



**SALE: COMMERCIAL/INDUSTRIAL INPUT FORM**

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

**Listing Information**

\*Listing Office: \_\_\_\_\_ \*Listing Agent: \_\_\_\_\_  
\*Co-Listed?:  Y/  N (If yes, the following fields are required): Co-Listing Office: \_\_\_\_\_ Co-Listing Agent: \_\_\_\_\_  
\*Property Type: LEASE: OFFICE/INDUSTRIAL/RETAIL Secondary Property Type: \_\_\_\_\_ \*Listing Status: \_\_\_\_\_  
\*Price Per SqFt: \_\_\_\_\_ \*List Date: \_\_\_\_\_ \*Expire Date: \_\_\_\_\_

**Location Information**

\*County: \_\_\_\_\_ \*Street #: \_\_\_\_\_ Street Dir (N, S, E, W): \_\_\_\_\_ \*Street Name: \_\_\_\_\_  
Street Type (e.g. St, Ave): \_\_\_\_\_ St Post Dir (N, S, E, W): \_\_\_\_\_ Bldg #: \_\_\_\_\_ Unit #: \_\_\_\_\_ \*Mail City: \_\_\_\_\_  
\*Zip Code: \_\_\_\_\_ \*Locale: \_\_\_\_\_ \*Legal: \_\_\_\_\_  
\*Subdivision: \_\_\_\_\_ \*Zoning: \_\_\_\_\_ Parcel/Account Number: \_\_\_\_\_  
\*Realist Tax ID: \_\_\_\_\_ Driving Directions (limited to 250 characters): \_\_\_\_\_

Listing Web Site: http:// \_\_\_\_\_

**Property Information**

Lot Size in Sq. Ft: \_\_\_\_\_ OR Lot Acres: \_\_\_\_\_ \*Water Supplier: \_\_\_\_\_ Elec Supplier: \_\_\_\_\_  
Gas Supplier: \_\_\_\_\_ \*Metro Tax Dist?:  Y /  N

**Transaction Information**

**\*Listing Contract: (Check One)**

Exclusive Agency/Brokerage \*Limited Service?  Y /  N \*Tenant Agency: \$/% \_\_\_\_\_  
 Exclusive Agency/Brokerage w/ Variable Rate Commission If "Y", the listing broker (select 1 option): \*Transaction Broker: \$/% \_\_\_\_\_  
 Exclusive Rt to Lease, Transaction Broker  will arrange appts for cooperating broker  
 Exclusive Rt to Lease, Agency OR  
 Exclusive Rt to Lease, Transaction Brkr w/ Variable Rate Comm  gives co-op brokers authority  
 Exclusive Rt to Lease, Agency, w/ Variable Rate Commission

\*Buyer Exclusions:  Y /  N \*For Showings,  None  Listing Agent  Listing Office  ShowingTime (if  
Security Deposit: \$ \_\_\_\_\_ contact: chosen, online showings automatically enabled): \_\_\_\_\_  
Security Deposit Recipient: \_\_\_\_\_  Other: \_\_\_\_\_

**Building Information**

\*Year Built: \_\_\_\_\_ \*New Construction?:  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): \_\_\_\_\_ # Parking Spaces: \_\_\_\_\_

**Square Footage Information**

\*Total Building SqFt: \_\_\_\_\_ Total SqFt Leased: \_\_\_\_\_ Min Avail SqFt Lease: \_\_\_\_\_ Max Avail SqFt Lease: \_\_\_\_\_  
\*SqFt Source:  Licensee  Prior Appraisal  Building Plans  Assessor  Other

**Property Information**

Min/Max Units Vacant: \_\_\_\_\_ Floor Levels: \_\_\_\_\_

**Taxes**

*The Following Are Annual Values*

Lease Term: \_\_\_\_\_ Percentage Lease:  Y /  N Common Area Maint: \_\_\_\_\_ NNN Expenses: \_\_\_\_\_  
Date Available: \_\_\_\_\_ Property Insurance: \_\_\_\_\_ Building Insurance: \_\_\_\_\_ Auto Calculated  
Tax Year: \_\_\_\_\_ Building Allowance/SqFt: \_\_\_\_\_ Property Taxes: \_\_\_\_\_  
Base Rent Excl: \_\_\_\_\_ Prop Mgmt Expenses: \_\_\_\_\_

**Remarks** (limited to 1000 characters for Listing Comments and Broker Remarks with the first 500 displaying on print reports)

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

Broker Remarks (Private Information for other brokers only- e.g. commission info, bonuses, etc. Will display on IRESis & printed agent version reports only): \_\_\_\_\_

**Display Listings on the Internet?**

\*ColoProperty.com@:  Y /  N

\*Broker Public Portal:  Y /  N  
(homesnap.com  
public access)

\*Exclude from ListHub

Syndications?:  Y /  N

**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: Twin Tee
- 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/Indust 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 Desc:** \_\_\_\_\_

- 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 Neighborhood
- 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 Private Open Space
- 22. Meadow
- 23. Orchard
- 24. Outbuildings
- 25. Airpark
- 26. Historic District
- 37. Within City Limits

**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/Composition

**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
- 40. Parking: Unrestricted

**Views:** \_\_\_\_\_

- 1. Back Range/Snow Capped
- 2. Foothills View
- 3. Plains View

- 4. City View
- 5. Water View
- 6. 360 Degrees

**Lot Improvements:** \_\_\_\_\_

- 1. Street Paved
- 2. Curbs
- 3. Gutters
- 4. Sidewalks
- 5. Street Light
- 6. Alley
- 7. Fire Hydrant within 500 Ft

**Road Access:** \_\_\_\_\_

- 1. Private, up to Co. Standards
- 2. Private, not up to Co. Standard
- 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 Prop Line:** \_\_\_\_\_

- 1. Road Improvement 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/Building 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**

**Bsmt/Foundation:** \_\_\_\_\_

- 1. No Basement
- 2. Partial Basement
- 3. Full Basement
- 9. Crawl Space
- 10. Slab
- 11. Walk-Out Basement
- 12. Daylight Basement
- 20. Post & Pier

**\*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. Two or More Heat Sources
- 13. Humidifier
- 14. Two or More H2O Heaters
- 15. Electric Air Filter
- 16. Common Heat Source
- 17. Individual Heat Source
- 18. Suspended Heaters

- 19. Wall Heater
- 20. Oil

**\*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 Cooler
- 8. Two 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 Access:** \_\_\_\_\_

- 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. Exterior Doors 36" or More
- 9. No Stairs
- 10. Other Access
- 15. Elevator

**Other Features**

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

- 1. Natural Gas
- 2. Electric
- 3. Propane
- 4. Wood/Coal
- 7. Oil
- 8. No Utilities
- 9. Other Utilities
- 10. Cable TV Available
- 11. Master Meter- Electric
- 12. Master Meter- Gas
- 13. Separate Meter Electricity
- 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 than 100 ft
- 21. Natural Gas at Property
- 22. Natural Gas within 100 ft
- 23. Natural Gas more than 100 ft
- 24. Gas Tap Paid
- 25. Gas Tap Available
- 26. Propane Installed
- 29. Satellite Available
- 30. High Speed Available
- 31. Underground

**\*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 Operating 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 Operating Costs (used alone)
- 38. Nothing

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

- 1. High Hazard/Floodway
- 2. 100 Year/High Risk
- 3. 500 Year/Moderate Risk
- 4. Minimal Risk

**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 Gross
- 14. Offer Gross Plus Utilities
- 15. Offer Fixed

- 16. Offer Escalate
- 7. Offer Mixed
- 18. Purchase Options Available
- 19. Offer Renewable
- 20. Exclusivity
- 21. Restrictions

**Move In Costs:** \_\_\_\_\_

- 22. 1st Month's Rent
- 23. First 2 Month's Rent
- 24. Last Month's Rent
- 25. Deposit
- 26. Cleaning Deposit

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

- 1. Paid in Full/Lease Execution
- 2. Paid in Full on Occupancy
- 3. Paid in Full/ 1st Rent Payment
- 4. Paid Half on Sign/Half on Occup
- 5. Paid Annually in Advance
- 6. Paid 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. Listing Agent Must be Present
- 11. Key in Listing Office
- 12. Make Offer Subject to Inspection

**Exclusions**

Exclusions (Limit to 100 Characters): \_\_\_\_\_

**Showing Information** (Optional) All showing information is private and can be viewed by Listing Office only.

Property Vacant?:  Y /  N Showings Allowed?:  Y /  N Allow online requests?:  Y /  N

SentriLock Serial #: \_\_\_\_\_ Lockbox/CBS Code: \_\_\_\_\_

Showing Staff Instructions (500 Character Max): \_\_\_\_\_

Showing Agent Instructions (500 Character Max): \_\_\_\_\_

Showing Contact Information (Optional. If filled in, First & Last name and 1 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 Receive Feedback?:  Y /  N Preferred Contact Method: \_\_\_\_\_

Customize the Feedback Question:

Select 1: Email, Phone, Text, 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 option is selected, choose which questions to include below and/or add customized questions in the fields provided).

Is the customer interested in the property?

Is the price right?

Feedback on the exterior

Did the property show well?

Feedback on the interior

Other suggestions/comments

Custom questions 1: \_\_\_\_\_

Custom questions 2: \_\_\_\_\_

**Open Houses**

Open House Date: \_\_\_\_\_ (mm/dd/yyyy) Start Time: \_\_\_\_\_ (hh:mm) End Time: \_\_\_\_\_ (hh:mm)

Repeat:  Y /  N If yes,  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Comments: Limited to 255 characters) \_\_\_\_\_

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

Display Open Houses on Internet:  Y /  N

.....  
***I hereby represent to the MLS that I am in possession of a property 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:**

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