

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, contact:** None Listing Agent Listing Office ShowingTime (if chosen, online showings automatically enabled): _____
Security Deposit: \$ _____ Other: _____
Security Deposit Recipient: _____

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
- 27. 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:
