



**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

If "Y", the listing broker (select 1 option):  
 will arrange appts for cooperating broker  
OR  
 gives co-op brokers authority

\*Short Pay?  Y /  N

\*Buyer Agency: \$ \_\_\_\_\_ OR % \_\_\_\_\_  
\*Transaction Broker: \$ \_\_\_\_\_ OR % \_\_\_\_\_

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

**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

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): \_\_\_\_\_

\_\_\_\_\_

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**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:**

\_\_\_\_\_