

# RENTAL LISTING WORKSHEET

Today's Date: \_\_\_\_\_

**NOTE:** Property Owner/Manager agrees to report all close out/rental information, regardless of referral source. Listing is not provided to Housing Center clients until confirmed by the Technical Assistance Department. Please return this form to the Technical Assistance Department: email [mstewart@oprhc.org](mailto:mstewart@oprhc.org) or fax to 708.848.7235.

**UNIT ADDRESS:** \_\_\_\_\_ **UNIT #:** \_\_\_\_\_

**CONTACT PERSON(S):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

## Circle all that apply

**BUILDING TYPE:** **Vintage** (Built 1890-1920's) **Mid-Century** (Built 1950-1970s) **New Construction** (Built 1980s-now)

Courtyard Condo Townhouse House 2-Flat 3-Flat 4-Flat Other # of Units \_\_\_\_\_

**BEDROOMS:** **STUDIO** **1** **2** **3** **4** **+DEN, OFFICE, STUDY** **OTHER** \_\_\_\_\_

**BATHS:** **3/4** **1** **1.5** **2** **2.5** **3** **4** **OTHER** \_\_\_\_\_

### UNIT FEATURES

**DINING ROOM** DINING AREA EAT-IN KITCHEN  
**HARDWOOD FLOORS** CARPETING OTHER \_\_\_\_\_  
**MINI BLINDS** OTHER WINDOW TREATMENTS.  
**CEILING FAN (S)** \_\_\_\_\_ **AC UNIT(S)** \_\_\_\_\_ **CENTRAL AIR**  
 DISHWASHER DISHWASHER NEGOTIABLE MICROWAVE  
 STAINLESS STEEL APPL GRANITE COUNTERTOPS  
 NEW KITCHEN NEW BATH Newer Kitchen, Newer Bath  
 FIREPLACE: DECORATIVE GAS WOOD  
 BUILT-IN BOOKCASES BUILT-IN BUFFET NATURAL WOODWK  
 LAUNDRY IN-UNIT LAUNDRY HOOK-UP IN-UNIT  
 SUN ROOM 3-SEASON PORCH BACK PORCH FRONT PORCH  
 STAINED/ART GLASS WINDOW SCONCES FRENCH DOORS

### BUILDING FEATURES

**COIN LAUNDRY** LAUNDRY INCLUDED L. HOOK-UP  
 ELEVATOR WHEELCHAIR ACCESSIBLE **INTERCOM**  
**STORAGE (Outside Unit)** BICYCLE STORAGE  
 DECK PATIO YARD FENCED YD GARDENING SPC  
 NON-SMOKING? UNIT or TIER or BUILDING

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PETS NEGOTIABLE:** **ALL** **LARGE** **SMALL** **DOGS** **NO DOGS** **CATS** **NO CATS** **NONE**

**PARKING:** **Garage** \_\_\_\_\_ **Private Lot** \_\_\_\_\_ **Village lot** **Village on-street** **Other** \_\_\_\_\_

(We list Parking cost and Rent cost separately at the Housing Center)

**COST PER MONTH** \_\_\_\_\_

### UTILITIES

**ELECTRIC:** **OWNER PAYS** **TENANT PAYS** **HEAT:** **OWNER PAYS** **TENANT PAYS** (ELECTRIC HEAT)

**COOKING GAS:** **OWNER PAYS** **TENANT PAYS** **N/A (Electric Stve)** **WATER:** **OWNER PAYS** **TENANT PAYS**

**RENT:** \_\_\_\_\_ **EARLIEST AVAILABLE DATE:** \_\_\_\_\_

**SECURITY DEPOSIT:** **1.5 MONTHS** **OTHER** \_\_\_\_\_

**LENGTH OF LEASE:** **1 YEAR +/-** **1 YEAR** **SHORT-TERM NEGOTIABLE** **OTHER** \_\_\_\_\_

### For Housing Center Use Only

**MAILING ADDRESS:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

Address is not Shared

☐ **FOLDER OWNER EDUCATION**

\_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ **UPDATED 09-06-2019**