



**LEASE: OFFICE/INDUSTRIAL/RETAIL 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 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 Agency/Brokerage                      \*Limited Service?  Y /  N  
 Exclusive Agency/Brokerage w/ Variable Rate Commission                      If "Y", the listing broker (select 1 option):  
 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                      \*Tenant Agency: \$ \_\_\_\_\_ OR % \_\_\_\_\_  
Security Deposit: \$ \_\_\_\_\_                      \*Transaction Broker: \$ \_\_\_\_\_ OR % \_\_\_\_\_  
Security Deposit 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): \_\_\_\_\_  
# 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**

Lease Term: \_\_\_\_\_ Percentage Lease:  Y /  N                      The Following Are Annual Values  
Date Available: \_\_\_\_\_ Property Insurance: \_\_\_\_\_                      Common Area Maint: \_\_\_\_\_                      NNN Expenses: Auto Calculated  
Tax Year: \_\_\_\_\_ Building Allowance/SqFt: \_\_\_\_\_                      Building Insurance: \_\_\_\_\_                      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): \_\_\_\_\_

### Internet Marketing

\*Display on Internet:  Y /  N \*Display Address:  Y /  N \*Allow 3rd Party Comments:  Y /  N \*Allow 3rd Party AVMs:  Y /  N

\*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

**Exclusions**

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

- 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



**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

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

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

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

Showing Contact Information (Optional. If filled in, First &amp; 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 /  NMobile Phone: \_\_\_\_\_ Use for text?:  Y /  N Other Phone: \_\_\_\_\_ Use for text?:  Y /  NEmail: \_\_\_\_\_ Appt. Notices?:  Y /  N Receive Feedback?:  Y /  N Preferred Contact Method: \_\_\_\_\_

Select 1: Email, Phone, Text, Other

Customize the Feedback Question:

 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:**

\_\_\_\_\_