

**COMMERCIAL/INDUSTRIAL FOR SALE - INPUT FORM FOR IRESis.com**

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\*=Required Field **MLS#** \_\_\_\_\_

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

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

\*Type: **COMMERCIAL/INDUSTRIAL FOR SALE** Secondary Property Type \_\_\_\_\_ \*Listing Status: \_\_\_\_\_

\*List Price: \_\_\_\_\_ Price/Sq Ft: \_\_\_\_\_

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

\*Short Pay?: Y/N

\*Buyer Agency: \_\_\_\_\_

\*Transaction Broker: \_\_\_\_\_  
(Enter % or \$ amount above)

\*Buyer Exclusion: Yes / No

Min. Earnest Money: \$ \_\_\_\_\_

Earnest Money Recipient \_\_\_\_\_

\* 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) \_\_\_\_\_

**BUILDING SIZE & INFO**

Building 1 SqFt \_\_\_\_\_  
Building 2 SqFt \_\_\_\_\_  
Building 3 SqFt \_\_\_\_\_  
Min Avail SqFt Lease \_\_\_\_\_  
Max Avail SqFt Lease \_\_\_\_\_

\*Total Building SqFt \_\_\_\_\_  
\*SqFt Source: Licensee, Prior Appraisal, Building Plans, Assessor, Other (circle one)  
Total SqFt Leased \_\_\_\_\_  
Min/Max Units Vacant \_\_\_\_\_  
Floor Levels \_\_\_\_\_

**EXPENSES (Annual)**

Date Available: \_\_\_\_\_ Tax Year (YYYY): \_\_\_\_\_

\*1) POTENTIAL RENTAL INCOME \$ \_\_\_\_\_

\*2) - Vacancy (% of PRI) \_\_\_\_\_

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3) = EFFECTIVE RENTAL INCOME (autocalculated)  
 4) + Other income (laundry,etc.) \_\_\_\_\_  
 5) = GROSS OPERATING INCOME (autocalculated)

**OPERATING EXPENSES**

Property Taxes \_\_\_\_\_  
 Building Insurance \_\_\_\_\_  
 Utilities \_\_\_\_\_  
 Common Area Maintenance \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

6) - TOTAL OPERATING EXPENSES (autocalculated)  
 7) = NET OPERATING INCOME (autocalculated)

The following fields may be manually or automatically calculated: GRM: \_\_\_\_\_ CAP Rate: \_\_\_\_\_

**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 web sites)

\*Display on ColoProperty.com  Y / N  \*Zillow Group?  Y / N  \*Broker Public Portal (homesnap.com public access)  Y / N   
 \*Exclude from ListHub Syndication \*?  Y / N

**COMM/INDUSTRIAL FOR SALE FEATURES: \*=Required Feature. Circle or write feature number on each line provided.**

EXTERIOR FEATURES:	43. Moss Rock	Location Description _____	25. Freight Elevator
<b>*Construction</b>	<b>*Roof</b>	1. Cul-De-Sac	26. Public Elevator
1. Wood/Frame	1. Composition Roof	2. Corner Lot	27. Storage on Site
2. Brick/Brick Veneer	2. Wood Shake/Shingle	3. Wooded Lot	28. Paved Parking
3. Block	3. Tar & Gravel	4. Evergreen Trees	29. Public Transportation
4. Stone	4. Tile Roof	5. Deciduous Trees	30. Loading: Double Door
5. Log	5. Metal Roof	6. Native Grass	31. Loading: Drive-in
6. Metal Siding	6. Slate Roof	7. Level Lot	32. Loading: Dock High
7. Vinyl Siding	7. Rubber/Membrane	8. Rolling Lot	33. Loading: Truck Well
8. Composition Siding	8. Foam Roof	9. Sloping Lot	34. Loading: Dock Leveler
9. Stucco	9. Fiberglass Shingles	10. Steep Lot	35. Loading: Railroad Dock
10. Wood Siding	10. Other Roof	11. Rock Out-Croppings	36. Loading: Dr-in ovrhd drs
11. Wood Shingle	13. More Than 1	12. Abuts Ditch	<b>Views</b> _____
12. Cedar/Redwood	14. Wood Deck	13. Abuts Golf Course	1. Back Range/Snow Capped
13. Painted/Stained	15. Metal Deck	14. Golf Course Nborhood.	2. Foothills View
14. Rolling Shutters	16. TwinTee/Concrete	15. Abuts Pond/Lake	3. Plains View
15. Other Construction	17. Cement Shake	16. Abuts Stream/Creek/River	4. City View
16. Tilt-Up	18. Concrete Tile	17. Abuts Farm Land	5. Water View
17. Metal Frame	<b>*Comm/Indus.Type</b> _____	18. Abuts National Forest	<b>Lot Improvements</b> _____
18. Twin Tee	1. Incorporated Area	19. Abuts Park	1. Street Paved
19. Wall: Block	2. Unincorporated Area	20. Abuts Pub. Open Space	2. Curbs
20. Wall: Tilt-Up	3. Office	21. Abuts Priv. Open Space	3. Gutters
21. Wall: Metal/Frame	5. Office Condominium	22. Meadow	4. Sidewalks
22. Wall: Wood/Frame	7. Executive Suites	23. Orchard	5. Street Light
23. Wall: Brick	8. Retail-Freestanding	24. Outbuildings	6. Alley
24. Wall: Stone	9. Retail-Strip	25. Airpark	7. Fire Hydrant w/in 500 Ft
25. Wall: Twin Tee	10. Retail-Showroom	26. Historic District	<b>Road Access</b> _____
26. Wall: Other	11. Retail-Downtown	27. Within City Limits	1. Private, up to Co. Stand
27. Ceiling: 8 Feet or Less	12. Retail-Regional	<b>Fences</b> _____	2. Private, not up to Co. Stand
28. Ceiling: 8-10 Feet	13. Retail-Community	1. Partially Fenced	3. 4x4 Required to Access
29. Ceiling: 10-12 Feet	14. Retail-Neighborhood	2. Enclosed Fenced Area	4. City Street
30. Ceiling: 12-14 Feet	15. R&D Park	3. Wood Fence	5. Co. Rd/Co. Maintained
31. Ceiling: 14-16 Feet	16. Industrial/High Tech	4. Chain Link	6. Co. Rd/Not Maintained
32. Ceiling: 16-20 Feet	17. Industrial/Warehouse	5. Security Fence	7. State Highway
33. Ceiling: Over 20 Feet	18. Industrial/Manufacturing	6. Other Fence	8. Interstate
34. Floor: Concrete	19. Mini-Warehouse	7. Electric Fence	9. Easement
35. Floor: Sealed	20. Other Commercial	8. Wire Fence	10. Privately Maintained
36. Floor: Vinyl	21. Other Industrial	9. Metal Post Fence	11. Lack of Rt to Access
37. Floor: Ceramic Tile	22. Religious Facility	11. Vinyl/Composite Fencing	12. Security Gate
38. Floor: Wood	23. Live/Work	<b>Property Features</b> _____	13. Alley
39. Floor: Carpet	24. Class "A"	14. Fire Sprinklers	
40. Floor: Drains	25. Class "B"	22. Lawn Sprinkler System	
41. Adobe	26. Class "C"	23. Covenants	
42. Concrete	27. Flex Space	24. "Clean" Room	

**Rd Surface Prop. 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

**Park Per Bldg SQFT** \_\_\_\_\_

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

**\*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 Refrg& Evap Cool
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 Comp.
14. Demand Control Limiter
15. Set Back Thermostat
16. Built Green
17. Energy Rated

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

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

**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 Electric
14. Separate Meter Gas
15. 200V Electric
16. 440V Electric
17. 3-Phase Electric
18. Electricity at Property
19. Electricity w/in 100 FT
20. Electricity more 100 FT
21. Natural Gas at Property
22. Natural Gas w/in 100 FT
23. Natural Gas more100 FT
24. Gas Tap Paid
25. Gas Tap Available
26. Propane Avail
29. Satellite Avail
30. High Speed Avail

**\*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
4. Vacant not 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

**Gross Sched Income Includ.**

1. Lease/Rents
2. Deposits Forfeited
3. Vending Machine
4. Common Area Fees
5. Lease Overage
6. Leased Parking

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

1. High Hazard
2. 100 Year Flood or A Rate
3. 500 Yr Fld or B or X Rate
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

**Sale Includes** \_\_\_\_\_

1. Building(s)
2. Land
3. Leases
4. Fixtures/Equipment
5. Business
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

**Possible Usage** \_\_\_\_\_

1. Single Family
2. Multi Family
3. Mobile Homes
4. PUD
5. Farm/Ranch
6. Business
7. Commercial or Industrial
8. Additional Units

**New Financing/Lending** \_\_\_\_\_

1. Cash
2. Conventional
5. Seller Points/Buydown
6. Owner Financing
7. Wrap/Blend
8. Lease Purchase
9. Exchange/Trade
10. Lease Back
11. Subord to New 1<sup>st</sup> Loan
12. Subord to Construct
13. Government
15. Short Pay
16. 1031 Exchange
18. SS Pend Lender Apprvl
20. FIRPTA

**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 Occup.
10. Agent Must be present
11. Key in Listing Office
12. Make subject to Inspect

**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

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Showing Staff Instructions: (500 character max.)

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Showing Agent Instructions: (500 character max.)

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**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)

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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

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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.

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Signature