

Class 9 - Commercial Rental

*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, Location, Description & Maps, Listing Agreement, Financial

*Lease Information: Additional Forms Req'd, Call Listing Agent Before Writing Receipt, Certain Fixed Real Property Excluded, Credit Check Fee Req'd, Initial Deposit Certified Funds Only, Inventory List, Lease Option Available, Lessee's Financial Statement Req'd, Listing Broker Lease Form Req'd, Move-In Checklist, Property Offered for Sale, Security Deposit Req'd, Short Term Considered, Subject to CC&Rs/By-Laws, Other Lease Information

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

Building Characteristics, *Location Type, *Property Class, *Levels, *Roof, *Garage & Parking, *Ceiling Ht, *Property Type, *Loading, *Present Use, *Foundation, Roof & Exterior, *Construction Type

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

Water

*Water Sources:

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

*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

Floor Coverings

- Linoleum or Vinyl
 Tile
 Weight Stress Floor (Commercial)
 Wood (Commercial)
 Carpet (Commercial)
 Concrete (Commercial)
 Drainage Floor (Commercial)

*Heating System

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

- Steam or Hot Water
 Wall Furnace

*Cooling System

- No Cooling
 Central Air Conditioning
 Evaporate Cooler
 Individual Thermostat Control
 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

- *Insurance Exp: _____
*Mgmt Exp: _____
*Gas/Electric Exp: _____
*Water/Sewer Exp: _____
*Maintenance Exp: _____
*Garbage Exp: _____

- *Landscape Exp: _____
*Misc. Exp: _____
*Total Expenses: System Populates

Financial Information

*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
 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

- Association Documents
 Geological and Flood Report
 HVAC Report
 Pest Control Report (SPC)
 Phase 1 Report
 Phase 2 Report
 Property Info Packet Avail.
 Property Inspection Report
 Roof Report
 Sewer/Septic Report
 Water Test Logs

- Court Confirmation May be Required
 Hazard Area Map Provided by Seller
 Owner is Licensed R.E. Agent

*Tenant Pays

- None
 Accounting/Legal
 All Expenses
 Association Dues
 Bond/Assessment
 Cable TV
 Electric
 Elevator
 Exterminator
 Garbage
 Gardener
 Gas
 Hot Water Heat
 Insurance

- Janitorial Service
 Landscaping
 License Fee
 Maintenance
 Manager on Site
 Other Pass Thru Expenses
 Parking Area
 Pro-Rated Expenses
 Property Management Co.
 Property Tax
 Roof
 Security Services
 Sewer
 Signage
 Structure
 Supplies
 Telephone
 Water
 Other

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

- Fire Sprinklers
 Fluorescent Lighting
 Handicapped Features
 Kitchen Facilities
 Lawn Sprinklers
 Manager's Office
 Multi-Tenant Building
 Owner Assoc. Mandatory
 Passenger Elevator(s)
 Potential Re-Zone
 Restroom(s)
 Security Service
 Showroom
 Signage
 Skylight(s)
 Smoke Detector(s)
 Toxic Waste Storage
 Vault
 Views

Miscellaneous

- Additional Storage
 Blueprints Available
 Cold Storage
 Conference/Meeting Rm.
 Electronic Security Sys.
 Exercise Room
 Fenced Yard

Disclosures

Link: http://_____

Special Information

- Agent has Financial Interest
 Agent Related to Owner
 Bond(s) or Assessment(s)
 Corporate Ownership

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

Owner Occupant

Owner [grid]

Additional Owner [grid]

Occupant Name [grid]

Occupant Phone [grid]

*Occupant Type: Manager Owner Tenant Vacant

*Showing Instructions

& Special Info

- No Keysafe
 Supra Keysafe
 Other Keysafe-Call
 Combination Key Box

- Key in Leasing Office
 Call First - Then Keysafe
 Appointment Only
 Call Listing Agent
 Go Direct
 Locked Main Entrance Gate

- 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 CA MLS Alliance
 Realtor.com

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.

[Large grid for property remarks]

