

Class 7 - Commercial Industrial

*Required Information

Overview: Fill in the boxes for each section. When the listing is entered using MLSListings Pro, available system information will auto-populate (verify for accuracy).

Listing Agent Information

*Office (At "Start" available system info will auto-populate this section) _____ Preferred Phone Number _____ Agent Fax Number _____

Listing Agent or Team _____ Office Phone Number _____ Office Fax Number _____

Location

*County _____ *APN - Parcel Number (enter zeros & dashes) _____

*Street Number _____ Street Direction (N, S, E, W) _____ *Street Name _____ Street Designator _____ Unit/Space Number _____

*MLS City _____ *Zip Code _____ *State _____ *Postal City _____ *Listing Area _____ **Unincorporated:** Yes No

Description & Maps

*Zoning _____ Tract Name _____ Complex/Park _____ *Year Built _____

*Acres _____ Total # of Units _____ # of Bldgs. _____ # of Parking Spaces _____

*Sqft. of Residence _____ *Source: Unreported CO. Assessor Agent Seller _____ *Lot Size _____ Sqft. Acres *Source: Unreported CO. Assessor Agent Seller _____

*Cross Street _____ Barclay Page # _____ Horizontal _____ Vertical _____ Thomas Brothers Page # _____ Grid # _____

Listing Agreement

*Listing Agreement Type: Exclusive Right To Sell Exclusive Agency Open Exclusive Right to Sell with Reservations (to named parties) Net In-House Variable Rate Commission

Listing Agreement Scope: Entry Only Full Service Limited Service _____

*List Date (MM/DD/YYYY) _____ *Expiration Date (MM/DD/YYYY) _____

Financial

*List Price \$ _____ *Commission Rate _____ *Type: Dollar Amount UCB Open Percentage LAL *Sale Type: Lender Approval Listings (Short Sale) Unconfirmed Cooperating Broker's Compensation N/A

Yes No _____

City Transfer Tax? \$ _____ *Tax Amount _____

Building: Place an x in the to the left of the applicable characteristics. *Required Information

Building

*Yard Sqft.: _____

*Net Lease Sqft.: _____

*Approx. Office Sqft.: _____

*Warehouse Sqft.: _____

Approx Mezz Size: _____

Num Tenants: _____

Drive In _____

Doors: _____

Num Docks: _____

Min Ht Clear: _____

Max Ht Clear: _____

Roll-Up Door:

Under 12'

12' + to 15'

15' + to 20'

Over 20'

***Ceiling Ht:**

8' to 10'

10' + to 15'

15' + to 20'

Over 20'

Beam & Post Ceilings

Clear Span Ceilings

Suspended Ceilings

Other Ceilings

Characteristics

*Location Type:

Airport Nearby

Business Park

Commercial

Corner

Cul-de-sac

Downtown

Executive/Professional

Free Standing Building

Freeway Exposure

Freeway Frontage

Highway Exposure

Highway Frontage

In Home

Industrial

Inside

Mall

Railroad Spur

Regional Shopping Center

Residential

Strip

***Property Type:**

Condominium

Warehouse

Research and Development

Medical/Dental

Manufacturing - Light

Manufacturing - Heavy

Shopping Center

Strip Center

Church

Ocean Lot

Recreational

Leased Investment

Some Residential Units

Mini Storage

***Property Class:**

Hotel/Motel

Industrial

Mobile Home Park

Office

Retail

Other

***Levels:**

1 Story

2 Stories

3 Stories

4 or More Stories

Full Basement

Partial Basement

Loading

Alley

Basement

Conveyor

Delivery Area

Dock(s)

Drive-In Door(s)

Freight Elevator(s)

Front Door Loading Only

Loading-Passenger Elevator(s)

Off Street

Over Crane

Railroad Siding

Foundation, Roof & Exterior

Construction Type:

Frame

Stucco

Metal

Wood

Brick (Unreinforced)

Brick (Reinforced)

Block

Concrete

Tilt-Up

***Foundation:**

Concrete Perimeter

Concrete Perimeter & Slab

Concrete Slab

Foundation Pillars

Masonry Perimeter

Mud sill

Other Foundation

Post and Beam

Post and Pier

***Roof:**

Composition

Concrete

Fiberglass

Foam

Metal

Rock

Shake

Shingle

Slate

Tar and Gravel

Tile

Wood

***Present Use**

Automotive

Church

Educational

Family Care

Food Service

Hotel/Motel

Medical/Dental

Mini Storage

Office

Recreational

Retail Business

Tavern/Bar

Warehouse

Wholesale Business

Other

***Garage & Parking**

No Garage/Parking

Common Area - Assigned (Commercial Rent)

Common Area - Shared

Electric Door or Gate Opener

Garage (Commercial)

Guest Parking

Leased Parking Area

Metered or Fee

Private Lot

Public Lot

Room for Commercial Vehicles

Secured (Commercial)

Street Parking Only

Underground (Commercial)

Building Cont.: Place an x in the to the left of the applicable characteristics.

Water

*Water Sources:

- Agricultural Well/Other
 City/Public Well
 Domestic Well
 Private/Mutual Water
 Shared Well
 Spring
 Water Storage Tank
 Other Water

*Meters on Site:

- No Meters
 Individual Electric Meter
 Individual Gas Meter
 Individual Water Meter

- Master Electric Meter
 Master Gas Meter
 Master Water Meter

*Sewer/Septic

- No Sewer or Septic
 Cesspool
 Septic
 Sewer in & Connected
 Sewer in Street & Not Connected
 Sewer on Bond
 Sewer or Septic Inspection Required

*Utilities

- No Utilities
 220 Volts Electric

- 440 Volts Electric
 Generator
 Over 200 Amps
 Scavenger Electricity
 Three Phase Electricity
 Underground Utilities
 Linoleum or Vinyl
 Tile
 Weight Stress Floor (Commercial)
 Wood (Commercial)
 Carpet (Commercial)
 Concrete (Commercial)
 Drainage Floor (Commercial)

Floor Coverings

*Heating System

- No Heating
 Baseboard Heat
 Bottled Gas Heat
 Central Forced Air Heat
 Electric Heat
 Floor Furnace
 Gas Heat
 Heat Pump
 Heat-See Fireplace
 More than One Heating Zone
 Oil Heat
 Propane Gas Heat
 Radiant Heat
 Solar Heat

- Steam Or Hot Water
 Wall Furnace

*Cooling System

- No Cooling
 Central Air Conditioning
 Evaporate Cooler
 Room Air Conditioner(s)

Insulation:

- Ceilings Insulated
 Walls Insulated
 Other Insulation

Financials : Please fill in the blank spaces with applicable data. Place an x in the to the left of the applicable characteristics.

Overall Financials

- *Rental Income: _____
*Other Income: _____
*Gross Sch Income: System Populates
*Vacancy Factor: _____
*Vacancy Amount: _____
*Gross Annual Inc.: System Populates
*Cap Rate: System Populates
*Insurance Exp: _____
*Mgmt Exp: _____
*Gas/Electric Exp: _____
*Water/Sewer Exp: _____
*Maintenance Exp: _____
*Garbage Exp: _____
*Landscape Exp: _____
*Misc. Exp: _____
*Total Expenses.: System Populates
*Net Income: System Populates

*Gross Annual Income

Includes

- Parking
 Rents
 Vending Machines
 Other

*Annual Operating

Expenses

- None
 Accounting/Legal Services
 Association Dues
 Cable TV
 Electric
 Elevator
 Exterminator
 Garbage
 Gardener
 Gas

- Insurance
 Janitorial Services
 License Fees
 Maintenance and Repairs
 Manager On Site
 Property Management Co.
 Property Tax
 Replacement Reserves
 Security Services
 Sewer
 Supplies
 Telephone
 Vacancy Factor
 Water
 Other

Financial Information

- *Financial Information Source:
 Tax Return

- Accountant
 Owner
 Property Manager
 Limited Information
 Other

*Lease Period:

- Month to Month Lease
 1 Year or Less Lease
 1+ to 3 Year Lease
 3+ to 5 Year Lease
 Over 5 Year Lease
 Option to Renew Lease
 Other Lease Period

*Lease Type:

- No Lease(s)
 CPI Lease
 Graduated Lease
 Gross Lease - Full Service

- Gross Lease - Industrial
 Ground Lease
 Increase Clause(s)-Specify in Remarks
 Net Type Lease
 Other Pass Through Expenses
 Percentage Lease
 Sublease
 Tenant has Option to Purchase
 Tenant has First Right of Refusal
 Triple Net Lease
 Other Lease Type

Additional : Place an x in the to the left of the applicable characteristics.

Documents Available

- Accounting/Tax Records
 Appraisal Available
 Association Documents
 Geological and Flood Report
 HVAC Report
 Land Lease Agreement
 Pest Control Report (SPC)
 Phase 1 Report
 Phase 2 Report
 Preliminary Title Report
 Property Info Packet Avail.
 Property Inspection Report
 Rental/Lease Agreements
 Roof Report

- Sewer/Septic Report
 Water Test Logs

Disclosures

Link: http://_____

Special Information

- Agent has Financial Interest
 Agent Related to Seller
 Bond(s) or Assessment(s)
 Call Listing Agent Before Writing Deposit Receipt
 Certain Fixed Real Property Excluded
 Corporate Ownership
 Court Confirmation May be Required
 Court Confirmation Required
 Fixer Upper
 Hazard Area Map Provided by Seller
 Lease Land
 Potential Re-Zone
 Seller is Licensed R.E. Agent
 Subject to 1031 Tax Exchange

*Owner Pays

- None
 Cable TV
 Electric
 Garbage
 Gardener

- Gas
 Heating
 Hot Water
 Pool Service
 Water

*Tenant Pays

- None
 Cable TV
 Electric
 Garbage
 Gardener
 Gas
 Water
 Heating
 Hot Water

Earthquake Fault Zone & Flood Area

*Fault Zone

- No-Fault Zone
 Yes-Fault Zone
 Fault Zone-See Report

*Flood Area

- Flood Plain
 Flood Way
 Flood Zone-See Report
 No-Flood Zone
 Yes-Flood Zone

Remarks: Place an x in the to the left of the applicable characteristics.

Owner Occupant

Owner
Occupant

Additional Owner
Occupant Phone

- *Occupant Type: Manager Owner Tenant
 Vacant

Existing Loans & Financing

First Loan:

- No First Loan
 Conventional Loan
 Private Loan
 Contract of Sale
 AITD
 Impounds Included
 Balloon Payment Loan
 Graduated Payment Mortgage
 Adjustable Rate Mortgage

- Assumable Loan
 Fully Amortized Loan
 Payment Includes PITI
 Assumable
 Prepayment Penalty
 Small Business Admin. Loan
 Seller May Carry

Second Loan:

- Private 2nd Loan
 Conventional 2nd Loan
 Assumable 2nd Loan

- 2nd Loan Not Assumable
 Fully Amortized 2nd Loan
 Balloon 2nd Loan

Third Loan:

- Private 3rd Loan
 Conventional 3rd Loan
 Assumable 3rd Loan
 3rd Loan Not Assumable
 Fully Amortized 3rd Loan
 Balloon 3rd Loan

*New Terms:

- All Cash or Conventional
 Assumable Financing
 Buyers Financial Statement is Required
 Contract of Sale
 Lease Option
 New AITD
 Replace Trust Fund
 Seller May Carry 1st
 Seller May Carry 2nd or Other
 Seller May Pay Points

- Seller May Share Equity
 Subject to Existing Financing
 Trade Possible
 Use Existing Lender

Total Loans:

\$ _____

Remarks Cont. : Place an x in the to the left of the applicable characteristics.

***Showing Instructions**

& Special Info

- No Keysafe
- Supra Keysafe
- Other Keysafe-Call
- Combination Key Box
- Key in Listing Office

Call First - Then Keysafe

Appointment Only

Call Listing Agent

Go Direct

Locked Main Entrance
Gate (see remarks)

Do Not Disturb Occupants

Restricted Hours

24-Hour Notice Required

Make Offer Subject to Inspection

Other

Internet Options

***List Address Format:**

- Show Full Address
- Do Not Show Address
- Show Partial Address
- Do Not Show in Public Listings

*** Internet Listing?:**

- Yes
- No

Sites Advertised:

- MLSListings.com
- Realtor.com
- CA MLSAlliance

Property Remarks - Public: 400 characters. Information in the Public Remarks shall only relate to the marketing, description and the condition of the property. DO NOT enter contact information, showing or selling instructions, phone or fax numbers, email addresses, website addresses, virtual tours, lockbox or other security codes. **See the MLS Rules and Regulations for the schedule of fines for misuse of Public Remarks.**

Grid for Public Remarks (400 characters)

Property Remarks - Agent: 256 characters. Agent Remarks are intended for real estate agents or brokers only and do not appear in the Client Copy report.

Grid for Agent Remarks (256 characters)

Open House : Includes both 1st and 2nd appointments. Additional open house dates can be added later.

Tour Information:

Tour

1st Tour Association [] Tour Date 1 (MM/DD/YYYY) [] 2nd Tour Association [] Tour Date 2 (MM/DD/YYYY) []

Tour Remarks: 156 characters including spaces and punctuation.

Grid for Tour Remarks (156 characters)

Open House Information:

1st

Date (MM/DD/YYYY) [] Start Time [] : [] AM [] PM
Agent /Host [] End Time [] : [] AM [] PM

2nd

Date (MM/DD/YYYY) [] Start Time [] : []
Agent /Host [] End Time [] : []

1st Open House Remarks : 100 characters including spaces and punctuation.

Grid for 1st Open House Remarks (100 characters)

2nd Open House Remarks : 100 characters including spaces and punctuation.

Grid for 2nd Open House Remarks (100 characters)

Branded & Unbranded Virtual Tour Links: Unbranded: http:// _____
Branded: http:// _____

Signatures: Broker hereby certifies that she/he has a valid written listing agreement pertaining to the above property executed by all of the sellers and which meets all the requirements of law including the California Civil Code Sections 1086 - 1090.

Broker Signature: _____ Listing Agent: _____ Date: _____
Seller Signature(s) : _____ Date: _____