



**CHICAGO APARTMENT FINDERS**  
 1114 W. Bryn Mawr  
 Chicago, Illinois 60660  
 773.572.2748 Phone  
 773.435.5112 Fax  
 www.chicagoapartmentfinders.com

LISTING AGENT \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_  
 FAX NUMBER \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_

# NON-EXCLUSIVE LISTING AGREEMENT

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

List Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

OWNER /  COOPERATING BROKER INFORMATION:

Owner Name \_\_\_\_\_  
 Owner Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Email Address \_\_\_\_\_

Cell Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Fax Number \_\_\_\_\_

CONDO ASSOCIATION /  MANAGEMENT COMPANY INFORMATION:

Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Email Address \_\_\_\_\_

Work Phone \_\_\_\_\_  
 Fax Number \_\_\_\_\_

**PROPERTY INFORMATION:**

Property Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Contact Phone \_\_\_\_\_

Neighborhood \_\_\_\_\_  
 Building Style \_\_\_\_\_  
 Built before 1978?  yes  no

Unit #	Rent Price	Security Deposit	Date Avail.	# Beds	# Baths	SQ FT	Tenant Contact Information (Name, Phone & Email)	VACANT
	\$	\$						<input type="checkbox"/>
	\$	\$						<input type="checkbox"/>
	\$	\$						<input type="checkbox"/>
	\$	\$						<input type="checkbox"/>

**(PLEASE CHECK ALL THAT APPLY)**

Prop Type	Condition	Kitchen	Floors	Laundry	Bathroom	Fireplace	Heat	A/C	Pets	Parking
<input type="checkbox"/> Condo <input type="checkbox"/> Private <input type="checkbox"/> Rental	<input type="checkbox"/> Gut Rehab <input type="checkbox"/> Modern <input type="checkbox"/> New Const <input type="checkbox"/> Part Rehab <input type="checkbox"/> Vintage	<input type="checkbox"/> Gourmet <input type="checkbox"/> Modern <input type="checkbox"/> New <input type="checkbox"/> Standard	<input type="checkbox"/> Hardwood <input type="checkbox"/> Carpet <input type="checkbox"/> Parquet <input type="checkbox"/> Linoleum <input type="checkbox"/> HW/Cpt <input type="checkbox"/> Tile <input type="checkbox"/> Concrete	<input type="checkbox"/> In Build Pay <input type="checkbox"/> In Build Free <input type="checkbox"/> In Unit <input type="checkbox"/> Hookup <input type="checkbox"/> None	<input type="checkbox"/> Modern <input type="checkbox"/> Standard <input type="checkbox"/> New  <input type="checkbox"/> Marble <input type="checkbox"/> Jacuzzi Tub	<input type="checkbox"/> Wood Burn <input type="checkbox"/> Gas <input type="checkbox"/> Decorative <input type="checkbox"/> None	<input type="checkbox"/> GFA <input type="checkbox"/> Radiator <input type="checkbox"/> Electric <input type="checkbox"/> Pay Blower <input type="checkbox"/> Gas Space <input type="checkbox"/> Radiant Flr	<input type="checkbox"/> Central <input type="checkbox"/> Pay Blower <input type="checkbox"/> Window Unit <input type="checkbox"/> Wall Unit <input type="checkbox"/> None	<input type="checkbox"/> Cats <input type="checkbox"/> Dogs <input type="checkbox"/> Wt Lmt lbs _____ <input type="checkbox"/> None <input type="checkbox"/> Negotiable	<input type="checkbox"/> Uncovered <input type="checkbox"/> Garage <input type="checkbox"/> Tandem <input type="checkbox"/> None Deeded <input type="checkbox"/> yes <input type="checkbox"/> no Pet Deposit \$ _____ Spot Number _____ Pet Fee /month \$ _____ Monthly Price \$ _____

Building Amenities & Features					Utilities Included in Rent			Fees		Deposits	
<input type="checkbox"/> Balcony	<input type="checkbox"/> Deck	<input type="checkbox"/> Freight Elev	<input type="checkbox"/> Pool (outdoor)	<input type="checkbox"/> Walk-In Closet	Heat	<input type="checkbox"/> yes <input type="checkbox"/> no	Internet	<input type="checkbox"/> yes <input type="checkbox"/> no	Move In	\$	\$
<input type="checkbox"/> Bike Storage	<input type="checkbox"/> Doorman	<input type="checkbox"/> Intercom	<input type="checkbox"/> Roof Deck	<input type="checkbox"/> Workout Rm.	Gas	<input type="checkbox"/> yes <input type="checkbox"/> no	Cable	<input type="checkbox"/> yes <input type="checkbox"/> no	Move Out	\$	\$
<input type="checkbox"/> Bus. Center	<input type="checkbox"/> Dry Cleaner	<input type="checkbox"/> Party Room	<input type="checkbox"/> Svc. Entrance	<input type="checkbox"/> Yard	CookingGas	<input type="checkbox"/> yes <input type="checkbox"/> no			Elevator	\$	\$
<input type="checkbox"/> Ceiling Fan	<input type="checkbox"/> Elevator	<input type="checkbox"/> Patio	<input type="checkbox"/> Storage		Electricity	<input type="checkbox"/> yes <input type="checkbox"/> no				\$	\$
<input type="checkbox"/> Conv. Store	<input type="checkbox"/> Enc. Porch	<input type="checkbox"/> Pool (indoor)	<input type="checkbox"/> Tennis		A/C	<input type="checkbox"/> yes <input type="checkbox"/> no				\$	\$

**TELL US ABOUT YOUR PLACE:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LEASE INFORMATION:**

As an added benefit CHICAGO APARTMENT FINDERS (CAF) offers our landlords the "104" lease, widely accepted as one the best in the industry in terms of providing landlord protection. This lease is in full compliance with the "Residential Landlord and Tenant Ordinance" (Municipal Code of Chicago, Title 5 Chapter 12).

Please answer the following questions below:

- yes  no **Will you accept Co-Signers?**
- yes  no **Will Chicago Apartment Finders handle lease signing?**
- yes  no **Is your property on the market for sale?**
- yes  no **Is your property in foreclosure or pending foreclosure?**

**GUARANTEED ACCESS:**

To better rent out your property we will need "guaranteed access". When providing entry keys – ALL locks must be in working order and all keys must be provided for each lock on entry door(s).

Please select the option that best suits you below:

- I prefer having my keys securely housed at a CAF office. (HIGHLY RECOMMENDED)**  
The best and most efficient way to show your property and obtain customized feedback.
- I will leave my keys with a Doorman or on-site Engineer.**  
Please complete a permission to enter form with your management office or condo association.
- I will leave my keys in a lockbox at the property.**  
Please provide us with the lockbox code.
- I guarantee that I will be available to show the property with 1 hours notice.**

**CONDO MANAGEMENT SERVICES:**

CAF MANAGEMENT makes your life easier and provides management services for condominium owners. Services include leasing, rent collection, maintenance, cleaning and turnover.

For more information, please call 773-572-2742 or send an email to [cafmgmt@cafinders.com](mailto:cafmgmt@cafinders.com).

Would you be interested in learning more about these services?  yes  no

**TERMS OF AGREEMENT:**

CAF's brokerage fee is equivalent to one month's rent, including rent on deeded parking (if any), for finding a tenant for a unit for a 12 month lease term. CAF will collect the first month's rent which shall be held as a reservation deposit from the rental client. CAF shall earn the brokerage fee upon lease signing.

yes  no **2 YEAR LEASE.** CAF's brokerage fee for a 24 month lease is equivalent to one and one half month's rent, including rent on deeded parking (if any). The landlord/property owner shall be responsible for paying CAF the amount of one half month's rent at lease signing.

CAF uses its best efforts to provide qualified rental applicants. The ultimate determination regarding the applicant's suitability and credit worthiness remains the responsibility of the landlord/property owner.

CAF does not earn a fee if the owner rents their apartment(s) on their own (i.e. to a non-CAF rental client).

**FAIR HOUSING LAW COMPLIANCE**

CAF abides by the Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) which, as amended, prohibits discrimination in the sale, rental, and financing of dwellings based on race, color, national origin, religion, sex, familial status and disability.

- I am the OWNER OF RECORD and agree to the terms of the contract.**
- I am the AUTHORIZED AGENT OF THE OWNER and agree to the terms of the contract.**

**ELECTRONIC SIGNATURE:**

All parties consent to executing or accepting agreements by electronic or digital means and agree (i) documents executed or accepted in such manner shall be considered as legally binding and shall be treated as an original written, signed documents, and (ii) agree not to raise, and agree to waive, the use of electronic transmission or electronic signatures as a defense to the binding nature of such agreements.

**I agree.** \_\_\_\_\_  
**TYPE NAME**

CAF values your business and we're here to assist you! Please feel free to call our Landlord Relations Department with any questions that you may have. We can be reached at 773-572-2748 or at [updates@cafinders.com](mailto:updates@cafinders.com).