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**OFFICE/INDUSTRIAL/RETAIL FOR LEASE INPUT FORM** for IRESis.com (Page 1 of 4, Rev. 3/6/2017)

\*=Required Field

MLS# \_\_\_\_\_

\*Listing Office: \_\_\_\_\_ \*Listing Agent: \_\_\_\_\_

\*Co-Listed?: Y / N (If yes, the following fields are required): Co-Listing Office: \_\_\_\_\_ Co-Listing Agent: \_\_\_\_\_

\*Property Type: Office/Industrial/Retail For Lease \*Listing Status \_\_\_\_\_

\*List Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ \*Expire Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**LOCATION**

\*County: \_\_\_\_\_ \*Street #: \_\_\_\_\_ End Street #: \_\_\_\_\_ Street Dir. \_\_\_\_\_ \*Street Name \_\_\_\_\_  
(e.g. for 123-200 Maple) (N,S,E,W)

St Post Dir \_\_\_\_\_ St.Type \_\_\_\_\_ Bldg# \_\_\_\_\_ Unit# \_\_\_\_\_ \*Mail City: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_  
(N,S,E,W) (e.g. AV, DR, ST)

\*Locale: \_\_\_\_\_ \*Legal: \_\_\_\_\_ \*Subdivision: \_\_\_\_\_

\*Zoning: \_\_\_\_\_ \*Parcel/Account Number: \_\_\_\_\_ \*Realist Tax ID: \_\_\_\_\_

Driving Directions: \_\_\_\_\_

Listing web site: http:// \_\_\_\_\_

**LOT SIZE** Approx. Acres: \_\_\_\_\_ Lot Size (sq. ft.): \_\_\_\_\_

**UTILITIES** \*Water Supplier: \_\_\_\_\_ Elec Supplier: \_\_\_\_\_ Gas Supplier: \_\_\_\_\_

**CONTRACT & COMPENSATION**

\*Listing Contract: (Check one)

- Exclusive Right to Lease, Transaction Broker
- Exclusive Right to Lease, Agency
- Exclusive Agency/Brokerage
- Exclusive Rt to Lease, Trans Broker, with Variable Rate Commission
- Exclusive Rt to Lease, Agency, with Variable Rate Commission
- Exclusive Agency with Variable Rate Commission

\*Tenant Agency: \_\_\_\_\_ (\$ or %)  
\*Transaction Broker: \_\_\_\_\_ (\$ or %)  
\*Buyer Exclusion: Yes / No

Security Deposit Recipient: \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

\*Limited Service?: Y/N If "yes", the listing broker (select one option): \_\_\_\_\_ will arrange appts for cooperating broker OR \_\_\_\_\_ gives co-op brokers authority to make appts with seller

For Showings, contact: None / Listing Office / Listing Agent / Other: \_\_\_\_\_

**MISC.** \*Year Built \_\_\_\_ \*New Const: Y / N \*If Yes, Const. Completed?: Y / N \*If No, Const. Started?: Y / N \*If yes, Est. Completion Date: \_\_\_\_

New Construction Notes (limited to 250 characters) \_\_\_\_\_

\*No. of Parking Spaces \_\_\_\_\_

**SIZE & UNITS**

\*Total Building SqFt \_\_\_\_\_ \*SqFt Source: Licensee, Prior Appraisal, Building Plans, Assessor, Other  
Total SqFt Leased \_\_\_\_\_  
Min Lease SqFt \_\_\_\_\_ Min/Max Units Vacant \_\_\_\_\_  
Max Lease SqFt \_\_\_\_\_ Floor Levels \_\_\_\_\_  
\*\$/SqFt \_\_\_\_\_

**COMMERCIAL/INDUSTRIAL FOR LEASE INPUT FORM (Page 2 of 4) (Rev. 3/6/2017)**

**TAXES**

Lease Term: \_\_\_\_\_  
 Date Available: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Tax Year (YYYY): \_\_\_\_\_  
 Base Rent Excl: \_\_\_\_\_  
 Percentage Lease: Yes / No  
 Property Insurance \_\_\_\_\_

Bldg Allowance/SqFt \_\_\_\_\_  
 Common Area Maintenance: \_\_\_\_\_  
 Building Insurance: \_\_\_\_\_  
 Property Taxes: \_\_\_\_\_  
 Property Mgmt Expenses: \_\_\_\_\_  
 NNN Expenses: \_\_\_\_\_  
 (autocalculated from above)

**REMARKS**

Broker Remarks (Private information for other brokers only (e.g. commission info, bonuses, etc Will display in IRESis & on printed agent version reports only.)

Listing Comments (Describe the property. Will display on reports and be sent to ColoProperty, MySite, and all other public websites)

\*Display on ColoProperty.com  Y / N  \*Zillow Group?  Y / N  \*Exclude from ListHub Syndication \*?  Y / N

**Office/Industrial/Retail Features:** \*=Required Feature. Circle or write feature number on each line provided.

**EXTERIOR FEATURES:**

**\*Construction**

1. Wood/Frame
2. Brick/Brick Veneer
3. Block
4. Stone
5. Log
6. Metal Siding
7. Vinyl Siding
8. Composition Siding
9. Stucco
10. Wood Siding
11. Wood Shingle
12. Cedar/Redwood
13. Painted/Stained
14. Rolling Shutters
15. Other Construction
16. Tilt-Up
17. Metal Frame
18. Twin Tee
19. Wall: Block
20. Wall: Tilt-Up
21. Wall: Metal/Frame
22. Wall: Wood/Frame
23. Wall: Brick
24. Wall: Stone
25. Wall: TwinTee
26. Wall: Other
27. Ceiling: 8 Feet or Less
28. Ceiling: 8-10 Feet
29. Ceiling: 10-12 Feet
30. Ceiling: 12-14 Feet
31. Ceiling: 14-16 Feet
32. Ceiling: 16-20 Feet
33. Ceiling: Over 20 Feet
34. Floor: Concrete
35. Floor: Sealed
36. Floor: Vinyl
37. Floor: Ceramic Tile
38. Floor: Wood
39. Floor: Carpet
40. Floor: Drains
41. Adobe

42. Concrete
43. Moss Rock

**\*Roof**

1. Composition Roof
2. Wood Shake/Shingle
3. Tar & Gravel
4. Tile Roof
5. Metal Roof
6. Slate Roof
7. Rubber/Membrane
8. Foam Roof
9. Fiberglass Shingles
10. Other Roof
11. Flat Roof
12. Built Up
13. More Than 1
14. Wood Deck
15. Metal Deck
16. Twin Tee/Concrete
17. Cement Shake
18. Concrete Tile

**\*Commercial/Ind. Type**

1. Incorporated Area
2. Unincorporated Area
3. Office
5. Office Condominium
7. Executive Suites
8. Retail-Freestanding
9. Retail-Strip
10. Retail-Showroom
11. Retail-Downtown
12. Retail-Regional
13. Retail-Community
14. Retail-Neighborhood
15. R&D Park
16. Industrial/High Tech
17. Industrial/Warehouse
18. Industrial/Manufacturing
19. Mini-warehouse
20. Other Commercial
21. Other Industrial
22. Religious Facility
23. Live/Work

24. Class "A"
25. Class "B"
26. Class "C"
27. Flex Space

**Location Description**

1. Cul-De-Sac
2. Corner Lot
3. Wooded Lot
4. Evergreen Trees
5. Deciduous Trees
6. Native Grass
7. Level Lot
8. Rolling Lot
9. Sloping Lot
10. Steep Lot
11. Rock Out-Croppings
12. Abuts Ditch
13. Abuts Golf Course
14. Golf Course Nborhood.
15. Abuts Pond/Lake
16. Abuts Stream/Creek/River
17. Abuts Farm Land
18. Abuts National Forest
19. Abuts Park
20. Abuts Public Open Space
21. Abuts Priv. Open Space
22. Meadow
23. Orchard
24. Outbuildings
25. Airpark
26. Historic District Type
37. Within City Limits
43. Unincorporated

**Fences**

1. Partially Fenced
2. Enclosed Fenced Area
3. Wood Fence
4. Chain Link
5. Security Fence
6. Other Fence
7. Electric Fence
8. Wire Fence

9. Metal Post Fence
11. Vinyl/Composite Fence

**Property Features**

14. Fire Sprinklers
22. Lawn Sprinkler System
23. Covenants
24. "Clean" Room
25. Freight Elevator
26. Public Elevator
27. Storage on Site
28. Paved Parking
29. Public Transportation
30. Loading: Double Door
31. Loading: Drive-in
32. Loading: Dock High
33. Loading: Truck Well
34. Loading: Dock Leveler
35. Loading: Railroad Dock
36. Loading: Drive-in overhead doors
37. Parking: Yes
38. Parking: No
39. Parking: Restricted

**Views**

1. Back Range/Snow Capped
2. Foothills View
3. Plains View
4. City View
5. Water View

**Lot Improvements**

1. Street Paved
2. Curbs
3. Gutters
4. Sidewalks
5. Street Light
6. Alley
7. Fire Hydrant w/in 500 Ft

**Road Access**

1. Private, up to Co.Stand.
2. Private, not up to Co.Stand

**COMMERCIAL/INDUSTRIAL FOR LEASE INPUT FORM (Page 3 of 4) (Rev. 3/6/2017)**

3. 4x4 Required to Access
4. City Street
5. Co. Rd/Co. Maintained
6. Co. Rd/Not Maintained
7. State Highway
8. Interstate
9. Easement
10. Privately Maintained
11. Lack of Rt to Access
12. Security Gate
13. Alley

**Rd. Surface at Property Line** \_\_\_\_\_

1. Road Improve Needed
2. Dirt Road
3. Gravel Road
4. Blacktop Road
5. Concrete Road

**Railroad Access** \_\_\_\_\_

1. Railroad Adjacent
2. Rail Served
3. Railroad Available
4. Call Listor

**Parking Per Bldg. SQ FT** \_\_\_\_\_

1. 1:100 or better
2. 1:150
3. 1:200
4. 1:250
5. 1:300
6. 1:350
7. 1:400
8. Over 1:400

**INTERIOR FEATURES:**

**Basement/Foundation** \_\_\_\_\_

1. No Basement
2. Partial Basement
3. Full Basement
9. Crawl Space
10. Slab
11. Walk-out Basement
12. Daylight Basement
19. Sump Pump

**\*Heating** \_\_\_\_\_

1. No Heat
2. Forced Air
3. Hot Water
4. Heat Pump
5. Baseboard Heat
6. Gravity Heat
8. Multi-zoned Heat
9. Radiant Heat
10. Radiator
11. Space Heater
12. 2 or more Heat Sources
13. Humidifier
14. 2 or more H<sub>2</sub>O Heaters
15. Electric Air Filter
16. Common Heat Source
17. Individual Heat Source
18. Suspended Heaters

**\*Cooling** \_\_\_\_\_

1. Refrigeration/HVAC
2. Window A/C Units
3. Evaporative Cooler
4. Ceiling Fan
5. Attic Fan
6. Variable Air Volume
7. Combo Refrig & Evap
8. 2 or More Units

9. No Cooling

**Inclusions** \_\_\_\_\_

1. No inclusions
19. Intercom
21. Security System
28. Some Furniture
38. Smoke Alarm(s)
39. Kitchenette
40. Break Room

**Energy Features** \_\_\_\_\_

1. Solar Domestic Hot Water
2. Solar Hot Water Heat
3. Solar Rough-In
4. Trombe Wall
5. Sun Space
6. Southern Exposure
7. Double Pane Windows
8. Triple Pane Windows
9. Storm Window
10. Storm Doors
11. Attached Greenhouse
12. High Efficiency Furnace
13. Energy Survey Complete
14. Demand Control Limiter
15. Set Back Thermostat

**Executive Suite** \_\_\_\_\_

1. Secretarial Service
2. Copier
3. Express Mail
4. Phone Service
5. Answering Service
6. Computer Access
7. FAX Service
8. Conference Room
9. Word Processing

**Disabled Accessibility** \_\_\_\_\_

1. Ramp Access
2. Level Lot
3. Level Drive
4. Near Bus
5. Width of Halls 42" or more
6. Low Carpet
7. Interior Doors 32" or more
8. Ext. Doors 36" or more
9. No Stairs
10. Other Access

**OTHER FEATURES:**

**Utilities** \_\_\_\_\_

1. Natural Gas
2. Electric
3. Propane
4. Wood/Coal
5. Solar-Active
6. Solar-Passive
7. Oil
8. No Utilities
9. Other Utilities
10. Cable TV Available
11. Master Meter-Electric
12. Master Meter-Gas
13. Separate Meter-Elec.
14. Separate Meter-Gas
15. 200V Electric
16. 440V Electric
17. 3-Phase Electric
18. Electricity at Property
19. Electricity within 100 Ft.
20. Electricity more 100 Ft.

21. Natural Gas at Property
22. Natural Gas w/in 100 Ft
23. Natural Gas more 100 Ft
24. Gas Tap Paid
25. Gas Tap Available
26. Propane Installed
29. Satellite Available
30. High Speed Access

**\*Water/Sewer** \_\_\_\_\_

1. City Water
2. District Water
3. Well
4. Cistern
5. City Sewer
6. District Sewer
7. Septic
8. No Water/Sewer
9. Other Water/Sewer
10. See Remarks

**\*Ownership** \_\_\_\_\_

1. Lender Owner/REO
2. Licensed Owner
3. Private Owner
4. Corporate Buy-Out
5. Partnership
6. Other Owner
9. HUD
10. Builder

**\*Occupied by** \_\_\_\_\_

1. Owner Occupied
2. Tenant Occupied
3. Vacant for Rent

**\*Possession** \_\_\_\_\_

4. Specific Date
5. Tenant Will Vacate
6. Owner Will Vacate
7. Current Lease Agreement
8. See Remarks

**\*Tenant Pays** \_\_\_\_\_

1. Deposit
2. Gas
3. Electric
4. Water
5. Sewer
6. Property Taxes
7. CPI Annual Escalation
8. Building Insurance
9. Interior Maintenance
10. Site Maintenance
11. Exterior Maintenance
12. Structural Maintenance
13. Association Fees
14. Trash
15. A/C Maintenance
16. Parking
17. Janitorial-Common
18. Janitorial-Suite
19. All Op Costs-used alone
20. Nothing
21. Fixed Annual Escalation

**\*Owner Pays** \_\_\_\_\_

21. Gas
22. Electricity
23. Water
24. Sewer
25. Property Taxes
26. Building Insurance
27. Interior Maintenance

28. Site Maintenance
29. Exterior Maintenance
30. Structural Maintenance
31. A/C Maintenance
32. Janitorial-Common
33. Janitorial-Suite
34. Parking
35. Association Fees
36. CPI Annual Escalation
37. All Op Costs(used alone)
38. Nothing

**\*Flood Plain** \_\_\_\_\_

1. High Hazard
2. 100 Year or A Rating
3. 500 Year or B or X Rating
4. Minimal Flood or C Rating

**Existing Lease** \_\_\_\_\_

1. Month-to-Month
2. Fixed Term
3. 6 Month Lease
4. Year Lease
5. Other—See Remarks
6. Not Leased

**Lease Information** \_\_\_\_\_

9. Offer Net Lease
10. Offer Triple Net Lease
11. Offer Percentage Lease
12. Offer Gross Lease
13. Offer Modified Lease
14. Offer Gross Plus Utilities
15. Offer Fixed
16. Offer Escalate
17. Offer Mixed
18. Purchase Options Avail
19. Offer Renewable
20. Exclusivity
21. Restrictions

**Move in Costs** \_\_\_\_\_

22. 1<sup>st</sup> Month's Rent
23. First 2 Month's Rent
24. Last Month's Rent
25. Deposit
26. Cleaning Deposit

**Commission Info** \_\_\_\_\_

1. Pd in Full/Lease Execution
2. Pd in Full on Occupancy
3. Pd in Full/1<sup>st</sup> Rent Pmt.
4. Pd ½ on Sign / ½ on Occup
5. Pd Annually in Advance
6. Pd Monthly in Advance
7. Contact Leasing Agent

**Showing Instructions** \_\_\_\_\_

1. Lockbox
2. Call First, Then Go
3. Vacant
4. Appointment Only
5. Business Hours
6. Call Listor
7. Call Tenant
8. Call Manager
9. Do Not Disturb Occupants
10. Agent Must be present
11. Key in Listing Office
12. Make Subject to Inspectn

Exclusions (100 characters max.):

Showing Info (optional) All showing information is private and can be viewed by Listing Office only.

Property Vacant?  Y / N  Showings Allowed?  Y / N  Sentrilock Lockbox Serial#: \_\_\_\_\_ Lockbox/CBS Code: \_\_\_\_\_

Allow online requests?  Y / N

Showing Staff Instructions: (500 character max.)

Showing Agent Instructions: (500 character max.)

Showing Contact Information (Optional. If filled in, First and Last name and one phone number are required.)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Use for text? Y / N

Work Phone: \_\_\_\_\_ Use for text? Y / N

Mobile Phone: \_\_\_\_\_ Use for text? Y / N

Other Phone: \_\_\_\_\_ Use for text? Y / N

Email: \_\_\_\_\_ Appt. Notices  Y / N  Feedback  Y / N  Preferred Contact Method: \_\_\_\_\_

Customize the Feedback Questionnaire: Select \*one\* only

(Email, Phone, Text or Other)

- Use the standard showings feedback questionnaire
- Use the customization from your user preferences
- Customize the showings feedback questionnaire for this listing only (If this selection is chosen, select which questions to include below and/or add customized questions)

Is the customer interested in the property?

Did the property show well?

Is the price right?

Feedback on the interior

Feedback on the exterior

Other suggestions/comments

Add custom question 1: \_\_\_\_\_

Add custom question 2: \_\_\_\_\_

Open Houses

Open House Date: \_\_\_\_\_ (mm/dd/yyyy)

Repeat Information: \_\_\_\_\_ End Open House Date (mm/dd/yyyy) \_\_\_\_\_ Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Sunday  Start Time (hh:mm): \_\_\_\_\_ End Time (hh:mm) \_\_\_\_\_

Comments: (Limited to 255 Characters)

Hosting Agent: \_\_\_\_\_

Send to ColoProperty.com®, MySite, Listing Links, IDX downloads, Realtor.com®, Zillow Group, and ListHub Channels (if your office is signed up): \_\_ Yes \_\_ No

I hereby represent to the MLS that I am in possession of a properly executed Exclusive Right to Sell Listing Contract or an Exclusive Agency Listing Contract signed by the owner(s) of the property and that I have used my best efforts as to accuracy and correctness on this data input form.

Signature