

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: SALE: COMMERCIAL/INDUSTRIAL Secondary Property Type: _____ *Listing Status: _____
 *List Price: _____ Price Per SqFt: _____ *List Date: _____ *Expire Date: _____

Location Information

*County: _____ *Street #: _____ End 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 District?: Y / N (If yes, Name is required)

Name: _____ Website: _____ Fees: \$ _____ / Monthly, Quarterly, Annually

2nd Metro District?: Y / N Name: _____ Website: _____ Fees: \$ _____ / Monthly, Quarterly, Annually
 (If yes, Name is required)

Transaction Information

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

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

*Limited Service? Y / N *Short Pay? Y / N
 If "Y", the listing broker (select 1 option):
 will arrange appts for cooperating broker *Buyer Agency: \$ _____ OR % _____
 OR *Transaction Broker: \$ _____ OR % _____
 gives co-op brokers authority

*Buyer Exclusion: Y / N
 Min Earnest Money: \$ _____
 Earnest Money Recipient: _____

*For Showings, contact: None Listing Agent Listing Office Homesnap ShowingTime: _____ 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): _____

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: _____

Expenses

Date Avail: _____ Tax Year: _____ *Operating Expenses* Other: _____
 1. *Potential Rental Income: \$ _____ Property Taxes: _____ Other: _____
 2. *Vacancy (% of PRI): _____ Building Insurance: _____ Other: _____
 3. Vacancy Dollars: Auto calculated Utilities: _____ 6. Total Operating Expenses: Auto calculated
 4. Effective Rental Income: Auto calculated Common Area Maintenance: _____ 7. New Operating Income: Auto calculated
 5. Other Income (laundry, etc.): _____
 5. Gross Operating Income: Auto calculated

The following fields may be manually or automatically calculated CAP: _____ GRM: _____

Remarks (limited to 1000 characters for Listing Comments and Broker Remarks with the first 500 appearing 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

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
7. Wood Stove
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

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
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 Operating Costs (used alone)
20. Nothing
21. Fixed Annual Escalation

Gross Schldd Incm Incds: _____

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

***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

Sale Includes: _____

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

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

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. Subordination to New 1st Loan
12. Subordination to Construction
13. Government
15. Short Pay
16. 1031 Exchange
17. Auction
18. SS Pending Lender Approval
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 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

ColoProperty.com®, MySite, Listing Links, IDX
downloads, Realtor.com®, and ListHub Channels (if your
office is signed up)

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:
