  2. Email pictures to [pictures@bergproperties.com](mailto:pictures@bergproperties.com)
  3. Call us with any questions: 708-406-9637
  4. Once we receive your form listing will be up and running in 1-2 business days.
- 

Sellers Name (Owner of Record 1)

2nd Sellers Name (Owner of Record 2)

Phone Number for Inquiries

Email Address

2nd Contact Phone Number

## Basic Listing Information

\* Address of Home for Sale :

\* City :

\* Zip Code

\* County :

\* Permanent Index Number (PIN)

( found on last years taxes also know as the parcel number )

\* Multiple Pin Numbers (Y/N):

Unincorporated (Y/N):

## General/Development

\* Directions to home :

Subdivision :

### \*Zoning Type:

Commercial

Multi-Family

Planned Unit  
Development

Wholesale

Industrial

Office

Retail

Other

Manufacturing

Planned Manufacturing D...

Warehouse

\* Actual Zoning:

\* Year Built :

\* Approximate Age

**Ownership Type:**

- |  |                                     |  |   |
|--|-------------------------------------|--|---|
| <input type="checkbox"/> Corporation         | <input type="checkbox"/> Individual | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Condo                  |
| <input type="checkbox"/> General Partnership | <input type="checkbox"/> Land Trust | <input type="checkbox"/> Sole Proprietor     | <input type="checkbox"/> Co-op                  |
| <input type="checkbox"/> In Acquisition      | <input type="checkbox"/> Leasehold  | <input type="checkbox"/> Other/Unknown       | <input type="checkbox"/> Limited Liability Corp |

**Frontage/Access:**

- |                                      |  |  |  |
|--------------------------------------|--|--|--|
| <input type="checkbox"/> City Street | <input type="checkbox"/> Frontage Road | <input type="checkbox"/> Public Road         | <input type="checkbox"/> Township Road |
| <input type="checkbox"/> County Road | <input type="checkbox"/> Interstate    | <input type="checkbox"/> Signal Intersection | <input type="checkbox"/> US Highway    |
| <input type="checkbox"/> Easement    | <input type="checkbox"/> Private Road  | <input type="checkbox"/> State Road          | <input type="checkbox"/> Other         |

**Current Use:**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Condominium          | <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Zoning Change Required | <input type="checkbox"/> Elderly Housing       |
| <input type="checkbox"/> Legal Non Conforming | <input type="checkbox"/> Residential-Multi-Family | <input type="checkbox"/> Other                  | <input type="checkbox"/> Single Room Occupancy |
| <input type="checkbox"/> Non Conforming       | <input type="checkbox"/> Special Use              |   |  |

**Potential Use:**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Commercial          | <input type="checkbox"/> Planned Unit Development  | <input type="checkbox"/> Retail                 | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Condominium         | <input type="checkbox"/> Residential-Multi-Family  | <input type="checkbox"/> Special Use            | <input type="checkbox"/> Elderly Housing       |
| <input type="checkbox"/> Industrial/Mfg      | <input type="checkbox"/> Residential-Single Family | <input type="checkbox"/> Zoning Change Required | <input type="checkbox"/> Single Room Occupancy |
| <input type="checkbox"/> Office and Research |  |   |  |

**Client Needs:**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Acquire Other Equity | <input type="checkbox"/> Debt Relief       | <input type="checkbox"/> Paper              | <input type="checkbox"/> Tax Deferred Exchange |
| <input type="checkbox"/> Cash                 | <input type="checkbox"/> New Opportunity   | <input type="checkbox"/> Passive Investment | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Cash and Paper       | <input type="checkbox"/> Out of Management | <input type="checkbox"/> Tax Benefits       |  |

**Client Will:**

- |   |   |                                       |   |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Add Cash           | <input type="checkbox"/> Create Paper     | <input type="checkbox"/> Lease Back   | <input type="checkbox"/> Other                      |
| <input type="checkbox"/> Add Existing Paper | <input type="checkbox"/> Guarantee Income | <input type="checkbox"/> Master Lease | <input type="checkbox"/> Tenant Improvement Allo... |
| <input type="checkbox"/> Add Management     | <input type="checkbox"/> Joint Venture    | <input type="checkbox"/> Will Divide  | <input type="checkbox"/> Other Rental Incentive     |
| <input type="checkbox"/> Add Other Equity   |   |                                       |   |

**Known Encumbrances:**

- Air/Mineral Rights Excl...
- Option to Lease
- Right of First Refusal
- Tax Lien
- First Mortgage
- Option to Purchase
- Second Mortgage
- Third Mortgage
- Mechanics Lien
- Recaptures Due
- Special Assessments
- Other
- None Known

**Land Amenities:**

- Children's Play Yard
- Landing Strip
- Sidewalks
- Tennis Court/s
- Clubhouse
- Lighting/Exterior
- Storage Tanks (Abv Ground)
- Other
- Curbs and Gutters
- Pool
- Storage Tanks (Blw Ground)
- Cable Ready
- Dock-Community
- Security Entrance

Owners Assoc (Y/N):

**Assessment Includes:**

- Heat
- Common Insurance
- Pool
- Other
- Water
- Security System
- Exterior Maintenance
- None
- Electric
- TV/Cable
- Lawn Care
- 24 Hr Guard
- Gas
- Clubhouse
- Scavenger
- Night Guard
- Parking
- Exercise Facilities
- Snow Removal
- Security Patrols

Description of Your home (1000 Characters including spaces, If you hold an active real estate license you must disclose that fact)

**Ext. Features :**

\* Lot Dimensions:  Acreage:   
 Lot Sq Ft:  Approx Total Bldg Sq Ft:  \*# Of Stories:

**\* Type Multi-Family:**

- Corridor-Exterior Entrance
- Garden Complex
- Cluster
- Condo/Townhouse

- |   |                                  |  |  |
|---|----------------------------------|--|--|
| <input type="checkbox"/> Corridor-Interior Entrance | <input type="checkbox"/> Hi-Rise | <input type="checkbox"/> Assisted Care | <input type="checkbox"/> Rooming House/SRO |
| <input type="checkbox"/> Courtyard                  | <input type="checkbox"/> Other   | <input type="checkbox"/> Senior        | <input type="checkbox"/> Four Plus One     |
| <input type="checkbox"/> Flats                      |                                  |  |  |

**Construction:**

- |                                   |   |                                     |  |
|-----------------------------------|---|-------------------------------------|--|
| <input type="checkbox"/> Brick    | <input type="checkbox"/> Concrete Block | <input type="checkbox"/> Stone      | <input type="checkbox"/> Other/Unknown |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Steel          | <input type="checkbox"/> Wood Frame |  |

**Exterior Building Type:**

- |  |   |  |                                    |
|--|---|--|------------------------------------|
| <input type="checkbox"/> Aluminum Siding | <input type="checkbox"/> Frame              | <input type="checkbox"/> Masonite        | <input type="checkbox"/> Limestone |
| <input type="checkbox"/> Vinyl Siding    | <input type="checkbox"/> Block              | <input type="checkbox"/> Shakes          | <input type="checkbox"/> Slate     |
| <input type="checkbox"/> Steel Siding    | <input type="checkbox"/> EIFS (e.g. Dryvit) | <input type="checkbox"/> Stucco          | <input type="checkbox"/> Other     |
| <input type="checkbox"/> Brick           | <input type="checkbox"/> Glass              | <input type="checkbox"/> Stone           | <input type="checkbox"/> Clad Trim |
| <input type="checkbox"/> Cedar           | <input type="checkbox"/> Log                | <input type="checkbox"/> Asbestos Siding |                                    |

**Foundation:**

- |                                |                                   |   |                                |
|--------------------------------|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> Block | <input type="checkbox"/> Concrete | <input type="checkbox"/> Reinforced Caisson | <input type="checkbox"/> Wood  |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Pillars  | <input type="checkbox"/> Stone              | <input type="checkbox"/> Other |

**Roof Structure:**

- |                                  |  |   |                                      |
|----------------------------------|--|---|--------------------------------------|
| <input type="checkbox"/> Flat    | <input type="checkbox"/> Hip           | <input type="checkbox"/> Pitched              | <input type="checkbox"/> Truss       |
| <input type="checkbox"/> Gable   | <input type="checkbox"/> Mansard       | <input type="checkbox"/> Prestressed Concrete | <input type="checkbox"/> Wood Joists |
| <input type="checkbox"/> Gambrel | <input type="checkbox"/> Metal Decking | <input type="checkbox"/> Steel Joists         | <input type="checkbox"/> Other       |

**Roof Coverings:**

- |  |   |                                       |                                      |
|--|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Shingle Composition | <input type="checkbox"/> Metal              | <input type="checkbox"/> Slate        | <input type="checkbox"/> Varies      |
| <input type="checkbox"/> Fiberglass          | <input type="checkbox"/> Reflective Coating | <input type="checkbox"/> Tar & Gravel | <input type="checkbox"/> Wood Shakes |
| <input type="checkbox"/> Membrane            | <input type="checkbox"/> Rubber             | <input type="checkbox"/> Tile         | <input type="checkbox"/> Other       |

**Misc Outside:**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Balcony/ies    | <input type="checkbox"/> Handicapped Access | <input type="checkbox"/> Security Gate     | <input type="checkbox"/> Storms & Screens (as ex... |
| <input type="checkbox"/> Courtyard      | <input type="checkbox"/> Patio              | <input type="checkbox"/> Security Lighting | <input type="checkbox"/> Sun Deck                   |
| <input type="checkbox"/> Enclosed Porch | <input type="checkbox"/> Pipeline Crossing  | <input type="checkbox"/> Security Patrols  | <input type="checkbox"/> Trash Compactor            |

Enclosed Stairs       Satellite Dish       Security System       Other

Fire Escape

\*# Of Parking Spaces:

**Indoor Parking:**

1-5 Spaces       31-50 Spaces       Attached       Heated  
 6-12 Spaces       51-100 Spaces       Detached       Secured  
 13-18 Spaces       Over 100 Spaces       Fee Parking       Underground  
 19-30 Spaces       Assigned Spaces

**Outdoor Parking:**

1-5 Spaces       Over 100 Spaces       Fenced       Secured  
 6-12 Spaces       None On Site       Lighted       Truck Parking  
 13-18 Spaces       Assigned Spaces       Open       Valet Off Site  
 19-30 Spaces       Common Parking       Paved       Valet On Site  
 31-50 Spaces       Covered       Private Lot       Unpaved  
 51-100 Spaces       Fee Parking       Public Lot       Other

**Int./unit info :**

\*# Of Units:  # Of Dishwashers:  # Of Washers:  # Of Dryers:   
Washer/Dryer Lsd (Y/N):  # Of Ranges:  # Of Disposals:   
# Of Refrigs:  # Of Fireplaces:  # Of Window/Ac:

**\*Basement:**

Full       Partial       Walkout       English       None

Last Lease Expiration (Date):

**Basement Description:**

Crawl       Cellar       Slab       None

**Misc Inside:**

Atrium       Elevator/s Freight       Handicapped Access       Skylight/s  
 Common Exercise Room/s       Elevator/s Passenger       Handicapped Equip Washr...       Storage Inside

Common Lunchroom/s  Escalator/s

Inside Corridor/s  
Conditioner

Other

Common Meeting  
Room/s

*# Of Units - Apt. Type 1	<input type="text"/>	*# Of Rooms - Type 1:	<input type="text"/>	*# Of Bdrms - Type 1:	<input type="text"/>
# Of Full Bthrms - Type 1:	<input type="text"/>	# Half Baths:	<input type="text"/>	*Income - Type 1:	<input type="text"/>
*# Of Units - Apt. Type 2	<input type="text"/>	*# Of Rooms - Type 2:	<input type="text"/>	*# Of Bdrms - Type 2:	<input type="text"/>
# Of Full Bthrms - Type 2:	<input type="text"/>	# Half Baths:	<input type="text"/>	*Income - Type 2:	<input type="text"/>
*# Of Units - Apt. Type 3	<input type="text"/>	*# Of Rooms - Type 3:	<input type="text"/>	*# Of Bdrms - Type 3:	<input type="text"/>
# Of Full Bthrms - Type 3:	<input type="text"/>	# Half Baths:	<input type="text"/>	*Income - Type 3:	<input type="text"/>
*# Of Units - Apt. Type 4	<input type="text"/>	*# Of Rooms - Type 4:	<input type="text"/>	*# Of Bdrms - Type 4:	<input type="text"/>
# Of Full Bthrms - Type 4:	<input type="text"/>	# Half Baths:	<input type="text"/>	*Income - Type 4:	<input type="text"/>
*# Of Units - Apt. Type 5	<input type="text"/>	*# Of Rooms - Type 5:	<input type="text"/>	*# Of Bdrms - Type 5:	<input type="text"/>
# Of Full Bthrms - Type 5:	<input type="text"/>	# Half Baths:	<input type="text"/>	*Income - Type 5:	<input type="text"/>
*# Of Units - Apt. Type 6	<input type="text"/>	*# Of Rooms - Type 6:	<input type="text"/>	*# Of Bdrms - Type 6:	<input type="text"/>
# Of Full Bthrms - Type 6:	<input type="text"/>	# Half Baths:	<input type="text"/>	*Income - Type 6:	<input type="text"/>
*# Of Units - Apt. Type 7	<input type="text"/>	*# Of Rooms - Type 7:	<input type="text"/>	*# Of Bdrms - Type 7:	<input type="text"/>
# Of Full Bthrms - Type 7:	<input type="text"/>	# Half Baths:	<input type="text"/>	*Income - Type 7:	<input type="text"/>

## Utilities/Green:

### Misc Inside:

- Central Air  Exhaust Fan/s  Partial  Space Pac  
 Central Individual  Heat Pump  Reverse Cycle  Total  
 Chillers  Office Only

## Utilities/Green:

### Electrical Service:

- Circuit Breakers  101-200 Amps  120V Power  3 Phase  
 Fuses  201-600 Amps  240V Power  Other/Unknown  
 Separate Meters  Over 600 Amps  480V Power  None  
 0-100 Amps

**Fire Protection:**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Alarm Monitored     | <input type="checkbox"/> Hydrants On Site         | <input type="checkbox"/> Sprinklers-Dry | <input type="checkbox"/> Water Storage Tank |
| <input type="checkbox"/> Alarm On Site       | <input type="checkbox"/> Partially Sprinklered    | <input type="checkbox"/> Sprinklers-Wet | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Fire Extinguisher/s | <input type="checkbox"/> Smoke or Fire Protectors | <input type="checkbox"/> Stand Pipe     | <input type="checkbox"/> None               |

**\* Heat/Ventilation:**

- |  |                                    |                                      |  |
|--|------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Central Bldg Heat             | <input type="checkbox"/> Gravity   | <input type="checkbox"/> Radiators   | <input type="checkbox"/> Separate Per Unit |
| <input type="checkbox"/> Central Heat/Indiv<br>Cont... | <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Solar       | <input type="checkbox"/> Radiant           |
| <input type="checkbox"/> Electric                      | <input type="checkbox"/> Hot Water | <input type="checkbox"/> Steam       | <input type="checkbox"/> Space Heater/s    |
| <input type="checkbox"/> Forced Air                    | <input type="checkbox"/> Oil       | <input type="checkbox"/> Wall Unit/s | <input type="checkbox"/> Zoned             |
| <input type="checkbox"/> Gas                           | <input type="checkbox"/> Propane   | <input type="checkbox"/> Baseboard   | <input type="checkbox"/> None              |

**Utilities To Site:**

- |   |   |   |                                      |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> Sanitary Sewer to Site | <input type="checkbox"/> Water-Community          | <input type="checkbox"/> Water to Site        | <input type="checkbox"/> Well-Shared |
| <input type="checkbox"/> Septic-Mechanical      | <input type="checkbox"/> Water-Municipal          | <input type="checkbox"/> Well-Community       | <input type="checkbox"/> None        |
| <input type="checkbox"/> Septic-Private         | <input type="checkbox"/> Water-Nearby             | <input type="checkbox"/> Well-Private         | <input type="checkbox"/> Other       |
| <input type="checkbox"/> Sewer-Storm Available  | <input type="checkbox"/> Water-Private<br>Company | <input type="checkbox"/> Well-Private Company |                                      |

**\*Tenant Pays:**

- |   |                                      |                                     |   |
|---|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Air Conditioning           | <input type="checkbox"/> Heat        | <input type="checkbox"/> Other      | <input type="checkbox"/> None             |
| <input type="checkbox"/> Common Area<br>Maintenance | <input type="checkbox"/> Scavenger   | <input type="checkbox"/> Cold Water | <input type="checkbox"/> Varies by Tenant |
| <input type="checkbox"/> Electric                   | <input type="checkbox"/> Water/Sewer | <input type="checkbox"/> Hot Water  |   |

HERS Index Score :  Green Disclosure :

**Energy/Green Building Rating Source :**

- |  |  |                                      |  |
|--|--|--------------------------------------|--|
| <input type="checkbox"/> Energy Star Homes | <input type="checkbox"/> LEED-H Gold     | <input type="checkbox"/> NAHB Silver | <input type="checkbox"/> Chicago Green Homes |
| <input type="checkbox"/> LEED-H Certified  | <input type="checkbox"/> LEED-H Platinum | <input type="checkbox"/> NAHB Gold   | <input type="checkbox"/> Other               |
| <input type="checkbox"/> LEED-H Silver     | <input type="checkbox"/> NAHB Bronze     |                                      |  |

**Green Features:**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Photovoltaic/Solar System | <input type="checkbox"/> Geothermal Heating/Cool... | <input type="checkbox"/> Low flow commode  | <input type="checkbox"/> Rainwater collection<br>sy... |
| <input type="checkbox"/> Pre-wired for PV/Solar    | <input type="checkbox"/> Tankless hot water heater  | <input type="checkbox"/> Low flow fixtures | <input type="checkbox"/> Green roof                    |

- Traffic Counts  
 Solar Hot Water

Enhanced Air Filtration

Native/drought  
resistan...

## Financial :

- \*Gross Rental Income \$:  \*Total Monthly Income :  \*Total Annual Income :   
\* Gross Rent Multiplier:  \* Real Estate Taxes:  \* Tax Year:   
\* Total Annual Exp:  Total Annual Expense Source:  Expense Year:   
\* Net Oper Income \$:  Net Operating Income Year:  Cap Rate (%):   
\* Is Seller/Owner a Real Estate Agent ?  \* Compensation Paid on :

\* Special Compensation Info :

- Court Approval  
Required  Short Sale  Variable  None  
 Bonus  Exception(s)

## \*Information:

- 24-Hr Notice Required  Short Notice OK  Show-Special  
Instructions  Highly Confidential  
 Exceptions-Call List  
Of... Cont...  Show-Call Listing Office  48-Hr Notice Required  None  
 Exclusions-Call List  
Of...  Show-Call Owner  Non-Disclosure  
Agreement  Short Sale  
 Listing Agent Must  
Acco...  Show-Courtesy Key  Other-See Remarks  Court Approval  
Required  
 Reserve Fee Required  Show-Key in Listing  
Office  No Sign on Property  REO/Lender Owned  
 Seller's Disclosure  Show-Lock Box  After Hours Only

## Backup Info:

- Aerial Map  Demographics  Legal-Description  Survey Existing  
 Air/Mineral Rights  Easements  Floor Plans and Specs  Tax Bill  
 Appraisal  Engineering Report  RPTA Disclosure Form  Title Report  
 Assessments Unpaid  Environmental Audit  Soil Borings  Topographic Maps  
 Covenants/Restrictions  Rent Roll  Soil Map  Traffic Counts  
 Declarations/Bylaws  Historical District  Soil Suitability Test/Perc  Backup Package  
 Deed Restrictions  Leases-Copies

## Sale Terms:

- Conventional  Assumption-VA  Purchase Money  
Mortgage  Other



- |  |   |   |                                      |
|--|---|---|--------------------------------------|
| <input type="checkbox"/> FHA             | <input type="checkbox"/> Release Required           | <input type="checkbox"/> Rent w/ Option | <input type="checkbox"/> Land/Lease  |
| <input type="checkbox"/> VA              | <input type="checkbox"/> Contract (Articles) for... | <input type="checkbox"/> Rewrite/Blend  | <input type="checkbox"/> Wrap Around |
| <input type="checkbox"/> Assumption-Conv | <input type="checkbox"/> Lease/Purchase             | <input type="checkbox"/> Trade/Exchange | <input type="checkbox"/> Negotiable  |
| <input type="checkbox"/> Assumption-FHA  | <input type="checkbox"/> Owner May Help/Assist      | <input type="checkbox"/> Cash Only      |                                      |

\* Time of Buyer Possession :

- |                                    |  |   |  |
|------------------------------------|--|---|--|
| <input type="checkbox"/> Closing   | <input type="checkbox"/> Lease Back Required | <input type="checkbox"/> Prior to Closing | <input type="checkbox"/> Tenant's Rights |
| <input type="checkbox"/> Immediate | <input type="checkbox"/> Negotiable          | <input type="checkbox"/> Specific Date    | <input type="checkbox"/> Other           |

Management Company Name :

Management Contact Name :

Management Contact Phone :

Can Owner Rent the Unit :

What year did you buy the property ?