

**COMMERCIAL 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"/> 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"/> Terrace	<input type="checkbox"/> Trace	<input type="checkbox"/> Trail	<input type="checkbox"/> Way

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

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

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

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

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

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

**\*List Price:** \_\_\_\_\_

**\*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		

**\*Parcel ID:** \_\_\_\_\_

**\*Legal:** \_\_\_\_\_

**\*Lot:** \_\_\_\_\_

**\*Block:** \_\_\_\_\_

**\* Heated SqFt/GBA:** \_\_\_\_\_

**\*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 of Older	<input type="checkbox"/> Resale (less than 25 years old)	<input type="checkbox"/> New Construction	<input type="checkbox"/> Age Unknown
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**New Construction YN:**  Yes  No

**Apx . Completion Date:** \_\_\_\_\_

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

**Lot Dimensions:** \_\_\_\_\_

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

**Deed Rest/Covenant Y/N:**  Yes  No

**Additional Parcel IDs:** \_\_\_\_\_

**Zoning:**

<input type="checkbox"/> Agricultural	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Multi Family
<input type="checkbox"/> None	<input type="checkbox"/> Other	<input type="checkbox"/> Residential	<input type="checkbox"/> Residential Office

**Exclusions:** \_\_\_\_\_

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

\*Seller Disclosure YN:  Yes  No

**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

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

**\*Financing Available:**

<input type="checkbox"/> ARMConv	<input type="checkbox"/> FHA	<input type="checkbox"/> Fixed Conv	<input type="checkbox"/> Other – Specify In Remarks
<input type="checkbox"/> Owner	<input type="checkbox"/> Rural Development	<input type="checkbox"/> VA	

**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			

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

**Brokerage Information**

\*List Agent Name: \_\_\_\_\_ \*List Office Name: \_\_\_\_\_

Co List Agent Name: \_\_\_\_\_ Co List Office Name: \_\_\_\_\_

\*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
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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"/> Leave Card	<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 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		

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

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

\*Internet Ok:  Yes  No

\*Allow Blogging:  Yes  No

\*Allow Auto Valuation:  Yes  No

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

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

\*Allow Address Display:  Yes  No

\*Allow VOW:  Yes  No

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

**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

\*Flood Zone:  No  Unknown  Yes

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

Office SqFt: \_\_\_\_\_

Manufacture SqFt: \_\_\_\_\_

Annual Income: \_\_\_\_\_

\*Disabled Access:  Yes  No

Surveyed:  No  Unknown  Yes

Rail Service:  Yes  No

Vacant:  Yes  No

Warehouse SqFt: \_\_\_\_\_

Retail SqFt: \_\_\_\_\_

Annual Expenses: \_\_\_\_\_

Rent Roll Attached:  Yes  No

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

# Units: \_\_\_\_\_  
 # Parking Spaces: \_\_\_\_\_  
 # Drive-in Doors: \_\_\_\_\_  
 Ceiling Height: \_\_\_\_\_  
 Leased:  Yes  No

# Floors: \_\_\_\_\_  
 # Docks: \_\_\_\_\_  
 Door Height: \_\_\_\_\_  
 Max Floor Load Capacity: \_\_\_\_\_  
 Cap Rate: \_\_\_\_\_

**Features Information**

**Floor Covering:**

<input type="checkbox"/> Bamboo	<input type="checkbox"/> Brick	<input type="checkbox"/> Carpet	<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Concrete
<input type="checkbox"/> Cork	<input type="checkbox"/> Laminate	<input type="checkbox"/> Marble	<input type="checkbox"/> Other-Specify In Remarks	<input type="checkbox"/> Parquet
<input type="checkbox"/> Polished concrete	<input type="checkbox"/> Reclaimed	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Wood	<input type="checkbox"/> Wood Laminate

**Foundation:**

<input type="checkbox"/> Anchor and Hitch	<input type="checkbox"/> Block	<input type="checkbox"/> Brick	<input type="checkbox"/> Concrete Slab	<input type="checkbox"/> Crawl Space
<input type="checkbox"/> Insulating Concrete Forms	<input type="checkbox"/> Other –Specify In Remarks	<input type="checkbox"/> Pole	<input type="checkbox"/> Skirt	<input type="checkbox"/> Stone

**Equipment:**

<input type="checkbox"/> Antenna	<input type="checkbox"/> Built-In Ironing Board	<input type="checkbox"/> Central Vacuum
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Garage Door Opener	<input type="checkbox"/> Intercom System
<input type="checkbox"/> Keyless Entry	<input type="checkbox"/> None	<input type="checkbox"/> Satellite
<input type="checkbox"/> Security System	<input type="checkbox"/> Smoke Detector	<input type="checkbox"/> Sprinkler
<input type="checkbox"/> Wired For Sound		

**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

**Air Condition %:** \_\_\_\_\_

**Air Condition:**

<input type="checkbox"/> Attic Fan	<input type="checkbox"/> Central	<input type="checkbox"/> Electric	<input type="checkbox"/> Energy Star
<input type="checkbox"/> Gas	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> High SEER
<input type="checkbox"/> None	<input type="checkbox"/> OT	<input type="checkbox"/> Solar	<input type="checkbox"/> Window Unit
<input type="checkbox"/> Zone			

**Heating System:**

<input type="checkbox"/> Baseboard	<input type="checkbox"/> Central	<input type="checkbox"/> Commercial	<input type="checkbox"/> Electric	<input type="checkbox"/> Energy Star	<input type="checkbox"/> Floor Furnace
<input type="checkbox"/> Gas	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Humidifier	<input type="checkbox"/> None	<input type="checkbox"/> Other
<input type="checkbox"/> Propane	<input type="checkbox"/> Radiator	<input type="checkbox"/> Radient	<input type="checkbox"/> Solar	<input type="checkbox"/> Space Heater	<input type="checkbox"/> Wood Stove

**Utilities:**

<input type="checkbox"/> Antenna	<input type="checkbox"/> Cable	<input type="checkbox"/> DSL	<input type="checkbox"/> Electric	<input type="checkbox"/> Electric Available
<input type="checkbox"/> Fiber Optic	<input type="checkbox"/> Gas Available	<input type="checkbox"/> Gas Not Available	<input type="checkbox"/> Gas Propane	<input type="checkbox"/> Gas Public
<input type="checkbox"/> Other-Specify In Remarks	<input type="checkbox"/> Propane	<input type="checkbox"/> Rural Water–Tap Paid	<input type="checkbox"/> Rural Water–Tap Needed	<input type="checkbox"/> Satellite
<input type="checkbox"/> Septic Needed	<input type="checkbox"/> Septic	<input type="checkbox"/> Sewer None	<input type="checkbox"/> Sewer Public Available	<input type="checkbox"/> Sewer
<input type="checkbox"/> Septic Tank Effluent Pumping	<input type="checkbox"/> Sewer Public	<input type="checkbox"/> Sewer Private	<input type="checkbox"/> Telephone	<input type="checkbox"/> Wtr None
<input type="checkbox"/> Water Public Available	<input type="checkbox"/> Water Well	<input type="checkbox"/> Water Private	<input type="checkbox"/> Water Public	

**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	

**Water Heater:**

<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Hot Water Recirculation	<input type="checkbox"/> None
<input type="checkbox"/> On Demand (In-line)	<input type="checkbox"/> Other Type	<input type="checkbox"/> Propane	<input type="checkbox"/> Solar

**Exterior:**

<input type="checkbox"/> Aluminum Siding	<input type="checkbox"/> Brick	<input type="checkbox"/> Cedar	<input type="checkbox"/> Concrete Block
<input type="checkbox"/> Concrete Siding	<input type="checkbox"/> Earth Shelter	<input type="checkbox"/> Exterior Insulation Finishing System	<input type="checkbox"/> Frame
<input type="checkbox"/> Log Siding	<input type="checkbox"/> Masonite Siding	<input type="checkbox"/> Metal Siding	<input type="checkbox"/> Other-Specify In Remarks
<input type="checkbox"/> Redwood	<input type="checkbox"/> Rock	<input type="checkbox"/> Steel	<input type="checkbox"/> Stucco
<input type="checkbox"/> Tile Wall	<input type="checkbox"/> Vinyl Siding		

**Roof:**

<input type="checkbox"/> Architectural Shingle	<input type="checkbox"/> Asphalt Shingle	<input type="checkbox"/> Built Up Roof	<input type="checkbox"/> Cedar Shake
<input type="checkbox"/> Concrete Tile	<input type="checkbox"/> Fiberglass Shingle	<input type="checkbox"/> Living Roof	<input type="checkbox"/> Metal Roofing
<input type="checkbox"/> Other-Specify In Remarks	<input type="checkbox"/> Slate	<input type="checkbox"/> Solar Shingles	<input type="checkbox"/> Tile Roof

**Cable:** \_\_\_\_\_**Phone Service:** \_\_\_\_\_**Fuel:**

<input type="checkbox"/> Coal	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Kerosene
<input type="checkbox"/> Multi-Fuel System	<input type="checkbox"/> None	<input type="checkbox"/> Oil	<input type="checkbox"/> Other-Specify in Remarks
<input type="checkbox"/> Propane	<input type="checkbox"/> Solar	<input type="checkbox"/> Wood	

**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"/> 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			

**Transportation:**

<input type="checkbox"/> Major Road Access	<input type="checkbox"/> Near Airport	<input type="checkbox"/> None	<input type="checkbox"/> Other	<input type="checkbox"/> Rail Available	<input type="checkbox"/> Water Access
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**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		

**Miscellaneous:**

<input type="checkbox"/> Fenced	<input type="checkbox"/> Fire System	<input type="checkbox"/> Freight Elevator	<input type="checkbox"/> Furniture Included
<input type="checkbox"/> Inventory Included	<input type="checkbox"/> Kitchen	<input type="checkbox"/> License Included	<input type="checkbox"/> Loading Dock
<input type="checkbox"/> None	<input type="checkbox"/> Other-Specify In Remarks	<input type="checkbox"/> Outside Storage	<input type="checkbox"/> Overhead Truck Doors
<input type="checkbox"/> Passenger Elevator	<input type="checkbox"/> Security System	<input type="checkbox"/> Sprinkler	<input type="checkbox"/> Stair Escalator

Outside Storage:  Yes  No

**Remarks Information**

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Auction Information**

Type:  Absolute  Reserve

Time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Terms/Condition: \_\_\_\_\_

**Status Change: Information**

*Date:	<input type="checkbox"/> Pending	<input type="checkbox"/> Expired	<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Leased/Rented	<input type="checkbox"/> Sold/Closed
*Date:	<input type="checkbox"/> Pending	<input type="checkbox"/> Expired	<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Leased/Rented	<input type="checkbox"/> Sold/Closed
*Date:	<input type="checkbox"/> Pending	<input type="checkbox"/> Expired	<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Leased/Rented	<input type="checkbox"/> Sold/Closed

\*Sale Price: \_\_\_\_\_

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

\*Selling Agent Name: \_\_\_\_\_

Co Selling Agent Name: \_\_\_\_\_

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

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

\*Selling Office: \_\_\_\_\_

Co Selling Office: \_\_\_\_\_