

**COMMERCIAL LEASE LISTING INPUT FORM**  
 Items with an \*asterisk are required fields

MLS#: \_\_\_\_\_

**General Information**

**\*Status:**

<input type="checkbox"/> Incomplete	<input type="checkbox"/> Active	<input type="checkbox"/> Coming Soon- On Market Date:	<input type="checkbox"/> Non-Listed Sold
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**Street Number:** \_\_\_\_\_

**Street Direction:**

<input type="checkbox"/> N: North	<input type="checkbox"/> NE: Northeast	<input type="checkbox"/> E: East	<input type="checkbox"/> SE: Southeast
<input type="checkbox"/> S: South	<input type="checkbox"/> SW: Southwest	<input type="checkbox"/> W: West	<input type="checkbox"/> NW: Northwest

**\*Street Name:** \_\_\_\_\_

**Street Suffix Type:**

<input type="checkbox"/> Avenue	<input type="checkbox"/> Bend	<input type="checkbox"/> Boulevard	<input type="checkbox"/> Circle	<input type="checkbox"/> Court
<input type="checkbox"/> Cove	<input type="checkbox"/> Crest	<input type="checkbox"/> Drive	<input type="checkbox"/> Gardens	<input type="checkbox"/> Glen
<input type="checkbox"/> Green	<input type="checkbox"/> Heights	<input type="checkbox"/> Highway	<input type="checkbox"/> Knoll	<input type="checkbox"/> Landing
<input type="checkbox"/> Lane	<input type="checkbox"/> Loop	<input type="checkbox"/> Manor	<input type="checkbox"/> Meadow	<input type="checkbox"/> Meadows
<input type="checkbox"/> Park	<input type="checkbox"/> Parkway	<input type="checkbox"/> Passage	<input type="checkbox"/> Place	<input type="checkbox"/> Road
<input type="checkbox"/> Street	<input type="checkbox"/> Square	<input type="checkbox"/> Terrace	<input type="checkbox"/> Trace	<input type="checkbox"/> Trail
<input type="checkbox"/> Way				

**Unit #:** \_\_\_\_\_

**\*Town:** \_\_\_\_\_

**\*County:** \_\_\_\_\_

**\*State:** \_\_\_\_\_

**\*Zip Code:** \_\_\_\_\_

**Zip Code + 4:** \_\_\_\_\_

**\*List Date:** \_\_\_\_\_

**\*Expire Date:** \_\_\_\_\_

**\*Subject To:**

<input type="checkbox"/> Agent Owned	<input type="checkbox"/> Auction	<input type="checkbox"/> Corporate Addendum	<input type="checkbox"/> Court Approval	<input type="checkbox"/> HUD Owned
<input type="checkbox"/> Possible Short Sale	<input type="checkbox"/> REO – Bank Owned	<input type="checkbox"/> Approved Short Sale	<input type="checkbox"/> To Be Built	<input type="checkbox"/> Not Applicable

**\*Property Sub Type:**

<input type="checkbox"/> Auto Service Garage	<input type="checkbox"/> Bed and Breakfast	<input type="checkbox"/> Bank	<input type="checkbox"/> Carwash	<input type="checkbox"/> Church
<input type="checkbox"/> Convenience Stores	<input type="checkbox"/> Dealership	<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Medical/Dental	<input type="checkbox"/> Mini Storage	<input type="checkbox"/> Office	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Retail
<input type="checkbox"/> Warehouse	<input type="checkbox"/> Winery	<input type="checkbox"/> Other		

**\*Lease Price per SF (Please enter the Lease Price per Square Feet ONLY):** \_\_\_\_\_

**\*GBA / Heated SQFT:** \_\_\_\_\_

**SqFt Source:**

<input type="checkbox"/> Agent Measured	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Builder	<input type="checkbox"/> Court House	<input type="checkbox"/> Plans and Specs	<input type="checkbox"/> Seller
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**\*Apx Year Built:** \_\_\_\_\_

**\*Age Desc:**

<input type="checkbox"/> 25 Years or Older	<input type="checkbox"/> Resale (less than 25 years old)	<input type="checkbox"/> New Construction	<input type="checkbox"/> Age Unknown
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**Apx . Completion Date:** \_\_\_\_\_

**\*Acreage:**  Yes  No    **\*Acres:** \_\_\_\_\_

**Taxes Amount:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_

**Contingency:**

<input type="checkbox"/> Contact Agent	<input type="checkbox"/> Continue to Show	<input type="checkbox"/> Escape Clause in Contract
<input type="checkbox"/> First Right	<input type="checkbox"/> See Remarks	<input type="checkbox"/> Take Backup Offers

**\*Date Available:** \_\_\_\_\_

**# Hrs First Right of Refusal:** \_\_\_\_\_

**Virtual Tour Link:** \_\_\_\_\_

**Brokerage Information**

\*List Agent Name (MLS ID): \_\_\_\_\_

Co List Agent (MLS ID): \_\_\_\_\_

\*Buyer Agent Fee: \_\_\_\_\_ \*Variable:  Yes  No

\*Agency/Listing Type:

<input type="checkbox"/> Exclusive Agency	<input type="checkbox"/> Exclusive Right to Sell	<input type="checkbox"/> Limited Service Listing	<input type="checkbox"/> MLS Entry Only Listing
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\*Showing Instructions:

<input type="checkbox"/> 2hr Notice	<input type="checkbox"/> 4hr Notice	<input type="checkbox"/> 12hr Notice	<input type="checkbox"/> 24hr Notice
<input type="checkbox"/> Apmt Only	<input type="checkbox"/> Call Appt Center	<input type="checkbox"/> Call List Agent	<input type="checkbox"/> Call List Office
<input type="checkbox"/> Key In Office	<input type="checkbox"/> Leavecard	<input type="checkbox"/> List Agent Present	<input type="checkbox"/> Lockbox-Combo
<input type="checkbox"/> Lockbox-SentriLock	<input type="checkbox"/> Lockbox-Supra	<input type="checkbox"/> No Appt. Required	<input type="checkbox"/> No Key
<input type="checkbox"/> Occupied	<input type="checkbox"/> Other-Specify In Remarks	<input type="checkbox"/> Pets-See Remarks	<input type="checkbox"/> Sign In
<input type="checkbox"/> Special Situation	<input type="checkbox"/> Tenant Occupied	<input type="checkbox"/> Vacant	

Exempted Name Prospects:  Yes  No

Call to Show: \_\_\_\_\_

Lockbox: \_\_\_\_\_

\*Allow Address Display:  Yes  No

\*Internet OK:  Yes  No

\*Allow VOW:  Yes  No

\*Allow Blogging:  Yes  No

Allow Auto Valuation:  Yes  No

List Agent Credit: \_\_\_\_\_ Co List Agent Credit: \_\_\_\_\_

Direct Contact: \_\_\_\_\_

**Property Information**

In City Limit Y/N:  Yes  No

Basement:  Yes  No

Basement Description:

<input type="checkbox"/> Cellar	<input type="checkbox"/> Finished	<input type="checkbox"/> Full	<input type="checkbox"/> None	<input type="checkbox"/> Other-Specify In Rmrks	<input type="checkbox"/> Partial	<input type="checkbox"/> Unfinished	<input type="checkbox"/> Walk-Out
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Additional SubType:

<input type="checkbox"/> Auto Service Garage	<input type="checkbox"/> Bed and Breakfast	<input type="checkbox"/> Bank	<input type="checkbox"/> Carwash	<input type="checkbox"/> Church
<input type="checkbox"/> Convenient Stores	<input type="checkbox"/> Dealership	<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Medical/Dental	<input type="checkbox"/> Mini Storage	<input type="checkbox"/> Office	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Retail
<input type="checkbox"/> Warehouse	<input type="checkbox"/> Other			

Rail Service:  Yes  No

Traffic Count: \_\_\_\_\_

Disabled Access:  Yes  No

Road Frontage: \_\_\_\_\_

# Parking Spaces: \_\_\_\_\_

# Docks: \_\_\_\_\_

# Drive-in Doors: \_\_\_\_\_

Door Height: \_\_\_\_\_

Ceiling Height: \_\_\_\_\_

Center Ceiling Height: \_\_\_\_\_

Max Floor Load Capacity: \_\_\_\_\_

Cap Rate: \_\_\_\_\_

Vacant:  Yes  No

Rent Roll Attached:  Yes  No

Project Name: \_\_\_\_\_

\*Deposit: \_\_\_\_\_

\*Existing Use: \_\_\_\_\_

NNN: \_\_\_\_\_

\*Min Term: \_\_\_\_\_

Site Size: \_\_\_\_\_

\*Lease Type:

<input type="checkbox"/> Gross Lease	<input type="checkbox"/> Net Lease	<input type="checkbox"/> Other	<input type="checkbox"/> Triple Net Lease
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\*Potential Use:

<input type="checkbox"/> C-Store	<input type="checkbox"/> Church	<input type="checkbox"/> Dealership	<input type="checkbox"/> Drive Thru Food
<input type="checkbox"/> Grocery	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Medical/Dental
<input type="checkbox"/> Office	<input type="checkbox"/> Other	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Retail
<input type="checkbox"/> Service Garage	<input type="checkbox"/> Warehouse		

**\*Building Type:**

<input type="checkbox"/> Big Box	<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Multi-Tenant Building
<input type="checkbox"/> Other-Specify in Remarks	<input type="checkbox"/> Single Tenant/Free Standing	<input type="checkbox"/> Strip Center Suite

**Commercial Building Information****Stories:**

<input type="checkbox"/> Highrise Building	<input type="checkbox"/> Multi Levels	<input type="checkbox"/> One Level	<input type="checkbox"/> Three Levels	<input type="checkbox"/> Two Levels
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**Fiber Optics:**  Yes  No**Climate Control:**  Yes  No**Tenant Insurance:** \_\_\_\_\_**CAM:**  Yes  No**Sidewall:** \_\_\_\_\_**Tenant Taxes:** \_\_\_\_\_**Tenant POA:** \_\_\_\_\_**CAM Amount:** \_\_\_\_\_**Tenant Pays:**

<input type="checkbox"/> Cable	<input type="checkbox"/> CAM	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Heat	<input type="checkbox"/> Insurance	<input type="checkbox"/> None
<input type="checkbox"/> Other	<input type="checkbox"/> Phone	<input type="checkbox"/> Air Condition	<input type="checkbox"/> POA	<input type="checkbox"/> Sanitation	<input type="checkbox"/> Security System	<input type="checkbox"/> Sewer
<input type="checkbox"/> Taxes	<input type="checkbox"/> Water	<input type="checkbox"/> Water/Sewer				

**Landlord Pays:**

<input type="checkbox"/> Cable	<input type="checkbox"/> CAM	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Insurance	<input type="checkbox"/> None	<input type="checkbox"/> Other
<input type="checkbox"/> Phone	<input type="checkbox"/> POA	<input type="checkbox"/> Sanitation	<input type="checkbox"/> Security System	<input type="checkbox"/> Taxes	<input type="checkbox"/> Water	<input type="checkbox"/> Water/Sewer

**Sign Allowed:**  Yes  No**# Lease Option:** \_\_\_\_\_**Parking:**

<input type="checkbox"/> 1 Car Unit	<input type="checkbox"/> 2 Car Unit	<input type="checkbox"/> Assigned	<input type="checkbox"/> Assigned Parking
<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Carport	<input type="checkbox"/> Covered	<input type="checkbox"/> Detached Garage
<input type="checkbox"/> Lot	<input type="checkbox"/> None	<input type="checkbox"/> On Street	<input type="checkbox"/> Other
<input type="checkbox"/> Other-Specify In Remarks	<input type="checkbox"/> RV Parking		

**Sublet Allowed:**  Yes  No**# Parking:** \_\_\_\_\_**Space Available:** \_\_\_\_\_**Max Contiguous SqFt:** \_\_\_\_\_**Finishout Allowance:** \_\_\_\_\_**\*Minimum Divisible:** \_\_\_\_\_**\*Fee Commission Paid:** \_\_\_\_\_**Features Information****Insulation:**

<input type="checkbox"/> Cellulose	<input type="checkbox"/> Foam	<input type="checkbox"/> High R Value Ceiling
<input type="checkbox"/> High R Value Floors	<input type="checkbox"/> High R Value Walls	<input type="checkbox"/> Structural Insulated Panels

**Energy Rating/Certification:**

<input type="checkbox"/> Energy Star Qualified New Home	<input type="checkbox"/> HERS Rating	<input type="checkbox"/> LEED for Homes	<input type="checkbox"/> NAHB/NGBS-ICC 700
<input type="checkbox"/> None	<input type="checkbox"/> Other	<input type="checkbox"/> Unknown	

**\*Location:**

<input type="checkbox"/> Adjacent Golf Course	<input type="checkbox"/> Adjacent National Forest	<input type="checkbox"/> Central Business District	<input type="checkbox"/> Corner Lot
<input type="checkbox"/> Cul-De-Sac	<input type="checkbox"/> Dead End	<input type="checkbox"/> Industrial Park	<input type="checkbox"/> Interior Lot
<input type="checkbox"/> Major Road Frontage	<input type="checkbox"/> Near Country Club	<input type="checkbox"/> Near Trails	<input type="checkbox"/> Neighborhood
<input type="checkbox"/> Neighborhood Business	<input type="checkbox"/> None	<input type="checkbox"/> Office Park	<input type="checkbox"/> Other-Specify In Remarks
<input type="checkbox"/> Pond Front	<input type="checkbox"/> Railroad Access	<input type="checkbox"/> Right of Way	<input type="checkbox"/> River/Brook/Stream

<input type="checkbox"/> Rural	<input type="checkbox"/> Shopping Mall	<input type="checkbox"/> Suburban	<input type="checkbox"/> Timberland/Rural
<input type="checkbox"/> Water Front	<input type="checkbox"/> Wooded/Forrest		

**Trail Type:**

<input type="checkbox"/> Biking	<input type="checkbox"/> Frontage	<input type="checkbox"/> Greenway	<input type="checkbox"/> Mountain Biking
<input type="checkbox"/> Paved	<input type="checkbox"/> Unpaved	<input type="checkbox"/> Walking	

**Cable:** \_\_\_\_\_

**Phone Service:** \_\_\_\_\_

**Outside Storage:**  Yes  No

**Remarks Information**

**\*Directions:** \_\_\_\_\_

\_\_\_\_\_

**Internal Remarks:** \_\_\_\_\_

\_\_\_\_\_

**\*Public Remarks:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MLS Remarks:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Status Change: Information**

<b>*Date:</b> _____	<input type="checkbox"/> Expired	<input type="checkbox"/> Withdrawn
<b>*Date:</b> _____	<input type="checkbox"/> Expired	<input type="checkbox"/> Withdrawn
<b>*Date:</b> _____	<input type="checkbox"/> Expired	<input type="checkbox"/> Withdrawn

**Pending Date:** \_\_\_\_\_

**\* Leased Date:** \_\_\_\_\_

**\*Leased Price (per GBA):** \_\_\_\_\_

**\* Monthly Leased Amount:** \_\_\_\_\_

**\*Lease Term (# of months):** \_\_\_\_\_

**Appraiser Name:** \_\_\_\_\_

**Appraiser Phone:** \_\_\_\_\_

**Buyer Name:** \_\_\_\_\_

**\*Leasing Agent Name:** \_\_\_\_\_

**\*Leasing Office:** \_\_\_\_\_

**Co Leasing Agent Name:** \_\_\_\_\_

**Co Leasing Office:** \_\_\_\_\_