

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 1500 characters): _____

Listing Web Site: http:// _____

Property Information

*Lot Size in Sq. Ft: _____ OR *Lot Acres: _____ *Water Supplier: _____ Elec Supplier: _____

Gas Supplier: _____ Trash Provider(s): _____ *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

- ☐ Exclusive Right to Sell, Transaction Broker
☐ Exclusive Right to Sell, Agency
☐ Exclusive Agency/Brokerage

*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 Exclusion: ☐ Y / ☐ N Min Earnest Money: \$ _____ Earnest Money Recipient: _____

*For Showings, contact: ☐ None ☐ Listing Agent ☐ Listing Office ☐ ShowingTime: _____ ☐ BrokerBay ☐ 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 1500 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: _____

1. *Potential Rental Income: \$ _____

2. *Vacancy (% of PRI): _____

3. Vacancy Dollars: Auto calculated

4. Effective Rental Income: Auto calculated

5. Other Income (laundry, etc.): _____

5. Gross Operating Income: Auto calculated

Operating Expenses

Property Taxes: _____

Building Insurance: _____

Utilities: _____

Common Area Maintenance: _____

Other: _____

Other: _____

Other: _____

6. Total Operating Expenses: Auto calculated

7. New Operating Income: Auto calculated

The following fields may be manually or automatically calculated CAP: _____ GRM: _____

Remarks (limited to 2000 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. Will display on IRES MLS & 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

*Attribution Contact (Phone or Email): _____ *ColoProperty.com@: ☐ Y / ☐ N *Homes.com@: ☐ Y / ☐ N

*Exclude from ListHub Syndications?: ☐ Y / ☐ N

| | | | |
|--|---|--|--|
| <div>Exterior Features</div> <div>*Construction: _____</div> <div>1. Wood/Frame</div> <div>2. Brick/Brick Veneer</div> <div>3. Block</div> <div>4. Stone</div> <div>5. Log</div> <div>6. Metal Siding</div> <div>7. Vinyl Siding</div> <div>8. Composition Siding</div> <div>9. Stucco</div> <div>10. Wood Siding</div> <div>11. Wood Shingle</div> <div>12. Cedar/Redwood</div> <div>13. Painted/Stained</div> <div>14. Rolling Shutters</div> <div>15. Other Construction</div> <div>16. Tilt-Up</div> <div>17. Metal/Frame</div> <div>18. Twin Tee</div> <div>19. Wall: Block</div> <div>20. Wall: Tilt-Up</div> <div>21. Wall: Metal/Frame</div> <div>22. Wall: Wood/Frame</div> <div>23. Wall: Brick</div> <div>24. Wall: Stone</div> <div>25. Wall: Twin Tee</div> <div>26. Wall: Other</div> <div>27. Ceiling: 8 Feet or Less</div> <div>28. Ceiling: 8-10 Feet</div> <div>29. Ceiling: 10-12 Feet</div> <div>30. Ceiling: 12-14 Feet</div> <div>31. Ceiling: 14-16 Feet</div> <div>32. Ceiling: 16-20 Feet</div> <div>33. Ceiling: Over 20 Feet</div> <div>34. Floor: Concrete</div> <div>35. Floor: Sealed</div> <div>36. Floor: Vinyl</div> <div>37. Floor: Ceramic Tile</div> <div>38. Floor: Wood</div> <div>39. Floor: Carpet</div> <div>40. Floor: Drains</div> <div>41. Adobe</div> | <div>42. Concrete</div> <div>43. Moss Rock</div> <div>*Roof: _____</div> <div>1. Composition Roof</div> <div>2. Wood Shake/Shingle</div> <div>3. Tar & Gravel</div> <div>4. Tile Roof</div> <div>5. Metal Roof</div> <div>6. Slate Roof</div> <div>7. Rubber Membrane</div> <div>8. Foam Roof</div> <div>9. Fiberglass Shingles</div> <div>10. Other Roof</div> <div>11. Flat Roof</div> <div>12. Built up</div> <div>13. More Than 1</div> <div>14. Wood Deck</div> <div>15. Metal Deck</div> <div>16. Twin Tee/Concrete</div> <div>17. Cement Shake</div> <div>18. Concrete Tile</div> <div>Commercial/Indust Type: _____</div> <div>1. Incorporated Area</div> <div>2. Unincorporated Area</div> <div>3. Office</div> <div>5. Office Condominium</div> <div>7. Executive Suites</div> <div>8. Retail-Freestanding</div> <div>9. Retail-Strip</div> <div>10. Retail-Showroom</div> <div>11. Retail-Downtown</div> <div>12. Retail-Regional</div> <div>13. Retail-Community</div> <div>14. Retail-Neighborhood</div> <div>15. R & D Park</div> <div>16. Industrial/High Tech</div> <div>17. Industrial/Warehouse</div> <div>18. Industrial/Manufacturing</div> <div>19. Mini-Warehouse</div> <div>20. Other Commercial</div> <div>21. Other Industrial</div> <div>22. Religious Facility</div> | <div>23. Live/Work</div> <div>24. Class "A"</div> <div>25. Class "B"</div> <div>26. Class "C"</div> <div>27. Flex Space</div> <div>Location Desc: _____</div> <div>1. Cul-De-Sac</div> <div>2. Corner Lot</div> <div>3. Wooded Lot</div> <div>4. Evergreen Trees</div> <div>5. Deciduous Trees</div> <div>6. Native Grass</div> <div>7. Level Lot</div> <div>8. Rolling Lot</div> <div>9. Sloping Lot</div> <div>10. Steep Lot</div> <div>11. Rock Out-Croppings</div> <div>12. Abuts Ditch</div> <div>13. Abuts Golf Course</div> <div>14. Golf Course Neighborhood</div> <div>15.Abuts Pond/Lake</div> <div>16. Abuts Stream/Creek/River</div> <div>17. Abuts Farm Land</div> <div>18. Abuts National Forest</div> <div>19. Abuts Park</div> <div>20. Abuts Public Open Space</div> <div>21. Abuts Private Open Space</div> <div>22. Meadow</div> <div>23. Orchard</div> <div>24. Outbuildings</div> <div>25. Airpark</div> <div>26. Historic District</div> <div>37. Within City Limits</div> <div>44. Lake Access</div> <div>45. Lake Front</div> <div>46. Marina in Community</div> <div>47. River Access</div> <div>48. River Front</div> <div>49. Stream</div> <div>50. Waterfront</div> <div>51. Lake on Lot</div> <div>52. Pond on Lot</div> <div>53. Waterfall</div> | <div>Fences: _____</div> <div>1. Partially Fenced</div> <div>2. Enclosed Fenced Area</div> <div>3. Wood Fence</div> <div>4. Chain Link</div> <div>5. Security Fence</div> <div>6. Other Fence</div> <div>7. Electric Fence</div> <div>8. Wire Fence</div> <div>9. Metal Post Fence</div> <div>11. Vinyl/Composition</div> <div>Property Features: _____</div> <div>14. Fire Sprinklers</div> <div>22. Lawn Sprinkler System</div> <div>23. Covenants</div> <div>24. "Clean" Room</div> <div>25. Freight Elevator</div> <div>26. Public Elevator</div> <div>27. Storage on Site</div> <div>28. Paved Parking</div> <div>29. Public Transportation</div> <div>30. Loading: Double Door</div> <div>31. Loading: Drive-in</div> <div>32. Loading: Dock High</div> <div>33. Loading: Truck Well</div> <div>34. Loading: Dock leveler</div> <div>35. Loading: Railroad Dock</div> <div>36. Loading: Drive-in Overhead Doors</div> <div>Views: _____</div> <div>1. Back Range/Snow Capped</div> <div>2. Foothills View</div> <div>3. Plains View</div> <div>4. City View</div> <div>5. Water View</div> <div>6. 360 Degrees</div> <div>Lot Improvements: _____</div> <div>1. Street Paved</div> <div>2. Curbs</div> <div>3. Gutters</div> <div>4. Sidewalks</div> |
|--|---|--|--|

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 Legal Right 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. 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
21. Ductless

***Cooling:** _____

1. Central Air
2. Window A/C Units
3. Evaporative Cooler
4. Ceiling Fan
5. Attic Fan
6. Variable Air Volume
7. Combo Refrig & Evap Cooler
8. Multi Units
9. No Cooling
10. Ductless

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
11. Septic Field
12. Septic Vault

***Ownership:** _____

1. Private Owner
2. Licensed Owner
3. Lender Owner/REO
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

Exclusions

Exclusions (Limit to 1500 Characters): _____

Property Vacant?: ☐ Y / ☐ N Showings Allowed?: ☐ Y / ☐ N Allow online requests?: ☐ Y / ☐ N

Minimum Notice Before Showings: ☐ None ☐ 30 Min ☐ 60 Min ☐ 120 Min ☐ Custom: _____

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 question 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. I certify that no offer of compensation will be entered into this listing in the MLS.

Signature:
