



COMMERCIAL/INDUSTRIAL Input Sheet

All **red** areas with an asterisk * are required fields.

MLS # _____ ***Area:** _____ ***Listing Price** _____

***Property Subtypes [Select One]**

Business	Manufacturing	Retail	Multi-Use	Office	Building	Warehouse	Auction
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***Secondary Property Subtypes [Select One]**

Business	Manufacturing	Retail	Multi-Use	Office	Building	Warehouse	Auction
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***Address:** _____

***Publish to IDX**

Yes	Yes, Without Address	No
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Number of Employees

None	One	Two	Three	Four	Five	Six Or More
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***Number of Units**

None	One	Two	Three	Four	Five Or More
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***Location**

City	Rural	Industrial Park	Other
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Location Detail

Airport Nearby	Restaurant Nearby	Hospital Nearby	Hotel/Motel Nearby	Public Tran. Nearby	Railroad Spur Nearby
Highway Exposure	Highway Frontage	Freeway Frontage	Freeway Exposure	Shopping Center	Other

***Liquor License: Yes/No** ***Currently Licensed: Yes/No** ***Monthly Amount Leased:** _____

***Office**

Office ID	Agent ID
Co-Office ID	Co-Agent ID

***Commission:** _____ ***Variable Commission:** _____ **Comments:** _____

***Submit Offer By Email: Yes/No**

***Offer Email Address (Maximum 60 Characters)**

***Listing Type**

Exclusive Right	Exclusive Agency	Open
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Service Level

Limited Service	Entry Only	Full Service	N/A
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***Short Sale: Yes/No**

***Foreclosure: Yes/No**

Owner Name

Owner Name	Owner Phone
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Occupant Name

Occupant Name	Occupant Phone
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***Currently Rented: Yes/No**

***Monthly Amount:** _____

***Listing Period**

Listing Date	Expiration Date
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***On Market Date:** _____

***County** _____

APN Number _____

Listing Approved: Yes/No

***Zoning** _____

***Lot Size** _____

***Lot Size Source**

Appraiser	Assessor	Builder	Estimate	Seller	Agent
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***Year**

Year Built	New	Under Construction
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***Square Foot Source**

Appraiser	Assessor	Builder	Estimate	Seller	Agent
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***# Of Buildings** _____

	Building 1	Building 2	Building 3
Unit ID			
Dimension			
Lease Rate			
SQ FT			
Warehouse SQ FT			
Office SQ FT			
Retail SQ FT			
Age			

***Directions to Property (Maximum 500 Characters)**

Public/Internet Remarks (Maximum 3,000 Characters) Mixed case required

Agent Only Remarks (Maximum 3,000 Characters) Mixed case required

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Building Description

Shingle	Block	Brick	Concrete	Fiber Board	Masonite	Masonry
Wood	Steel Frame	Wood Frame	Basalite	Metal Exterior	Rock	Vinyl
Wood Siding	Stucco	Stone	Clear Span	Free Standing	Non-Conforming	Tilt Up
Glass	Modular	Other				

Special Information

Profit & Loss Stmt	Monthly Exp/Overhead	Annl Prop Projections	Lease	Deed Restrictions	Flood Zones/INS Req
Ground Lease	Preliminary Plat Map	Restriction(s)	Seller will Subord	Survey	Appraisal Available
Bus Opp For Sale	CLUE Report Available	Expenses Available	Pest/Struc Rpt Avail	Possible Spilt	Potential Rezone
Prop Prospectus Avail	Roof Report Available	Room/Addl Buildings	Other		

Building Use

Free Standing	Clear Span	Grocery Store	Automotive w/Gas	Automotive n/Gas	Mini-Mart/Gas	Mini-Mart n/Gas
Mini-Storage	Multi-Story	Restaurant	Restrnt/Fast Food	Strip Center	Other	

Roof

Built Up	Composition	Tar & Gravel	Mansard	Concrete	Metal	Rock
Slate	Roll Roofing	Shake	Tile	Flat	Skylight(s)	Other

Loading

Load Leveler	Loading Dock	Drive-In Doors	Other
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Water

Water Public	Water/None	Water to Prop Line	Water to Street	Well Drilled	Well Shared	Other
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Interior Features

Elevator(s)	Extra Storage	Private Bathrooms	Meeting Facilities	Cold Storage	Vending Machines
Shell Only	Showroom	Security System	Security Sys Pre-Wired	Public Restrooms	Other

Utilities

Cable Connected	Electricity Connected	Natural Gas Connected	Separate Meters	Solar	Other
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Heating Systems

Space Gas	Central Gas	Space Electric	Central Electric	Steam	Combination	Solar	Other
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Cooling

Evaporative Cooler	Central	Forced Air Fans	Ceiling Fans	Dual	Gas
Electric	None	Multi-Zoned	Wall/Window Unit	Multi-Unit	Other

Construction

Frame	Masonry	Metal	Other
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Interior Sprinkler

Dry	Wet	None	Other
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Floors

Concrete Slab	Wood Floors	Carpet	Linoleum	Vinyl	Partial Carpet	Stone
Pergo	Tile	Bamboo	Pebble	LVT	Other	

Exterior Features

Dock Doors	Roll Up Doors	Truck Doors	Fire Doors	Gas Pumps	Gutters
Landscaping	Lighting/Security	Loading Docks	Parking/Covered	Parking/1-10	Parking/11-25
Parking/26-49	Parking/50+ Spaces	RV Storage	Underground Tanks	See Remarks	Other

Sewer

Public Sewer	Non-Standard System	Requirements	Perc Tested	Septic at Site	Septic Tank
Septic Needed	Sewer at Site	Sewer Over 500 Ft	Sewer Under 500 Ft	Sewer/Sep Requiremn	Back Lines
Unknown	None	Other			

Transmit to Internet: Yes/No**Publish to Realtor.com: Yes/No****Tenant Pays**

Cable TV	Dues/Fees	Electricity	Garbage	Gardener	Gas	HVAC Maintenance
Pool Maintenance	Propane	Individual Meters	Insurance	Janitorial Service	Exterior Maintenanc	Sewer
Taxes	Water	Common Area Mnt	Security	Other	None	

ADA Features

Handicap Accessible	Access Elev Install	Parking	Ext Wheelchair Lift	Accessible Doors	Stair Lift
Kitchen Cabinets	Ramp	Bathroom Fixtures	Hand Rails	Other	

Closing/Possession

Closing	Closing +	Completion	Early Occupancy	Loan Approval	Renters Rights	Other
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Terms

Cash	Conventional	FHA	VA Loan	Owner Carry
Lease Purchase	Lease Option	TAS	1031 Exchange	Other

Miscellaneous

1 Restroom Per Unit	Ceiling Height 12 FT	Fire Alarm	Fire Sprinkler System	Flood Control Area	Indiv Thermostat Cnt
Landscape Sprinkler	Other Restroom Fac	Sign Control	Smoke Alarm	Special Permits Reg	Other

Documents on File

Appraisal	Home Inspection	Radon Test	Soil Test	Survey	Septic Inspection
Well Inspection	Leases	Water Rights	House Plans	Lead Based Paint	CC&R's
Termite Report	TDS	MDR	Earthquake	Environmental Hazard	Septic Cert Avail
CLUE Report	Other				

***Showing Instructions**

Call Listing Office	Call Listing Agent
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***Photos Provided By**

Agent	Waiver @ KCBOR
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Publish to VOW: Yes/No**Show Address on VOW: Yes/No*****Show AVM on VOW: Yes/No*****Show Comments on VOW: Yes/No****Notes:**