

# Two to Four Units

**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.**
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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 )

## General Information

\* Directions to home :

Subdivision :

\* Elementary School District # :

Elementary School Name :

For Chicago put "299"

Not Required for City of Chicago

2nd/ Alternate Elementary School # :

\* Junior High School District # :

Junior High School Name :

For Chicago put "299"

Not Required for City of Chicago

2nd /Alternate Jr High/ Middle School # :

\* High School District # :  High School Name :

For Chicago put "299" Not Required for City of Chicago

2nd /Alternate High School # :

\* **Type of ownership**  Condo  Fee Simple  Fee Simple w/ HO Assn.

\* Approx Year Built :  Built before 1978 (Yes, No) :

If do not know put "unknown"

\* Age  \* Recent Rehab (Y/N) :   On Water Front (Click box for Yes )

**\*Zoning Type:**

- AGRIC Agriculture
- LNC Legal Non-Conforming
- PMD Planned Manufacturing D...
- SINGL Single Family
- COMMR Commercial
- MULTI Multi-Family
- PUD Planned Unit Development
- OTHER Other
- INDUS Industrial

**\* Type-Multi:**

- 2 Flat
- 1 Story Unit/s
- 4 Story Unit/s
- Duplex Side by Side
- 3 Flat
- 2 Story Unit/s
- Coach House
- Other
- 4 Flat
- 3 Story Unit/s
- Converted Residence
- Tear Down

**\* Type-Multi:**

- American 4-Sq.
- Cottage
- Mediter./Spanish
- Traditional
- Bi-Level
- English
- Prairie
- Tri-Level
- Brownstone
- Farmhouse
- Quad Level
- Tudor
- Bungalow
- French Provincial
- Queen Anne
- Victorian
- Cape Cod
- Georgian
- Ranch
- Other
- Colonial
- Greystone
- Row House
- Mid Level
- Contemporary
- Log
- Step Ranch

**\* General Information :**

- School Bus Service
- Interstate Access
- Flood Zone (Partial)
- Assisted Living
- Commuter Bus
- Flood Zone
- Adult Community
- None

Commuter Train

**Area Amenities :**

Clubhouse

Horse-Riding Area

Dock-Community

Sidewalks

Park/Playground

Horse-Riding Trails

Water Rights

Street Lights

Pool

Landing Strip

Curbs/Gutters

Street Paved

Tennis Courts

Pond/Lake

Gated Entry

Other

Horse-Community  
Barn

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

**Exterior Features :**

\* Lot Dimensions :  Acreage :

**\* Exterior Building Type:**

Aluminum Siding

Block

Shakes

Asbestos Siding

Vinyl Siding

EIFS (e.g. Dryvit)

Stucco

Limestone

Steel Siding

Glass

Stone

Slate

Brick

Log

Marble/Granite

Other

Cedar

Masonite

Concrete

Clad Trim

Frame

\*Lot Size:

**Lot Description :**

Beach

Fenced Yard

Irregular

Pond

Chain of Lakes Frontage

Forest Preserve Adjacent

Lake Front

River Front

Channel Front

Golf Course Lot

LandscapedProfessionally

Stream

- Common Grounds
- Nature Preserve Adjacent
- Legal Non-Conforming
- Water View
- Corner
- Wetlands Adjacent
- Paddock
- Wooded
- Cul-de-sac
- Horses Allowed
- park Adjacent
- Rear of Lot
- Dimensions to Center of....

Is Parking Included in Price? :

**\*Parking :**

- Garage
- Exterior Space(s)
- None

\* Garage Ownership :  \* Garage on-Site :  \*Garage Type:

\*# Garage Spaces :

**Garage Details :**

- Garage Door Opener (s)
- Carport
- Tandem
- None/NA
- Transmitter(s)
- Heated
- 7 Foot or more high gar...

\* Parking Ownership :  Parking On Site :  \* #Parking Spaces :

**Parking Details :**

- Assigned Spaces
- Off Street
- Visitor Parking
- Underground/Covered
- Unassigned
- Side Apron
- Valet
- None
- Off Alley
- Zoned Permit

**Int. Features :**

\* Total # Units in Building:  \* # Rooms:

\* # Beds in Bldg:  \* # Full Baths :  \* # Half Baths :

\*3 Br Un In Bldg (Y/N):

\* **Basement :**  Full  Partial  Walkout  English  None

**\* Basement Description :**

- Finished
- Unfinished
- Cellar
- Exterior Access
- Partially Finished
- Crawl
- Sub-Basement
- Other

\* Floor # - Unit 1:  \* # Of Rooms - Unit 1:  \* # Of Bdrms - Unit 1:

\* # Full Baths-Unit 1:  \* # Half Baths-Unit 1:  Master Bedroom Bath-Unit 1:

\* Sec Deposit \$ - Unit 1:  \* Rent \$ - Unit 1:  \* Lease Exp Date (Mo/Yr) - Unit 1:

\* Floor # - Unit 2:  \* # Of Rooms - Unit 2:  \* # Of Bdrms - Unit 2:

\* # Full Baths-Unit 2:  \* # Half Baths-Unit 2:  Master Bedroom Bath-Unit 2:

\* Sec Deposit \$ - Unit 2:  \* Rent \$ - Unit 2:  \* Lease Exp Date (Mo/Yr) - Unit 2:

\* Floor # - Unit 3:  \* # Of Rooms - Unit 3:  \* # Of Bdrms - Unit 3:

\* # Full Baths-Unit 3:  \* # Half Baths-Unit 3:  Master Bedroom Bath-Unit 3:

\* Sec Deposit \$ - Unit 3:  \* Rent \$ - Unit 3:  \* Lease Exp Date (Mo/Yr) - Unit 3:

\* Floor # - Unit 4:  \* # Of Rooms - Unit 4:  \* # Of Bdrms - Unit 4:

\* # Full Baths-Unit 4:  \* # Half Baths-Unit 4:  Master Bedroom Bath-Unit 4:

\* Sec Deposit \$ - Unit 4:  \* Rent \$ - Unit 4:  \* Lease Exp Date (Mo/Yr) - Unit 4:

**\*Appliances/Features Unit 1:**

- |                                       |                                     |  |  |
|---------------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Stove        | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Central Air Conditioner | <input type="checkbox"/> Fireplace-Wood  |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Microwave  | <input type="checkbox"/> Window Air Conditioner  | <input type="checkbox"/> Garage/Space    |
| <input type="checkbox"/> Washer       | <input type="checkbox"/> Disposal   | <input type="checkbox"/> Fireplace-Artificial    | <input type="checkbox"/> None            |
| <input type="checkbox"/> Dryer        | <input type="checkbox"/> Compactor  | <input type="checkbox"/> Fireplace-Gas           | <input type="checkbox"/> Laundry Hook-Up |

**\*Appliances/Features Unit 2:**

- |                                       |                                     |  |  |
|---------------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Stove        | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Central Air Conditioner | <input type="checkbox"/> Fireplace-Wood  |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Microwave  | <input type="checkbox"/> Window Air Conditioner  | <input type="checkbox"/> Garage/Space    |
| <input type="checkbox"/> Washer       | <input type="checkbox"/> Disposal   | <input type="checkbox"/> Fireplace-Artificial    | <input type="checkbox"/> None            |
| <input type="checkbox"/> Dryer        | <input type="checkbox"/> Compactor  | <input type="checkbox"/> Fireplace-Gas           | <input type="checkbox"/> Laundry Hook-Up |

**\*Appliances/Features Unit 3:**

- |                                       |                                     |  |  |
|---------------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Stove        | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Central Air Conditioner | <input type="checkbox"/> Fireplace-Wood  |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Microwave  | <input type="checkbox"/> Window Air Conditioner  | <input type="checkbox"/> Garage/Space    |
| <input type="checkbox"/> Washer       | <input type="checkbox"/> Disposal   | <input type="checkbox"/> Fireplace-Artificial    | <input type="checkbox"/> None            |
| <input type="checkbox"/> Dryer        | <input type="checkbox"/> Compactor  | <input type="checkbox"/> Fireplace-Gas           | <input type="checkbox"/> Laundry Hook-Up |

**\*Appliances/Features Unit 4:**

- |                                |                                     |  |   |
|--------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> Stove | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Central Air Conditioner | <input type="checkbox"/> Fireplace-Wood |
|--------------------------------|-------------------------------------|--|---|

- |                                       |                                    |   |  |
|---------------------------------------|------------------------------------|---|--|
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Microwave | <input type="checkbox"/> Window Air Conditioner | <input type="checkbox"/> Garage/Space    |
| <input type="checkbox"/> Washer       | <input type="checkbox"/> Disposal  | <input type="checkbox"/> Fireplace-Artificial   | <input type="checkbox"/> None            |
| <input type="checkbox"/> Dryer        | <input type="checkbox"/> Compactor | <input type="checkbox"/> Fireplace-Gas          | <input type="checkbox"/> Laundry Hook-Up |

**\* Tenant Pays - Unit 1:**

- |                                   |                                    |                                |                                |
|-----------------------------------|------------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> All      | <input type="checkbox"/> Heat      | <input type="checkbox"/> Sewer | <input type="checkbox"/> Other |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Parking   | <input type="checkbox"/> Water | <input type="checkbox"/> None  |
| <input type="checkbox"/> Gas      | <input type="checkbox"/> Scavenger |                                |                                |

**\* Tenant Pays - Unit 2:**

- |                                   |                                    |                                |                                |
|-----------------------------------|------------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> All      | <input type="checkbox"/> Heat      | <input type="checkbox"/> Sewer | <input type="checkbox"/> Other |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Parking   | <input type="checkbox"/> Water | <input type="checkbox"/> None  |
| <input type="checkbox"/> Gas      | <input type="checkbox"/> Scavenger |                                |                                |

**\* Tenant Pays - Unit 3:**

- |                                   |                                    |                                |                                |
|-----------------------------------|------------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> All      | <input type="checkbox"/> Heat      | <input type="checkbox"/> Sewer | <input type="checkbox"/> Other |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Parking   | <input type="checkbox"/> Water | <input type="checkbox"/> None  |
| <input type="checkbox"/> Gas      | <input type="checkbox"/> Scavenger |                                |                                |

**\* Tenant Pays - Unit 4:**

- |                                   |                                    |                                |                                |
|-----------------------------------|------------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> All      | <input type="checkbox"/> Heat      | <input type="checkbox"/> Sewer | <input type="checkbox"/> Other |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Parking   | <input type="checkbox"/> Water | <input type="checkbox"/> None  |
| <input type="checkbox"/> Gas      | <input type="checkbox"/> Scavenger |                                |                                |

**Bath Amenities:**

- |  |                                       |   |  |
|--|---------------------------------------|---|--|
| <input type="checkbox"/> Whirlpool       | <input type="checkbox"/> Steam Shower | <input type="checkbox"/> Garden Tub             | <input type="checkbox"/> Double Shower |
| <input type="checkbox"/> Separate Shower | <input type="checkbox"/> Double Sink  | <input type="checkbox"/> European Shower        | <input type="checkbox"/> Soaking Tub   |
| <input type="checkbox"/> Handicap Shower | <input type="checkbox"/> Bidet        | <input type="checkbox"/> Full Body Spray Shower |  |

**Additional Rooms :**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> 1st Floor Bedroom | <input type="checkbox"/> Exercise Room | <input type="checkbox"/> Laundry Room(s) | <input type="checkbox"/> Sitting Room           |
| <input type="checkbox"/> 2nd Kitchen       | <input type="checkbox"/> Family Room   | <input type="checkbox"/> Library         | <input type="checkbox"/> Sun/Florida Room       |
| <input type="checkbox"/> Den               | <input type="checkbox"/> Foyer         | <input type="checkbox"/> Loft            | <input type="checkbox"/> Utility Room-1st Floor |

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Dark Room        | <input type="checkbox"/> Gallery           | <input type="checkbox"/> Maid's Room     | <input type="checkbox"/> Utility Room-2nd Floor |
| <input type="checkbox"/> Enclosed Balcony | <input type="checkbox"/> Great Room        | <input type="checkbox"/> Screened Porch  | <input type="checkbox"/> Workroom               |
| <input type="checkbox"/> Enclosed Porch   | <input type="checkbox"/> InLaw Arrangement | <input type="checkbox"/> Recreation Room |   |

## Utilities/Green:

### \* Water :

- |  |  |   |                                      |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Lake Michigan | <input type="checkbox"/> Private Company | <input type="checkbox"/> Well-Private         | <input type="checkbox"/> Well-Shared |
| <input type="checkbox"/> Public        | <input type="checkbox"/> Well-Community  | <input type="checkbox"/> Well-Private Company | <input type="checkbox"/> Other       |

### \* Sewer :

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Septic-Mechanical | <input type="checkbox"/> Septic-Shared | <input type="checkbox"/> Sewer-Storm    | <input type="checkbox"/> Overhead Sewers |
| <input type="checkbox"/> Septic-Private    | <input type="checkbox"/> Sewer-Public  | <input type="checkbox"/> Holding Tank/s | <input type="checkbox"/> Other           |

### \* Heat/Fuel :

- |                                   |  |   |  |
|-----------------------------------|--|---|--|
| <input type="checkbox"/> Gas      | <input type="checkbox"/> Forced Air      | <input type="checkbox"/> Heat Pump              | <input type="checkbox"/> Indv Controls |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Hot Water/Steam | <input type="checkbox"/> Radiators              | <input type="checkbox"/> Zoned         |
| <input type="checkbox"/> Oil      | <input type="checkbox"/> Baseboard       | <input type="checkbox"/> Space Heater/s         | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Propane  | <input type="checkbox"/> Radiant         | <input type="checkbox"/> 2+ Sep Heating Systems | <input type="checkbox"/> None          |
| <input type="checkbox"/> Solar    | <input type="checkbox"/> Gravity Air     |   |  |

## Equipment:

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Humidifier            | <input type="checkbox"/> TV Antenna      | <input type="checkbox"/> Ceiling Fan       | <input type="checkbox"/> Air Cleaner                |
| <input type="checkbox"/> Water-Softener Owned  | <input type="checkbox"/> TV-Rotor        | <input type="checkbox"/> Fan-Attic Exhaust | <input type="checkbox"/> Air Exchanger              |
| <input type="checkbox"/> Water-Softener Rented | <input type="checkbox"/> Security System | <input type="checkbox"/> Fan-Whole House   | <input type="checkbox"/> Backup Sump Pump           |
| <input type="checkbox"/> Central Vacuum        | <input type="checkbox"/> Intercom        | <input type="checkbox"/> Sump Pump         | <input type="checkbox"/> Radon Mitigation System(s) |
| <input type="checkbox"/> TV-Cable              | <input type="checkbox"/> Fire Sprinklers | <input type="checkbox"/> Sprinkler-Lawn    | <input type="checkbox"/> Power Generator            |
| <input type="checkbox"/> TV-Dish               | <input type="checkbox"/> CO Detectors    |  | System(s)   |

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               |

LEED-H Silver       NAHB Bronze

**Green Features:**

Photovoltaic/Solar System    Geothermal Heating/Cool...    Low flow commode    Rainwater collection sy...  
 Pre-wired for PV/Solar    Tankless hot water heater    Low flow fixtures    Green roof  
 Solar Hot Water    Enhanced Air Filtration    Native/drought resistan...

**Tax & Assessments :**

\* Tax Year :       \* Taxes :

Tax Exemptions :

Homeowner       Senior       Other       None

\* Special Assessments :       \* Special Service Area :   
Total Rental Income \$:       Gross Rental Income \$:   
Gross Expenses \$:       Net Oper Income \$:

**Other Addl Income:**

Coin Laundry       Garage/s       Parking Space/s       Other

\* Is Seller/Owner a Real Estate Agent ?       \* Compensation Paid on :

\* Special Compensation Info :

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

\* Additional Sales Information :

Exceptions-Call List Of...    Home Warranty       Short Sale       REO/Lender Owned  
 Exclusions-Call List Of...    Reserve Fee Required       Court Approval Required    None  
 List Agent Must Accompany    Association Rental - Re...       Pre-Foreclosure

\* Time of Buyer Possession :

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

Management Company Name :



Management Contact Name :

Management Contact Phone :

Can Owner Rent the Unit :

What year did you buy the property ?