

Non-Exclusive Listing Agreement

2533 W Fullerton Ave, Chicago, IL 60647
5009 N Sheridan Rd, Chicago, IL 60640

Listing Agent _____

Phone Number _____

Email Address _____



☐ OWNER / ☐ AUTHORIZED AGENT INFORMATION

Name:	LLC Name (if applicable):
Address:	Phone Number:
City, State, Zip:	Email Address:

PROPERTY INFORMATION

Address:
City, State, Zip:
Neighborhood:
Building: <input type="checkbox"/> Walk-up <input type="checkbox"/> Mid-rise <input type="checkbox"/> High-rise <input type="checkbox"/> SFH <input type="checkbox"/> TWHS <input type="checkbox"/> Duplex <input type="checkbox"/> Coach House <input type="checkbox"/> Condo
Condition: <input type="checkbox"/> New Constr <input type="checkbox"/> Vintage <input type="checkbox"/> Modern <input type="checkbox"/> Rehab

CONDO INFORMATION - If applicable

Association Name:	
Contact Name:	
Contact Information:	
Move-In Fee: \$	Move-In Deposit: \$
Move-Out Fee: \$	Move-Out Deposit: \$
Elevator Fee: \$	Elevator Deposit: \$

Unit #	Rent Price	Date Available	Beds	Baths	Sq. Ft.	Tenant Contact Info (Name + Phone Number)	Showing Instructions
	\$						
	\$						
	\$						
	\$						
	\$						

UNIT FEES

Security Deposit: \$ _____
Move-in Fee: \$ _____ <input type="checkbox"/> Per Person <input type="checkbox"/> Per Unit

UNIT ACCESS

<input type="checkbox"/> Keys securely housed at TAS	<input type="checkbox"/> Lockbox, code _____
<input type="checkbox"/> Building's doorman/manager	<input type="checkbox"/> I will be present within 1hr notice

UNIT AMENITIES - Please check all that apply

Kitchen	Includes	Heat	Utilities Included	Notes/Description:
<input type="checkbox"/> New <input type="checkbox"/> Standard <input type="checkbox"/> Stainless <input type="checkbox"/> Granite <input type="checkbox"/> Quartz	<input type="checkbox"/> Dishwasher <input type="checkbox"/> Microwave <input type="checkbox"/> Fireplace Laundry <input type="checkbox"/> In Unit	<input type="checkbox"/> Electric <input type="checkbox"/> GFA <input type="checkbox"/> Radiator <input type="checkbox"/> Central A/C	<input type="checkbox"/> Water <input type="checkbox"/> Electricity <input type="checkbox"/> Lawn Care <input type="checkbox"/> Snow Removal <input type="checkbox"/> Heat <input type="checkbox"/> Gas <input type="checkbox"/> Internet <input type="checkbox"/> Cable	
Bathroom <input type="checkbox"/> New <input type="checkbox"/> Standard	<input type="checkbox"/> On-Site Free <input type="checkbox"/> On-Site Pay <input type="checkbox"/> WD Hookup	<input type="checkbox"/> Central <input type="checkbox"/> Window Unit <input type="checkbox"/> Wall Unit	RUBS (if applicable) \$ _____ /mon	

BUILDING AMENITIES - Please check all that apply

<input type="checkbox"/> Bike Storage	<input type="checkbox"/> Gym	<input type="checkbox"/> Party Room	<input type="checkbox"/> Theater	Pets <input type="checkbox"/> Dogs OK <input type="checkbox"/> Fee <input type="checkbox"/> Deposit <input type="checkbox"/> Cats OK \$ _____ <input type="checkbox"/> Negotiable Pet Rent <input type="checkbox"/> None \$ _____/mon Restrictions _____	Parking <input type="checkbox"/> Garage Incl in Rent? <input type="checkbox"/> Covered <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncovered Monthly Price <input type="checkbox"/> Tandem \$ _____ <input type="checkbox"/> Street Space Number <input type="checkbox"/> None _____
<input type="checkbox"/> Business Center	<input type="checkbox"/> Indoor Pool	<input type="checkbox"/> Patio - Shared	<input type="checkbox"/> Yard		
<input type="checkbox"/> Courtyard	<input type="checkbox"/> Intercom	<input type="checkbox"/> Roof Deck			
<input type="checkbox"/> Doorman	<input type="checkbox"/> Laundry Room	<input type="checkbox"/> Sauna			
<input type="checkbox"/> Elevator	<input type="checkbox"/> Onsite Manager	<input type="checkbox"/> Security System			
<input type="checkbox"/> Game Room	<input type="checkbox"/> Outdoor Pool	<input type="checkbox"/> Storage Unit			
<input type="checkbox"/> Garage	<input type="checkbox"/> Package Room	<input type="checkbox"/> Sun Deck			

LEASE INFORMATION - To facilitate lease-draft process

Key Release Instructions: <input type="checkbox"/> Release by Landlord/Landlord representative on lease start date <input type="checkbox"/> Release by The Apartment Source on lease start date <input type="checkbox"/> Released via lockbox on lease start date <input type="checkbox"/> Other: _____	Rent Payment Instruction Made payable to: _____ Electronic transfer (via acct: _____) <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Venmo <input type="checkbox"/> Money Order <input type="checkbox"/> Zelle <input type="checkbox"/> Personal check <input type="checkbox"/> Other: _____ <input type="checkbox"/> Cash
If there is a security deposit, please identify the financial institution and address it will be held at: _____	
Do you have a lease rider that must be included with the lease? <input type="checkbox"/> Yes (I will send to listing agent) <input type="checkbox"/> No	

SERVICES 4 Fours Enterprises, Inc d/b/a The Apartment Source (hereinafter "Agent") shall attempt to procure a quality tenant(s) for each of the units described above in accordance with the terms and conditions set forth herein. Agent can provide the Owner of Record and/or authorized agent of the Owner of Record (hereinafter "Landlord") with a market analysis which will be based on research of surrounding comparable properties upon request. In an effort to procure such tenant(s), Agent shall advertise each listing. Advertisements may include, but will not be limited to: internet advertising, newspaper advertising, distribution of postcards and/or other any and all other customary means of advertising non-exclusive rental listings. Agent will make all necessary arrangements to schedule and conduct showings of the unit(s) with prospective tenant(s). Agent can conduct a check of each prospective tenant, which at minimum will include a landlord verification and review of credit report(s). Agent shall be responsible for reviewing the processed application(s) of all tenants seeking tenancy at the Property when applicable, but Landlord shall have the final say as to whether to approve every tenant. Agent can prepare a lease agreement for Landlord and approved tenant(s), and will collect the appropriate fee in connection with the execution of the lease agreement (see "Compensation" below).

COMPENSATION For each lease procured in connection with the unit(s) listed above, Landlord will provide Agent with a leasing fee of:
 One (1) month's rent for a lease under 18 months
 One and half (1.5) month's rent for leases 18 months and over

No compensation is owed if Landlord rents the unit(s) on their own or with the assistance of another agency.

Interest on Late Payments: All amounts owed by Landlord to the Agent under this Agreement shall be paid by Landlord within thirty (30) days from the tenant's Lease Start Date. Payments not made within such the prescribed time period shall be subject to an additional late fee equal to five percent (5%) of the past due amount per month for each unit. All payments by the Landlord to Agent shall be made either by Automated Clearing House (ACH), Zelle, credit card, debit card, or by cashier's check, personal check, money order, or paid directly through the issued invoice, if applicable.

TERM OF AGREEMENT Unless otherwise agreed by Landlord and Agent in writing, this Agreement shall last for a period of four (4) months following the execution of this Agreement.

ENFORCEMENT OF AGREEMENT If Agent commences a proceeding to enforce its rights hereunder, Agent shall be entitled to recover from Landlord all of Agent's costs and expenses, including attorneys' fees and expenses, if any, reasonably incurred in connection with such proceeding.

LANDLORD'S OBLIGATION Landlord agrees to cooperate with Agent in effecting executed leases for each of the units described above. Landlord shall make all necessary arrangements to allow Agent to gain access to each subject unit during Landlord's normal business hours. Landlord shall have two (2) calendar days to review the submission and decide whether to accept or reject the prospective tenant(s). Landlord may not unreasonably reject a tenant and must adhere to all city, state, and national Fair Housing laws.

PHOTOGRAPHY Full rights to all marketing photography taken by Agent belong to Agent. Agent will offer Landlord the option to purchase the full rights to the marketing photography taken for Landlord's Property and Landlord may exercise such option to purchase at any time during or after the expiration of this Agreement.

Please indicate how Agent may obtain photos of the unit(s):

☐ Agent's photographer ☐ Landlord will provide photos ☐ Use Stock photos ☐ Unit is not ready; check back on _____

ENTIRE AGREEMENT This Agreement contains the entire agreement of Landlord and Agent with respect to the subject matter hereof. There are no agreements, understandings, assurances, promises, warranties, covenants, or undertakings with respect to the subject matter of this Agreement that are not set forth in this Agreement. This Agreement supersedes all prior or contemporaneous agreements, discussions or representations, whether oral or written, with respect to the subject matter hereof.

AUTHORIZATIONS & REPRESENTATIONS Each party hereto warrants and represents that it is fully authorized to enter into this Agreement and to carry out the obligations and terms provided herein. Landlord warrants and represents that he/she/they is the Owner of Record and/or authorized agent of the Owner of Record of the units described on Page 1 of this Agreement.

ADDITIONAL NOTES:

- ☐ I DO NOT want a "For Rent" sign at my property.
- ☐ I DO NOT want a lockbox placed at my property.

OWNER:

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

OOR / Authorized Agent's Name

OOR / Authorized Agent's Signature Date

BROKER: The Apartment Source



Authorized Broker's Signature Date