



## COMMERCIAL FOR LEASE DATA INPUT

\* = Required Field

### Listing Contract Information

Property Type  Industrial  Investment  Office  Residential Income  Retail  Other

\*Parcel ID No: \_\_\_\_\_

\*Service Type

\*Listing Contract Type

\*Listing Date: \_\_\_\_\_

Full Service

Exc. Right to Sell/Lease

\*Expiration Date: \_\_\_\_\_

Limited Service

Exc. Agency to Sell/Lease

\*Lease Price (\$): \_\_\_\_\_

Entry Only

Exc. Right to Sell/Lease w/ Reserved Prospect

Exc. Agency w/ Reserved Prospect

Exc. Right to Sell/Lease w/ Variable Rate Comp

Exc. Agency w/ Variable Rate Comp

Items not included in sale: \_\_\_\_\_

### Commission/Compensation

\*Tenants Agent Compensation Type

Compensation To Be Paid in the Event of a Lease Renewal

Dollar Amount

% of a month's rent

% of a month's rent for each year of the lease

% of the gross lease value of the lease's first year

% of the gross lease value of the lease's entire term

Compensation Notes: \_\_\_\_\_

\*Compensation Amount (% or \$): \_\_\_\_\_

### Agent & Office Information

\*List Agent ID \_\_\_\_\_ List Agent \_\_\_\_\_

List Agent Office \_\_\_\_\_

Co-List Agent ID \_\_\_\_\_ Co-List Agent \_\_\_\_\_

Co-List Agent Office \_\_\_\_\_

### Listing Address Information

Street # \_\_\_\_\_ Pre-Direction \_\_\_\_\_ \*Street Name \_\_\_\_\_ Street Type \_\_\_\_\_ Post Direction \_\_\_\_\_ Unit # \_\_\_\_\_

\*State \_\_\_\_\_ \*County \_\_\_\_\_ \*City \_\_\_\_\_ \*Zip \_\_\_\_\_

\*Neighborhood \_\_\_\_\_ Complex Name \_\_\_\_\_

### General Information

Current Use: \_\_\_\_\_ Business Included:  Yes  No  Negotiable

### Lease Information

\*Date Available For Occupancy: \_\_\_\_\_ If also for sale, That Listings MLS # \_\_\_\_\_

Security Deposit Info: (50 Characters)

#### Landlord Options

Possible Ability to Sublet

Possible First Right of Refusal

Possible Lease Purchase

Possible Option to Purchase

Property is Also For Sale

\*Lease Duration (3 Max)

One Year

Two Years

Three Years

Four Years

Five Years

Ten Years

Flexible Least Terms

Month to Month

## Lease Information (continued)

### \*Landlord Requirements

- |                                              |                                           |                                             |                                            |                                |
|----------------------------------------------|-------------------------------------------|---------------------------------------------|--------------------------------------------|--------------------------------|
| <input type="checkbox"/> Credit Check        | <input type="checkbox"/> Security Deposit | <input type="checkbox"/> Lease Restrictions | <input type="checkbox"/> Annual Increase   | <input type="checkbox"/> Other |
| <input type="checkbox"/> References Required | <input type="checkbox"/> Lease Required   | <input type="checkbox"/> Vacate Clause      | <input type="checkbox"/> Net-Net-Net Lease | <input type="checkbox"/> N/A   |

### \*Tenant Responsibility (13 Max)

- |                                                  |                                               |                                              |                                                 |
|--------------------------------------------------|-----------------------------------------------|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Air Conditioning        | <input type="checkbox"/> Exterior Maintenance | <input type="checkbox"/> Maintenance/Repairs | <input type="checkbox"/> Sewer                  |
| <input type="checkbox"/> All Utilities           | <input type="checkbox"/> Garage Space         | <input type="checkbox"/> Mechanicals         | <input type="checkbox"/> Snow Removal           |
| <input type="checkbox"/> Cable TV                | <input type="checkbox"/> Grounds Maintenance  | <input type="checkbox"/> Parking             | <input type="checkbox"/> Structural Maintenance |
| <input type="checkbox"/> Capital Improvements    | <input type="checkbox"/> Heat                 | <input type="checkbox"/> Property Management | <input type="checkbox"/> Taxes Over Base        |
| <input type="checkbox"/> Common Area Maintenance | <input type="checkbox"/> Hot Water            | <input type="checkbox"/> Real Estate Taxes   | <input type="checkbox"/> Trash Service          |
| <input type="checkbox"/> Credit Check            | <input type="checkbox"/> Insurance            | <input type="checkbox"/> Recreation Fees     | <input type="checkbox"/> Water                  |
| <input type="checkbox"/> Electricity             | <input type="checkbox"/> Janitorial Service   | <input type="checkbox"/> Roof Maintenance    | <input type="checkbox"/> Not Applicable         |
| <input type="checkbox"/> Expenses Over Base      | <input type="checkbox"/> Liability Insurance  | <input type="checkbox"/> Security System     |                                                 |

### Landlord Responsibility (13 Max)

- |                                                  |                                               |                                              |                                                 |
|--------------------------------------------------|-----------------------------------------------|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Air Conditioning        | <input type="checkbox"/> Exterior Maintenance | <input type="checkbox"/> Maintenance/Repairs | <input type="checkbox"/> Sewer                  |
| <input type="checkbox"/> All Utilities           | <input type="checkbox"/> Garage Space         | <input type="checkbox"/> Mechanicals         | <input type="checkbox"/> Snow Removal           |
| <input type="checkbox"/> Cable TV                | <input type="checkbox"/> Grounds Maintenance  | <input type="checkbox"/> Parking             | <input type="checkbox"/> Structural Maintenance |
| <input type="checkbox"/> Capital Improvements    | <input type="checkbox"/> Heat                 | <input type="checkbox"/> Property Management | <input type="checkbox"/> Taxes Over Base        |
| <input type="checkbox"/> Common Area Maintenance | <input type="checkbox"/> Hot Water            | <input type="checkbox"/> Real Estate Taxes   | <input type="checkbox"/> Trash Service          |
| <input type="checkbox"/> Credit Check            | <input type="checkbox"/> Insurance            | <input type="checkbox"/> Recreation Fees     | <input type="checkbox"/> Water                  |
| <input type="checkbox"/> Electricity             | <input type="checkbox"/> Janitorial Service   | <input type="checkbox"/> Roof Maintenance    | <input type="checkbox"/> Not Applicable         |
| <input type="checkbox"/> Expenses Over Base      | <input type="checkbox"/> Liability Insurance  | <input type="checkbox"/> Security System     |                                                 |

Build Out Allowance:  Yes  No  Negotiable

## Structural/Exterior Information

- |                                         |                                                                                                                         |                                                                                |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Year Built:</b> _____                | <b>Number of Units:</b> _____                                                                                           | <b>Number of Tenants:</b> _____                                                |
| <b>Ceiling Height:</b> _____            | <b>Number of stories:</b> _____                                                                                         | <b>ADA compliant:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b># of Loading Docks:</b> _____        | <b># of restrooms:</b> _____                                                                                            | <b># of Overhead Doors:</b> _____                                              |
| <b>SqFt:</b> _____                      | <b>Space is Subdividable:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | <b>Industrial SqFt:</b> _____                                                  |
| <b>SqFt Source</b>                      | <b>Office SqFt:</b> _____                                                                                               | <b>Residential SqFt:</b> _____                                                 |
| <input type="checkbox"/> Approximate    | <b>Retail SqFt:</b> _____                                                                                               | <b>Warehouse SqFt:</b> _____                                                   |
| <input type="checkbox"/> Owner          | <b>Additional Space Available</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                              |                                                                                |
| <input type="checkbox"/> Public Records |                                                                                                                         |                                                                                |

### Commercial Features (16 Max)

- |                                                  |                                                 |                                                |
|--------------------------------------------------|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Elevator                | <input type="checkbox"/> Hoists                 | <input type="checkbox"/> Loading - Rail Height |
| <input type="checkbox"/> Employee Lounge         | <input type="checkbox"/> Intercom               | <input type="checkbox"/> Loading - Waterfront  |
| <input type="checkbox"/> Fire Suppression System | <input type="checkbox"/> Living Space Available | <input type="checkbox"/> Public Restrooms      |
| <input type="checkbox"/> Freight Elevator        | <input type="checkbox"/> Loading - Dock Height  | <input type="checkbox"/> Security System       |
| <input type="checkbox"/> Handicap Design         | <input type="checkbox"/> Loading - Grade        | <input type="checkbox"/> Window Display        |

### \*Construction (3 Max)

- |                                |                                   |                                   |                                  |                                |
|--------------------------------|-----------------------------------|-----------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> Frame | <input type="checkbox"/> Stone    | <input type="checkbox"/> Block    | <input type="checkbox"/> Masonry | <input type="checkbox"/> Steel |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Aluminum | <input type="checkbox"/> Concrete | <input type="checkbox"/> Metal   | <input type="checkbox"/> Other |

### Flooring (9 Max)

- |                                       |                                  |                                |                                              |                               |
|---------------------------------------|----------------------------------|--------------------------------|----------------------------------------------|-------------------------------|
| <input type="checkbox"/> Ceramic Tile | <input type="checkbox"/> Parquet | <input type="checkbox"/> Slate | <input type="checkbox"/> Vinyl               | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Concrete     | <input type="checkbox"/> Plywood | <input type="checkbox"/> Tile  | <input type="checkbox"/> Wall-to-Wall Carpet |                               |

Covered Parking Space: \_\_\_\_\_ Uncovered Parking Space: \_\_\_\_\_ Total Parking Spaces: \_\_\_\_\_ Parking Spaces per 1000sqft: \_\_\_\_\_

## Structural/Exterior Information (continued)

### Exterior Features (20 Max)

- |                                           |                                              |                                             |                                               |                                                |
|-------------------------------------------|----------------------------------------------|---------------------------------------------|-----------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Awnings          | <input type="checkbox"/> Doors - 20+ ft      | <input type="checkbox"/> Levelers           | <input type="checkbox"/> Outside Storage Area | <input type="checkbox"/> Storage Building      |
| <input type="checkbox"/> Door Sign        | <input type="checkbox"/> Doors - under 10 ft | <input type="checkbox"/> Lighting           | <input type="checkbox"/> Pole Sign            | <input type="checkbox"/> Underground Sprinkler |
| <input type="checkbox"/> Doors - 10-15 ft | <input type="checkbox"/> Gutters             | <input type="checkbox"/> Loading Dock/Grade | <input type="checkbox"/> Roof Sign            | <input type="checkbox"/> Underground Utilities |
| <input type="checkbox"/> Doors - 16-20 ft | <input type="checkbox"/> Incinerator         | <input type="checkbox"/> Loading Dock/Well  | <input type="checkbox"/> Sidewalk             | <input type="checkbox"/> None                  |

### Handicap Features (7 Max)

- |                                                       |                                                   |                                                 |                                                  |
|-------------------------------------------------------|---------------------------------------------------|-------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> 32" Minimum Door Widths      | <input type="checkbox"/> Exterior Curb Cuts       | <input type="checkbox"/> Low Cabinetry          | <input type="checkbox"/> Ramps                   |
| <input type="checkbox"/> 60" Turning Radius           | <input type="checkbox"/> Hallways 36+ Inches Wide | <input type="checkbox"/> Low Counters           | <input type="checkbox"/> Remote Devices          |
| <input type="checkbox"/> Accessible Bath              | <input type="checkbox"/> Handicap Parking         | <input type="checkbox"/> Modified Range         | <input type="checkbox"/> Roll-In Shower          |
| <input type="checkbox"/> Appliances are Low/Secure    | <input type="checkbox"/> Hard/Low Nap Floors      | <input type="checkbox"/> Multiple Entries/Exits | <input type="checkbox"/> Roll-under Sink(s)      |
| <input type="checkbox"/> Bath Grab Bars               | <input type="checkbox"/> Lever Door Handles       | <input type="checkbox"/> Raised Dishwasher      | <input type="checkbox"/> Scald Control Faucets   |
| <input type="checkbox"/> Chair Lift                   | <input type="checkbox"/> Lever Faucets            | <input type="checkbox"/> Raised Toilet          | <input type="checkbox"/> Special Needs Transport |
| <input type="checkbox"/> Closet Bars 15-48" Off Floor |                                                   |                                                 |                                                  |

### \*Foundation (2 Max)

- |                                |                                   |                                 |                                |                               |
|--------------------------------|-----------------------------------|---------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Block | <input type="checkbox"/> Concrete | <input type="checkbox"/> None   | <input type="checkbox"/> Slab  | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Masonry  | <input type="checkbox"/> Piling | <input type="checkbox"/> Stone |                               |

### \*Roof (2 Max)

- |                                             |                                   |                                          |                                   |                                     |                                         |
|---------------------------------------------|-----------------------------------|------------------------------------------|-----------------------------------|-------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Asphalt Shingle    | <input type="checkbox"/> Shake    | <input type="checkbox"/> Composition     | <input type="checkbox"/> Flat     | <input type="checkbox"/> Rubber     | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Fiberglass Shingle | <input type="checkbox"/> Slate    | <input type="checkbox"/> Concrete        | <input type="checkbox"/> Membrane | <input type="checkbox"/> Tar/Gravel | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Wood Shingle       | <input type="checkbox"/> Built Up | <input type="checkbox"/> EPDM Syn.Rubber | <input type="checkbox"/> Metal    | <input type="checkbox"/> Tile       |                                         |

### \*Garage/Parking Info (3 Max)

- |                                          |                                         |                                             |                                         |                                |
|------------------------------------------|-----------------------------------------|---------------------------------------------|-----------------------------------------|--------------------------------|
| <input type="checkbox"/> Attached Garage | <input type="checkbox"/> Covered Garage | <input type="checkbox"/> Unassigned         | <input type="checkbox"/> Parking Garage | <input type="checkbox"/> Other |
| <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Unpaved        | <input type="checkbox"/> Driveway           | <input type="checkbox"/> Parking Lot    | <input type="checkbox"/> None  |
| <input type="checkbox"/> Unit Garage     | <input type="checkbox"/> Paved          | <input type="checkbox"/> On Street Parking  | <input type="checkbox"/> Security       |                                |
| <input type="checkbox"/> Carport         | <input type="checkbox"/> Assigned       | <input type="checkbox"/> Off Street Parking |                                         |                                |

## Lot & Location Information

Acres: \_\_\_\_\_

\*Zoning: \_\_\_\_\_

In Flood Zone

Elevation Certificate

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

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

- Yes  
 No

- Yes  
 No

### \*Location (5 Max)

- |                                         |                                   |                                          |                                        |
|-----------------------------------------|-----------------------------------|------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Highway Access | <input type="checkbox"/> Suburban | <input type="checkbox"/> Historic Area   | <input type="checkbox"/> Shopping Mall |
| <input type="checkbox"/> Downtown       | <input type="checkbox"/> Rural    | <input type="checkbox"/> Industrial Park | <input type="checkbox"/> Strip Mall    |
| <input type="checkbox"/> Urban          | <input type="checkbox"/> Park     | <input type="checkbox"/> Office Park     | <input type="checkbox"/> Other         |

### \*Road Frontage Description (3 Max)

- |                                             |                                           |                                       |                                           |
|---------------------------------------------|-------------------------------------------|---------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Interstate Highway | <input type="checkbox"/> Municipal Street | <input type="checkbox"/> Cul-De-Sac   | <input type="checkbox"/> Dirt/Gravel Road |
| <input type="checkbox"/> U.S. Highway       | <input type="checkbox"/> Private Road     | <input type="checkbox"/> Paved Road   | <input type="checkbox"/> Unimproved Road  |
| <input type="checkbox"/> State Road         | <input type="checkbox"/> Right of Way     | <input type="checkbox"/> Unpaved Road | <input type="checkbox"/> None             |

### \*Lot Description (6 Max)

- |                                        |                                                 |                                               |                                      |
|----------------------------------------|-------------------------------------------------|-----------------------------------------------|--------------------------------------|
| <input type="checkbox"/> On Cul-De-Sac | <input type="checkbox"/> Additional Land Avail. | <input type="checkbox"/> Corner Lot           | <input type="checkbox"/> Sloping Lot |
| <input type="checkbox"/> Farm Land     | <input type="checkbox"/> Some Wetlands          | <input type="checkbox"/> Golf Course Frontage | <input type="checkbox"/> Treed       |
| <input type="checkbox"/> Zero Lot Line | <input type="checkbox"/> Dry                    | <input type="checkbox"/> Level Lot            | <input type="checkbox"/> N/A         |

## Lot & Location Information (continued)

### \*Available Documents (10 Max)

- |                                                               |                                                      |                                               |
|---------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Appraisal                            | <input type="checkbox"/> Flood Elevation Certificate | <input type="checkbox"/> Soil Survey          |
| <input type="checkbox"/> Brochure                             | <input type="checkbox"/> Lead Disclosure             | <input type="checkbox"/> Subdivision Approval |
| <input type="checkbox"/> Demographic Data                     | <input type="checkbox"/> Legal Description           | <input type="checkbox"/> Topographical Survey |
| <input type="checkbox"/> Environmental Site Assess.           | <input type="checkbox"/> Mechanical Drawing          | <input type="checkbox"/> Zoning Approval      |
| <input type="checkbox"/> Environmental Site Assess. (Phase 1) | <input type="checkbox"/> Photo/Survey                | <input type="checkbox"/> Other                |
| <input type="checkbox"/> Environmental Site Assess. (Phase 2) | <input type="checkbox"/> Plot Plan/Survey            | <input type="checkbox"/> None                 |

## Utility Information

### \*Heat Type (4 Max)

- |                                     |                                    |                                       |                                          |
|-------------------------------------|------------------------------------|---------------------------------------|------------------------------------------|
| <input type="checkbox"/> Baseboard  | <input type="checkbox"/> Hydro Air | <input type="checkbox"/> Space Heater | <input type="checkbox"/> Wood/Coal Stove |
| <input type="checkbox"/> Gas on Gas | <input type="checkbox"/> Radiant   | <input type="checkbox"/> Steam        | <input type="checkbox"/> Zoned           |
| <input type="checkbox"/> Heat Pump  | <input type="checkbox"/> Radiator  | <input type="checkbox"/> Wall Unit    | <input type="checkbox"/> Other           |
| <input type="checkbox"/> Hot Air    | <input type="checkbox"/> Solar     | <input type="checkbox"/> Warm Air     | <input type="checkbox"/> No Heat         |
| <input type="checkbox"/> Hot Water  |                                    |                                       |                                          |

### Heat Fuel (4 Max)

- |                                     |                                     |                                      |                                  |                                  |                                |
|-------------------------------------|-------------------------------------|--------------------------------------|----------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> Bottle Gas | <input type="checkbox"/> Electric   | <input type="checkbox"/> Kerosene    | <input type="checkbox"/> No Fuel | <input type="checkbox"/> Other   | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Coal       | <input type="checkbox"/> Geothermal | <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Oil     | <input type="checkbox"/> Propane | <input type="checkbox"/> Wood  |

### \*Available Utilities (6 Max)

- |                                             |                                          |                                               |                                                  |
|---------------------------------------------|------------------------------------------|-----------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Electric           | <input type="checkbox"/> Gas Available   | <input type="checkbox"/> Cable                | <input type="checkbox"/> Fire Suppression System |
| <input type="checkbox"/> Electric Available | <input type="checkbox"/> Telephone       | <input type="checkbox"/> Cable Available      | <input type="checkbox"/> None/Unknown            |
| <input type="checkbox"/> Gas                | <input type="checkbox"/> Phone Available | <input type="checkbox"/> Underground Required |                                                  |

Electrical Voltage: \_\_\_\_\_ Electrical Amperage: \_\_\_\_\_ Electrical Phases: \_\_\_\_\_ # of Electrical Services: \_\_\_\_\_

### \*Water (2 Max)

- |                                                 |                                               |                                        |                                |
|-------------------------------------------------|-----------------------------------------------|----------------------------------------|--------------------------------|
| <input type="checkbox"/> Public Water Connected | <input type="checkbox"/> Private Water System | <input type="checkbox"/> Shared Well   | <input type="checkbox"/> Other |
| <input type="checkbox"/> Public Water In Street | <input type="checkbox"/> Private Well         | <input type="checkbox"/> Well Required | <input type="checkbox"/> None  |

### \*Cooling (4 Max)

- |                                       |                                    |                                          |                                |
|---------------------------------------|------------------------------------|------------------------------------------|--------------------------------|
| <input type="checkbox"/> Attic Fan    | <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Whole House Fan | <input type="checkbox"/> Zoned |
| <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Wall Unit | <input type="checkbox"/> Window Unit     | <input type="checkbox"/> None  |
| <input type="checkbox"/> Central Air  |                                    |                                          |                                |

### \*Sewage System (2 Max)

- |                                                 |                                        |                                          |                                |
|-------------------------------------------------|----------------------------------------|------------------------------------------|--------------------------------|
| <input type="checkbox"/> Public Sewer Connected | <input type="checkbox"/> Septic        | <input type="checkbox"/> Cesspool        | <input type="checkbox"/> Other |
| <input type="checkbox"/> Public Sewer In Street | <input type="checkbox"/> Shared Septic | <input type="checkbox"/> Septic Required | <input type="checkbox"/> None  |

Annual Sewer Usage Fee \_\_\_\_\_ Sewer Assessment Info \_\_\_\_\_

## Association Information

Property Manager: \_\_\_\_\_

Property Management's Phone \_\_\_\_\_

Property Management's Email \_\_\_\_\_



