



RESIDENTIAL BROKERAGE

RENTAL DIVISION

Phone 1-888-FINDERS
www.chicagoapartmentfinders.com

LISTING AGENT _____

PHONE NUMBER _____

EMAIL ADDRESS _____

EXCLUSIVE RIGHT TO LEASE AGREEMENT

☐ OWNER / ☐ COOPERATING BROKER INFORMATION:

Owner Name _____

Owner Address _____

City _____ State _____ Zip _____

Cell Phone _____

Email Address _____

PROPERTY INFORMATION:

Property Address
(Range if applicable) _____

Cross Street _____

City _____ State _____ Zip _____

Contact Name _____

Contact Phone _____

Neighborhood _____

Building Style ☐ Walk Up ☐ 2 - 3 Flat ☐ Courtyard ☐ 4 + 1 ☐ Highrise ☐ Midrise ☐ Single Family ☐ Townhouse

Built before 1978? ☐ yes ☐ no

List Date _____ Expiration Date _____

☐ CONDO ASSOCIATION / ☐ MANAGEMENT COMPANY INFORMATION:

Name _____

Contact Name _____

Email Address _____

Work Phone _____

CONDO FEES/DEPOSITS:

Fees		Deposit	
Move-in	\$	Move-in	\$
Move-out	\$	Move-out	\$
Elevator	\$	Elevator	\$
	\$		\$

Unit #	Rent Price	Security Deposit	Admin Fee	Date Avail.	# Beds	# Baths	SQ FT	Vacant or Tenant Contact Information (Name, Phone, etc.)
	\$	\$	\$					
	\$	\$	\$					
	\$	\$	\$					

(PLEASE CHECK ALL THAT APPLY)

Unit Amenities				Views/Exposure	Pets		Parking	
<input type="checkbox"/> Balcony	<input type="checkbox"/> High Ceilings	<input type="checkbox"/> Outdoor Space	A/C:	<input type="checkbox"/> River	<input type="checkbox"/> Prohibited, unless required by law		<input type="checkbox"/> Valet	<input type="checkbox"/> Uncovered
<input type="checkbox"/> Dining Room	<input type="checkbox"/> Laundry in Unit	<input type="checkbox"/> Patio	<input type="checkbox"/> Window/Wall	<input type="checkbox"/> Skyline	<input type="checkbox"/> Pets Okay	<input type="checkbox"/> Dogs Only	<input type="checkbox"/> Indoor	<input type="checkbox"/> Garage
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Laundry in Building	<input type="checkbox"/> Private Deck	<input type="checkbox"/> Central	<input type="checkbox"/> City	<input type="checkbox"/> Cats Only	<input type="checkbox"/> Small Pets	<input type="checkbox"/> Outdoor	<input type="checkbox"/> Tandem
<input type="checkbox"/> Eat-in Kitchen	<input type="checkbox"/> Loft	<input type="checkbox"/> Rec. Room	<input type="checkbox"/> None	<input type="checkbox"/> Park	Pet Deposit	<input type="checkbox"/> Wt Lmt	<input type="checkbox"/> Street w/ Permit	<input type="checkbox"/> None
<input type="checkbox"/> Fireplace	<input type="checkbox"/> Non-Smoking	<input type="checkbox"/> Renovated	HEAT:	<input type="checkbox"/> Lake View	\$_____	lbs _____	<input type="checkbox"/> Street w/o Permit	Deeded
<input type="checkbox"/> Furnished	<input type="checkbox"/> Marble Bath	<input type="checkbox"/> Stainless Steel Apps	<input type="checkbox"/> GFA	<input type="checkbox"/> Open View	Pet Fee /month		<input type="checkbox"/> Assigned	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Garden	<input type="checkbox"/> Microwave	<input type="checkbox"/> Terrace	<input type="checkbox"/> Central	<input type="checkbox"/> North	\$_____		<input type="checkbox"/> Heated	Spot Number
<input type="checkbox"/> Granite Kitchen	<input type="checkbox"/> Open Kitchen	<input type="checkbox"/> Walk-in Closet	<input type="checkbox"/> Radiator	<input type="checkbox"/> South			Included in Rent	Monthly Price
<input type="checkbox"/> Hardwood	<input type="checkbox"/> Original Details	<input type="checkbox"/> Wall to Wall Carpet	<input type="checkbox"/> Pay Blower	<input type="checkbox"/> East			<input type="checkbox"/> yes <input type="checkbox"/> no	
			<input type="checkbox"/> Electric	<input type="checkbox"/> West				\$_____

Building Amenities & Features					Utilities Included in Rent			Owner	Fees	Deposits	
<input type="checkbox"/> Bicycle Room	<input type="checkbox"/> Driveway	<input type="checkbox"/> High Speed Internet	<input type="checkbox"/> New Construction	<input type="checkbox"/> Valet	Heat	<input type="checkbox"/> yes <input type="checkbox"/> no	Internet	<input type="checkbox"/> yes <input type="checkbox"/> no	Move In	\$	\$
<input type="checkbox"/> Bus. Center	<input type="checkbox"/> Elevator			<input type="checkbox"/> Virtual Doorman	Gas	<input type="checkbox"/> yes <input type="checkbox"/> no	Cable	<input type="checkbox"/> yes <input type="checkbox"/> no	Move Out	\$	\$
<input type="checkbox"/> Common Outdoor Area	<input type="checkbox"/> Freight Elev.	<input type="checkbox"/> Laundry	<input type="checkbox"/> Pool		CookingGas	<input type="checkbox"/> yes <input type="checkbox"/> no	Water	<input type="checkbox"/> yes <input type="checkbox"/> no	Elevator	\$	\$
<input type="checkbox"/> Courtyard	<input type="checkbox"/> Garage	<input type="checkbox"/> Laundry Services	<input type="checkbox"/> Receiving Room	<input type="checkbox"/> Wheel Chair Access	Electricity	<input type="checkbox"/> yes <input type="checkbox"/> no	A/C	<input type="checkbox"/> yes <input type="checkbox"/> no		\$	\$
<input type="checkbox"/> Doorman	<input type="checkbox"/> Health Club	<input type="checkbox"/> Lounge	<input type="checkbox"/> Roof Deck							\$	\$
		<input type="checkbox"/> Storage	<input type="checkbox"/> Wifi								

TELL US ABOUT YOUR PLACE: _____



RESIDENTIAL BROKERAGE
RENTAL DIVISION

LISTING AGENT _____
PHONE NUMBER _____
EMAIL ADDRESS _____

EXCLUSIVE RIGHT TO LEASE AGREEMENT

In consideration of both _____ ("Owner") granting to Coldwell Banker Residential Brokerage - Rental Division ("Broker") the exclusive right to lease the property described below ("Property") and Broker's agreement to use its best efforts to lease the Property, the receipt and sufficiency of such consideration is hereby acknowledged, Owner and Broker agree as follows: This Agreement is entered into between _____ ("Owner") and Coldwell Banker Residential Brokerage Rental Division ("Broker") to lease the property located at _____ as attached and described in greater detail on the Exclusive Listing Agreement Fact Sheet ("ELAFS") attached hereto.

1. **EXCLUSIVE AGENCY** For definition purposes established by Midwest Real Estate Data LLC ("MRED"), the Chicago Association of Realtors ("CAR"), and the Multiple Listing Service ("MLS"), this Agreement is hereby determined as Exclusive Agency. The Broker is the Exclusive Agency for the Owner. At no time may the Owner have another Agreement (**either Exclusive, Open, or Non-Exclusive**) with any other Broker.
2. **DESIGNATED AGENCY** Owner and Broker hereby designate the individual real estate licensee(s) listed below as the Designated Agent(s) of Owner to the exclusion of all other licensees sponsored by Broker, who shall be referred to individually or collectively as Designated Agent(s). Owner acknowledges that Broker is a real estate brokerage firm and that in some cases, Broker, either through Designated Agent or through other licensees affiliated with Broker may represent prospective tenants. Owner specifically requests that the Property be submitted to all prospective tenants specifically including, without limitation, those prospective tenants represented by Broker and/or Designated Agent(s), and Owner consents to any dual agency which may be created thereby, if such prospective purchasers or tenants are represented by Designated Agent. Further, Broker agrees that it shall not disclose the confidential information of one principal to another. Designated Agent(s): _____
3. **TERM** The term of this listing agreement ("Agreement") shall commence on the date indicated on the ELAFS and end at midnight on the 90th full day thereafter ("Term").
4. **BROKER** Broker shall provide, at a minimum, the following services: **(1)** Accept delivery of and present to Owner offers and counteroffers to lease Owner's property; **(2)** Assist Owner in developing, communicating, negotiating, and presenting offers, counteroffers until a lease is signed and all contingencies are satisfied or waived; and **(3)** Answer Owner's questions relating to the offers, counteroffer, notices, and contingencies; all in addition to specific services described elsewhere in this Agreement.
5. **COMMISSION** Owner shall pay Broker a commission including rent on deeded parking (if any) computed as:

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 Initials

<u>Lease Term</u>	<u>Commission</u>
Up to 18 months	1 month's rent
19-24 months	1.5 month's rent

if:

- A. The Property is leased to a tenant procured by Broker, or anyone else; or
- B. Owner grants an option to lease the Property and subsequently leases the Property to the optionee whether pursuant to the terms of such option or otherwise (in which case the commission shall be due and payable upon execution of the lease of the Property); or each of such circumstances may be collectively described as a "Lease."
- C. In the event the Property is purchased by the Lessee, or an option to purchase is granted to Lessee and the Lessee should purchase the Property, whether pursuant to such option or otherwise, then in addition to a rental commission, a sales commission of two and half percent of the gross sales price shall be paid to Broker.
- D. Broker is authorized to collect prepaid rent from Tenant and apply such funds to payment of the commission at lease execution. In the event that such prepaid rent does not equal or exceed Broker's commission, Landlord shall promptly pay the unpaid balance of Broker's commission.
- E. Owner authorizes Broker to accept and to timely deposit in Broker's escrow account any prepaid rent paid by any prospective tenant, and to deduct from or apply such prepaid rent toward Broker's commission when and if such commission is earned, due, and payable. Owner hereby irrevocably assigns said funds to Broker to the extent necessary to pay such commission.

- 6. EXPIRATION/TERMINATION** Owner agrees to pay Broker a commission computed in accordance with this Agreement if within 5 days of the expiration or termination of the Term, either Owner leases the Property to, or Owner executes a contract for the lease of the Property with, or negotiations for such a transaction either continue, resume, or commence and thereafter continue and lead to a lease of the Property to a Registered Prospect as defined below. A Registered Prospect is any party whose name appears on a list of Registered Prospects provided by Broker to Owner within 5 days of expiration of the Term or termination of this Agreement, provided however, that such Registered Prospect has during the Term either: **(A)** toured the Property; or **(B)** expressed interest in the Property in writing; or **(C)** offered to lease the Property. If Broker fails to provide Owner a list of Registered Prospects within 5 days of the expiration or termination of the Term, Broker shall have no further right to commission under the terms of this Section.
- 7. SHOWINGS/MLS** Owner hereby authorizes Broker and its agent any suitable means possible to all show the Property. This shall be arranged primarily with Owner keeping keys with the Property Doorman or allowing the agent to place an electronic or combination lock box on the Property for the purpose of keeping a key to the Property for access by cooperating real estate agents. Owner shall hold Broker, its agents, and any Multiple Listing Service of which Broker is a participant harmless from any and all liability, claims, judgments, obligations, or demands against Broker and/or agent as a result of Owner's authorization to use a Lock Box, including, but not limited to, any and all liabilities and costs, including reasonable attorney fees incurred by Broker and/or agents as a result of this authorization, except for criminal or gross negligence on the part of the Broker and/or agents. Owner has been advised by the Broker on the safeguarding or removal of valuables now located within the Property and the need to obtain personal property insurance through Owner's insurance company. When the Property is leased, Owner acknowledges that he/she has in fact notified and advised the tenant/occupant of the foregoing and that the tenant/occupant agrees to the foregoing terms and provisions.
- The apartment listing shall be posted to the MLS within 7 days of CBRD receiving this signed Exclusive Agreement.
- 8. MISCELLANEOUS** Owner agrees:
- A.** To cooperate with Broker and to refer to Broker any and all inquiries of any party interested in the Property;
 - B.** To conduct all negotiations for lease of the Property arising from any outside Broker through his/her designated Agent;
 - C.** To furnish possession to the Property as required by any lease;
 - D.** If the Property is a condominium, then no later than 15 days from the date hereof, Owner shall further to Broker a complete set of condominium documents, to include declaration and bylaws. If the Property is a cooperative, then, no later than 15 days from the date hereof, Owner shall further to Broker a complete set of cooperative documents, to include the proprietary lease or trust agreement and the bylaws. In the event the Property is a townhouse or condominium and dependent upon the condominium association's governing documents, either upon execution of this multiple listing agreement or upon acceptance of a lease application by Owner, Owner shall promptly notify the appropriate representative of the condominium association or any other applicable organization of the contemplated transaction. Owner shall furnish Lessee a statement from an authorized officer or agent of the condominium association allowing possession of the Property or any other documents required by the declaration of condominium, cooperative association, or its bylaws as a precondition to the transfer of possession;
 - E.** Broker is exclusively authorized to advertise the Property and to place a sign on the Property if in Broker's opinion, a sign would facilitate the lease of the Property;
 - F.** To provide to Broker copies of all transaction documents including without limitation lease application, lease, and required disclosures;
 - G.** That Broker has no responsibility for the management, condition, or repair of the Property;
 - H.** That Broker shall not be responsible for evaluating the credit or creditworthiness of or the ability of any prospective tenant to perform the terms of any lease;
 - I.** That Owner and its counsel (and not Broker) shall be responsible for determining the legal sufficiency of transactional documents for the lease of the Property;
 - J.** Owner understands and agrees that Broker may from time to time represent or assist other owners who may be interested in leasing property to renters with whom Broker has an agency relationship or with whom Broker is working. Owner consents to Broker's representation of such other owners before, during and after the expiration of this Agreement and expressly waives any claims, including, but not limited to, breach of fiduciary duty or breach of contract, based solely upon Broker's representation or assistance of other owners who may be interested in leasing property to renter with whom Broker has an agency or with whom Broker is otherwise working.
 - K.** All sums due to Broker from Owner pursuant to this Agreement shall bear interest at 9% per annum from 10 business days after the date due until paid.
- 9. AUTHORITY** Owner warrants to Broker that it is the owner of the Property. Each signatory to this Agreement warrants that it has the power and authority to sign this Agreement and to bind the party for whom it executes this Agreement.

- 10. COMPLIANCE** Broker agrees to offer the Property in compliance with all applicable anti-discrimination laws, statutes, and ordinances. Owner and Broker agree to comply with all applicable federal, state, and local, laws, regulations, codes, ordinances, and administrative orders which pertain the and have jurisdiction over the parties at the Property, including without limitation, the 1964 Civil Rights Act, FIRPTA, the Comprehensive Environmental Response Compensation Act, the Americans with Disabilities Act, and all amendments thereto.
- 11. BINDING NATURE** This Agreement shall be binding upon and shall benefit each party hereto, including its heirs, successors, and assigns.
- 12. SEVERABILITY** In the event that any clause or provision or other portion of this Agreement shall be determined to be unenforceable or void based on any applicable law, the remainder of this Agreement shall remain in force and continue in full force and effect.
- 13. ENTIRE AGREEMENT** This Agreement shall, when executed, constitute the entire agreement between Owner and Broker and supercedes all (both oral and written) prior discussions, negotiations, and agreements. Each party represents and warrants to the other that in executing this Agreement, it is not relying on any prior or other discussions, negotiations, or agreements, except for the matters and promises explicitly contained in this Agreement. There shall be no valid or binding amendment, alteration, cancellation, or withdrawal of this Agreement unless made in writing and executed by both Owner and Broker.
- 14. FAIR HOUSING** It is illegal for either the landlord or Coldwell Banker Rental Division to refuse to display or to lease to any person because of one's membership in a protected class, e.g.: race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status, or any other class protected by article 3 of the Illinois Human Rights Act. Landlord and Coldwell Banker Rental Division acknowledge that they shall also be bound by the provisions of state and local (city and/or county) human rights or fair housing ordinances if any and agree to comply with the same.

PLEASE ANSWER THE FOLLOWING QUESTIONS BELOW:

Will you accept Co-Signers? ☐ Yes ☐ No

Is your property on the market for sale? ☐ Yes ☐ No

Is your property in foreclosure or pending foreclosure? ☐ Yes ☐ No

Where will the keys be held? ☐ CBRD ☐ Lockbox ☐ Mgmt Company ☐ Owner

I would like CBRD to handle the lease renewal process. Lease renewal fee is 25% of First month's rent. Tenant screening is 50% of First month's rent. ☐ Yes ☐ No


ACCEPTED:

<p>OWNER:</p> <p>A(N): _____</p> <p>BY: <input type="text"/></p> <p>Its Authorized Agent</p> <p>DATE: _____</p> <p>ADDRESS: _____</p> <p>_____</p> <p>_____</p>	<p>BROKER:</p> <p>Coldwell Banker Residential Brokerage - Rental Division</p> <p>BY: <input type="text"/></p> <p>Its Authorized Agent</p> <p>DATE: _____</p> <p>ADDRESS: Coldwell Banker Rental Division</p> <p>1457 W. Belmont Ave.</p> <p>Chicago, IL 60657</p>
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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 ☐.

PRINT NAME

Real estate agents affiliated with Coldwell Banker Residential Brokerage are independent contractor agents and are not employees of the Company. ©2018 Coldwell Banker Residential Brokerage. All Rights Reserved. Coldwell Banker Residential Brokerage fully supports the principles of the Fair Housing Act and the Equal Opportunity Act. Owned by a subsidiary of NRT LLC. Coldwell Banker and the Coldwell Banker Logo are registered service marks owned by Coldwell Banker Real Estate LLC. 



CHICAGO ASSOCIATION OF REALTORS®
LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS
DISCLOSURE



(For Apartment Leases)

This Contract is Intended to be a Binding Real Estate Contract

LEAD WARNING STATEMENT

Every purchaser of any interest in or tenant planning to lease any portion of residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection of possible lead-based paint hazards may also benefit any tenant intending to lease residential real property.

LANDLORD'S DISCLOSURE (initial each of the following which applies):

☐ / ☐ (a) Landlord **is** / **is not** (strike one) aware of the presence of any lead-based paint and/or lead-based paint hazards in the property. Explain: _____

☐ / ☐ (b) Landlord **does** / **does not** (strike one) have any reports and records pertaining to lead-based paint and/or lead-based paint hazards in the property.

☐ / ☐ (c) If Landlord **does** have any such reports and records, Landlord has provided Tenant with all available reports and records, including the following (list documents here): _____

TENANT'S ACKNOWLEDGMENT (initial each of the following which applies):

☐ / ☐ (d) Tenant has received copies of all information listed above.

☐ / ☐ (e) Tenant has received the pamphlet *Protect Your Family From Lead in Your Home*.

☐ / ☐ (f) Tenant has (check one):

☐ Received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection of the presence of lead-based paint and/or lead-based paint hazards.

☐ Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

AGENT'S ACKNOWLEDGMENT (initial if applicable):

☐ / ☐ (g) Agent has informed Landlord of its obligations, if any, to disclose information regarding lead-based paint and/or lead-based paint hazards in the property.

CERTIFICATION OF ACCURACY

The following parties have reviewed the information above and each party certifies, to the best of the party's knowledge, that the information the party provided is true and accurate.

Landlord's Name (print)

Landlord's Signature

Date

Landlord's Name (print)

Landlord's Signature

Date

Tenant's Name (print)

Tenant's Signature

Date

Tenant's Name (print)

Tenant's Signature

Date

Agent's Name (print)

Agent's Signature

Date

Agent's Name (print)

Agent's Signature

Date

PROPERTY ADDRESS: _____ UNIT: _____ CITY: _____ ZIP: _____



CHICAGO ASSOCIATION OF REALTORS®
DISCLOSURE OF INFORMATION ON RADON HAZARDS
(For Apartment Leases)
This Contract is Intended to be a Binding Real Estate Contract



RADON WARNING STATEMENT

Every tenant interested in leasing residential real property is notified that the property may present exposure to dangerous levels of indoor radon gas that may place the occupants at risk of developing radon-induced lung cancer. Radon, a Class-A human carcinogen, is the leading cause of lung cancer in non-smokers and the second leading cause overall. The landlord leasing the property has agreed to provide the tenant with any information on radon test results of the dwelling showing elevated levels of radon in the owner's possession.

The Illinois Emergency Management Agency (IEMA) strongly recommends ALL homebuyers have an indoor radon test performed prior to purchase or taking occupancy, and mitigated if elevated levels are found. Elevated radon concentrations can easily be reduced by a qualified, licensed radon mitigator. Tenants may also benefit from having an indoor radon test performed prior leasing any residential real property.

LANDLORD'S DISCLOSURE (initial each of the following which applies):

- ☐ / ☐ (a) Elevated radon concentrations (above EPA or IEMA recommended Radon Action Level) are known to be present within the dwelling. Explain:_____.
- ☐ / ☐ (b) Landlord has provided Tenant with all available records and reports pertaining to elevated radon concentrations within the dwelling.
- ☐ / ☐ (c) Landlord has no knowledge of elevated radon concentrations in the dwelling.
- ☐ / ☐ (d) Landlord has no records or reports pertaining to elevated radon concentrations with the dwelling.

TENANT'S ACKNOWLEDGMENT (initial each of the following which applies):

- ☐ / ☐ (e) Tenant has received copies of all information listed above.
- ☐ / ☐ (f) Tenant has received the IEMA approved Radon Disclosure Pamphlet.

AGENT'S ACKNOWLEDGMENT (initial if applicable):

- ☐ / ☐ (g) Agent has informed Landlord of its obligations under Illinois law, if any, to provide this Radon Disclosure.

CERTIFICATION OF ACCURACY

The following parties have reviewed the information above and each party certifies, to the best of the party's knowledge, that the information the party provided is true and accurate.

Landlord's Name (print)

Landlord's Signature

Date

Landlord's Name (print)

Landlord's Signature

Date

Tenant's Name (print)

Tenant's Signature

Date

Tenant's Name (print)

Tenant's Signature

Date

Agent's Name (print)

Agent's Signature

Date

Agent's Name (print)

Agent's Signature

Date

PROPERTY ADDRESS: _____ UNIT: _____ CITY: _____ ZIP: _____

CHICAGO HEATING COST DISCLOSURE FORM

SELECT ONLY ONE UTILITY

☐ GAS HEAT

PEOPLES GAS

Submit your request online or by email:

Online - Preferred Option (fast turnaround)

Visit peoplesgasdelivery.com/heatingdisclosure

OR

Email (with completed form attached)

HCD@peoplesgasdelivery.com

☐ ELECTRIC HEAT

Submit your request by email or fax:

Email - Preferred option (fast turnaround)

Visit ComEd.com/EnergyDisclosure to

Get informed and email requests

OR

Fax

COMMONWEALTH EDISON

Attn: Central Correspondence Group

2 Lincoln Centre

Oakbrook Terrace, IL 60181

Fax: 630.684.2692

NOTE: Separate applications are required for Gas and Electric Heat. Please check the appropriate box above. Mail or fax the completed form to the appropriate utility company as indicated above. This application is provided to you to send to the utility companies.

Please do not mail to the Department of Business Affairs and Consumer Protection.

Please Indicate Owner or Realtor: _____

Owner/Realtor Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Owner/Realtor Tel. Number: _____ Owner/Realtor Fax No.: _____

Name of Occupant: _____

List Address and Apartment Number of Dwelling Unit

NOTE: If dwelling has multiple addresses or is a corner building, list each address separately and the first and last apartment number at the bottom.

Example: 111 E. 1st Street

Apt. 101 - 328

113 E. 1st Street

Apt. 329 - 528

ADDRESS	APARTMENT NUMBERS

Knowing that there are legal penalties for making a false claim of ownership or agency, I hereby certify that I am the owner/agent for the property in question, and I hereby request disclosure of the projected annual average monthly cost of electricity or gas which provides the only source of heat for the above-described dwelling units.

Date of Request: _____ Signature: _____



Form Provided By:
City of Chicago
Department of Business Affairs and Consumer Protection
www.CityofChicago.org/BACP

