



# Non-Exclusive Listing Agreement

## Owner/Management Company

<u>Property Address</u>				<u>how to show/Key info</u>	<u>Neighborhood</u>	<u>Coordinates N/S E/W</u>		
# BDRMS	RENT	UNIT#	AVAIL	#BATHS	CONDITION	SQ FT	#RMS	Courtesy –Call Information
_____	\$ _____	_____	/ /	_____	_____	_____	_____	_____
_____	\$ _____	_____	/ /	_____	_____	_____	_____	_____

<u>Security Deposit</u>	<u>Building Type</u>	<u>Condo</u>	<u>Condo Fees</u>
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Please circle all that apply:

<u>Heat</u>	<u>AC</u>	<u>Floors</u>	<u>Kitchen</u>	<u>Laundry</u>	<u>Unit Type</u>
GFA	Central	Hardwood	Gourmet	In unit	Vintage
Steam	Window	Carpet	Modern	In Bldg	Rehab
Electric	Sleeve	Parquet	New	Free	New Const.
Hot water		Pergo	Microwave	Coin-op	Average
Gas space	Incl? Yes No	Tile	Eat-in	In area	Condo Quality
Incl? Yes No	Init. _____	Other	Pantry	Hook up	
Init. _____			DW		

<u>Parking</u>	<u>Fireplace</u>	<u>Pet Policy</u>	<u>Bathroom</u>	<u>Outdoor</u>
Garage	Wood Burning	Cats Y / N / Neg	Standard	Balcony
Covered	Gas	Dogs Y / N / Neg	New	Deck
Uncovered	Décor		Jacuzzi Tub	Patio
Street	Gas Start	Fee / Dep \$ _____	Soaking Tub	Yard
Valet		Weight Limit _____ lbs.	Sep. Shower	Sundeck
Wait List			Double Sink	Porch
Incl. Yes / No Cost \$ _____	Notes/Remarks: _____			

### Building Amenities

Sep. Dining Room	Doorman	Blinds/Curtains	Indoor Pool
LR/DR Combo	Fitness Center	Ceiling Fans	Outdoor Pool
Bike Room	Walk-in Closets	Cable/Satellite Ready	Internet/DSL Ready
Intercom Security	Extra Storage	Transportation _____	

Do you have digital photos of your unit? Please email them to [info@rentHOTproperty.com](mailto:info@rentHOTproperty.com) and include address, unit# and approximate dimensions of rooms if possible. Or call us to schedule an appointment 773-292-9292.

Owner Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_ Fax # \_\_\_\_\_

Email \_\_\_\_\_ Info taken by \_\_\_\_\_ Agent \_\_\_\_\_

How did you hear about us? \_\_\_\_\_ Date \_\_\_\_\_

**THERE IS NO FEE IF YOU RENT YOUR PROPERTY ON YOUR OWN.** We only collect a fee if and when the tenant(s) provided by HP Realty are accepted into a lease. The commission fee is equivalent to one month's rent. Any money collected by HP Realty will be first applied towards commissions due. As the owner / property manager, I have reviewed the information specific to the properties listed above and agree to accept responsibility for the information's accuracy and abide by the terms of the contract. Undersigned attests that he or she is either the owner or a contractually authorized agent for the owner of the property listed above at the date of this contract. Owner permits HP Realty, Inc to list on the mls (multiple listing services of Illinois) please sign and fax to 773.292.9282 or call us @ 773.292.9292. Thanks.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

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