

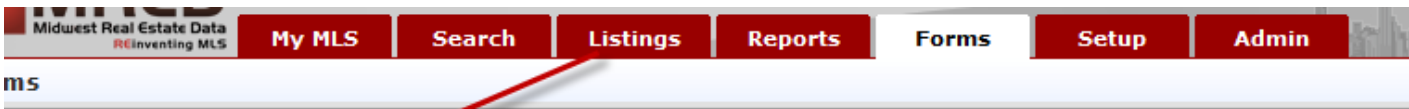
Accessing Forms in connectMLS™!

*Please note that once forms have been added to a folder they become STATIC. Follow the steps below to access the most up-to-date and complete list of forms in the Forms Library.

1. Click on the "Forms" tab in connectMLS™.

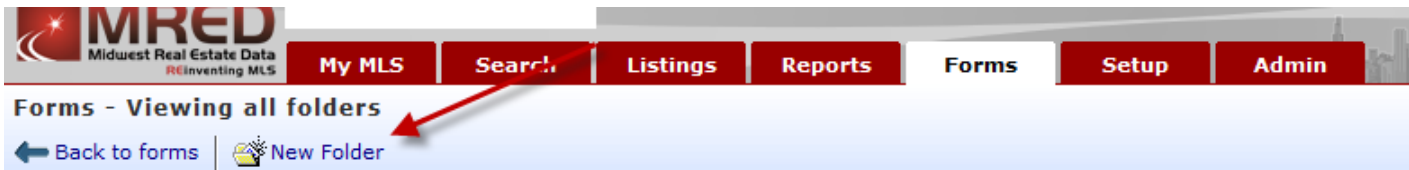


2. Click on the "State and Association Forms".



[State and Association Forms](#)
Fill-in, save, retrieve, and edit State and Association Contracts, Addendums, Disclosures, etc. You can also share these forms. This form will be displayed "read only." You only need *Adobe Acrobat Reader* software installed to use these forms. (You can download it from [Adobe](#).)

3. Click to add a new folder



4. Add a Folder Name into the "Description" field. Agents can choose a general name, or specific name such as the buyer, seller or property address. If the agent adds in the MLS No., the property information will auto populate into the fields and on the forms. When finished, "add" at the bottom.

Before filling forms on-line, you must create a folder in which to store the forms. Complete the information below to define your folder. When applicable, values you enter here will be used to automatically fill-in forms.

Folder Name

* Description:
(Hint: The description is used to easily identify the folder in your list of folders. Use a keyword from a property address, a Client name, a category of forms, etc.)

Property Information

MLS No:
(Hint: Enter the MLS # of a listing from which you want to autofill data, then click "Auto-Fill" and/or enter listing and buyer/seller information below. The data you enter will be autofilled in forms in this folder where applicable)

Address:
Street No. Street Name

City: State: Zip:

Buyer Information

Buyer 1:
First Last

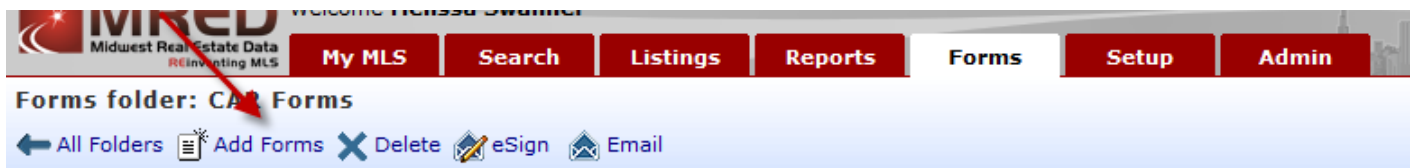
Buyer 2:
First Last

Seller Information

Seller 1:
First Last

Seller 2:
First Last

5. After adding the folder, click on the "Add Forms" button.



6. Use the drop down menu under Library to select your Association.

Instructions: 1. Select a Form Library 2. Use the "Category" list to narrow the list of forms
3. Select one or more forms 4. Click "Add Form" to add the selected forms to your folder

Library: Category: All Forms Add Form Cancel

7. Select All or any forms you need by checking the box next to the file name

		03/16/05
	07/20/2009	07/29/09
	01/2012	08/28/12
	01/2012	08/28/12
	01/2010	02/16/10
		03/16/05
	01/2012	08/28/12
	01/2012	08/28/12
	01/2012	08/28/12

Add Form Cancel

8. Agents can type in the forms and save them to specific buyers, sellers or folders in connectMLS™.

This lease form is intended for properties to which the Chicago Residential Landlord and Tenant Ordinance is applicable. However, the Chicago Association of Realtors® recommends that the Ordinance be carefully reviewed and that an attorney be consulted before using this or any other standard lease form for properties in the City of Chicago.

INSTRUCTIONS TO TENANT: Please sign and attach this lease to Landlord. Your copy will be mailed back to you.

NOT FURNISHED CHICAGO APARTMENT LEASE

REV. 2008 CHICAGO ASSOCIATION OF REALTORS® ALL RIGHTS RESERVED

DATE OF LEASE	TERM OF LEASE		MONTHLY RENT	SECURITY DEPOSIT
	BEGINNING	ENDING		

IF NONE, WRITE "NONE".

ADDITIONAL CHARGES AND FEES*			
Life Charge \$	Returned Check Charge \$	Rentling Charge \$	Monthly Parking Fee \$
Monthly Condominium Association Fee \$	Monthly Storage Fee \$	Property Management/ Administrative Fee \$	Monthly Rent Due Upon Lease Execution \$

IF NONE, WRITE "NONE".

TENANT:	LANDLORD:
NAME(S):	NAME:
ADDRESS:	ADDRESS:
STREET:	STREET:
UNIT #:	UNIT #:
CITY:	CITY:
STATE:	STATE:
ZIP:	ZIP:
TELEPHONE #:	TELEPHONE #:

9. Don't forget, DocuSign® is now integrated into the forms module of connectMLS™ to provide easy and convenient eSignature capability! Visit the DocuSign® page on our Products and Resources tab to learn how to get started with your FREE trial.