



4520 N. Clarendon Ave.  
Chicago, IL 60640  
Phone: 773.RENT.IT.1  
(736 • 8481)  
Fax: 773.777.8482

www.apartmentvigilantes.com

## NON-EXCLUSIVE LISTING AGREEMENT

(Please Print Legibly)

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 \_\_\_\_\_

**PROPERTY INFORMATION:**

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

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

Unit #	Rent Price	Security Deposit	Date Avail.	# Beds	# Baths	SQ FT	Vacant	Tenant Courtesy Call Information
	\$	\$						
	\$	\$						
	\$	\$						
	\$	\$						

(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"/> Gut Rehab	<input type="checkbox"/> European	<input type="checkbox"/> Hardwood	<input type="checkbox"/> In Build Pay	<input type="checkbox"/> Vintage	<input type="checkbox"/> Wood Burn	<input type="checkbox"/> GFA	<input type="checkbox"/> Central	<input type="checkbox"/> Cats	<input type="checkbox"/> Uncovered
<input type="checkbox"/> Mgt. Co.	<input type="checkbox"/> Modern	<input type="checkbox"/> Gourmet	<input type="checkbox"/> Carpet	<input type="checkbox"/> In Build Free	<input type="checkbox"/> Modern	<input type="checkbox"/> Gas	<input type="checkbox"/> Radiator	<input type="checkbox"/> Pay Blower	<input type="checkbox"/> Dogs	<input type="checkbox"/> Garage
<input type="checkbox"/> Private	<input type="checkbox"/> New Const	<input type="checkbox"/> Modern	<input type="checkbox"/> Parquet	<input type="checkbox"/> In Unit	<input type="checkbox"/> Standard	<input type="checkbox"/> Decorative	<input type="checkbox"/> Electric	<input type="checkbox"/> Window Unit	<input type="checkbox"/> Wt Lmt	<input type="checkbox"/> Tandem
<input type="checkbox"/> Rental	<input type="checkbox"/> Part Rehab	<input type="checkbox"/> New	<input type="checkbox"/> Linoleum	<input type="checkbox"/> Hookup	<input type="checkbox"/> New	<input type="checkbox"/> None	<input type="checkbox"/> Pay Blower	<input type="checkbox"/> Sleeve	lbs _____	<input type="checkbox"/> None
<input type="checkbox"/> Non Smoking	<input type="checkbox"/> Vintage	<input type="checkbox"/> Standard	<input type="checkbox"/> HW/Cpt	<input type="checkbox"/> None	<input type="checkbox"/> Marble		<input type="checkbox"/> Gas Space	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> Deeded
	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Tile	<input type="checkbox"/> Concrete		<input type="checkbox"/> Jacuzzi Tub				<input type="checkbox"/> Negotiable	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> Microwave								Deposit	Monthly Price
									\$ _____	\$ _____

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

ADDITIONAL NOTES OR REMARKS SUCH AS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LEASE INFORMATION:**

Rent checks payable to \_\_\_\_\_ Same as owner info   
 Rent checks sent to \_\_\_\_\_ Same as owner info

Will you accept Co-Signers?  yes  no | Is your property on the market for sale?  yes  no  
 Will Apartment Vigilantes handle lease signing?  yes  no | Would you be open to renting the unit with the option of buying?  yes  no

**GUARANTEED ACCESS:**

To better rent out your property we will need "guaranteed access".

Please select the option that best suits you below:

- I prefer having my keys securely housed at an Apartment Vigilantes office. (HIGHLY RECOMMENDED)
- I will leave my keys with a Doorman or on-site Engineer.
- I will leave my keys in a lockbox at the property.
- I will be available to show the property with one hours notice

**CONDO MANAGEMENT SERVICES:**

Apartment Vigilantes makes your life easier and provides referrals to pre-screened property management companies. Over the years we have had the privilege to work with the top property managers in Chicago. Property Management services can include leasing, rent collection, onsite facility management and turnover.

**For more information, please call 773.736.8481 or send an email to [avmgt@apartmentvigilantes.com](mailto:avmgt@apartmentvigilantes.com)**

**Would you be interested in learning more about property management services?  Y  N**

**TERMS OF AGREEMENT:**

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

Apartment Vigilantes' 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 Apartment Vigilantes the amount of one half months rent at lease signing.

Apartment Vigilantes 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.

Apartment Vigilantes 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.

This is a Non-Exclusive (Open) Listing Agreement:

The Owner / Manager retains the right to rent the property directly on his or her own behalf with no sales commission due to Apartment Vigilantes, so long as the Apartment Vigilantes did not find the purchaser. The Owner / Manager further has the right to list the property with other brokers.

Forfeit of Deposit:

If a deposit of money is forfeited by a purchaser produced by Apartment Vigilantes, one half of the deposit shall be retained by Apartment Vigilantes, and the other half of the deposit shall be paid to the Owner / Manager.

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- 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.

**Listing Agent Information**

NAME (PRINT)

SIGNATURE

Name

Phone

Fax

Email