

Features

^(R) Building Size _____	^(R) Space Available _____	Minimum Contiguous Square Feet _____	Maximum Contiguous Square Feet _____
Minimum Space Available _____	# of Stories _____	Sprinkler <i>(Choose up to 2)</i> <input type="checkbox"/> Combo <input type="checkbox"/> Dry <input type="checkbox"/> ESFR <input type="checkbox"/> In-Line Rack <input type="checkbox"/> Wet <input type="checkbox"/> Other / See Remarks <input type="checkbox"/> None	Total # Acres _____
Divisible <input type="checkbox"/> Yes <input type="checkbox"/> No	^(R) Zoning _____ _____ _____		Auto Parking _____
Multi-Tenants <input type="checkbox"/> Yes <input type="checkbox"/> No			Auto Parking Surface _____
Ceiling Height _____	Construction _____	Floor Size 10 spaces, numeric, not req'd _____	
Roof _____ _____		HVAC (Retail and Office Only) _____	

^(R) Utilities <i>(Choose up to 4)</i> <input type="checkbox"/> Electric <input type="checkbox"/> Electric, Separate Meter <input type="checkbox"/> Gas <input type="checkbox"/> Gas, Separate Meter <input type="checkbox"/> Septic <input type="checkbox"/> Sewer <input type="checkbox"/> Sewer, Separate Meter <input type="checkbox"/> Water <input type="checkbox"/> Well <input type="checkbox"/> Other / See Remarks	Miscellaneous <input type="checkbox"/> Divide, Will <input type="checkbox"/> Easement <input type="checkbox"/> Equipment Included <input type="checkbox"/> Fence, Barbed <input type="checkbox"/> Fence, Board <input type="checkbox"/> Fence, Cross <input type="checkbox"/> Fence, Woven <input type="checkbox"/> Net Operating Statement <input type="checkbox"/> Owner / Operator <input type="checkbox"/> Sell as Entity <input type="checkbox"/> See Remarks <input type="checkbox"/> Not Applicable	Road Access <i>(Choose up to 2)</i> <input type="checkbox"/> Access, Limited <input type="checkbox"/> Easement Access <input type="checkbox"/> Highway, State <input type="checkbox"/> Highway, U.S. <input type="checkbox"/> Interstate <input type="checkbox"/> Land Locked <input type="checkbox"/> Road, Access <input type="checkbox"/> Road, County <input type="checkbox"/> Road, Frontage <input type="checkbox"/> Road, Private <input type="checkbox"/> Road, State <input type="checkbox"/> Street, City <input type="checkbox"/> Street Cuts <input type="checkbox"/> See Remarks <input type="checkbox"/> Not Applicable	Road Surface <i>(Choose up to 2)</i> <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Dirt <input type="checkbox"/> Gravel <input type="checkbox"/> Tar-Chip <input type="checkbox"/> See Remarks <input type="checkbox"/> Not Applicable Road Frontage _____
Interstate <i>(Choose up to 2)</i> <input type="checkbox"/> Ramp < 1 Mile <input type="checkbox"/> Ramp 1 - 3 Miles <input type="checkbox"/> Ramp 3 - 5 Miles <input type="checkbox"/> Ramp > 5 Miles <input type="checkbox"/> Visible			

^(R) Present Use <i>(Choose 1)</i> <input type="checkbox"/> Agricultural <input type="checkbox"/> Apartments, Less than 20 <input type="checkbox"/> Apartments, More than 20 <input type="checkbox"/> Auto, Dealer <input type="checkbox"/> Auto, Gas <input type="checkbox"/> Auto, Miscellaneous <input type="checkbox"/> Church <input type="checkbox"/> Commercial, Multi Tenant <input type="checkbox"/> Commercial, Single Tenant <input type="checkbox"/> Industrial <input type="checkbox"/> Medical <input type="checkbox"/> Office <input type="checkbox"/> Residential <input type="checkbox"/> Restaurant <input type="checkbox"/> Special Use, Government <input type="checkbox"/> Special Use, Park <input type="checkbox"/> Special Use, Recreation <input type="checkbox"/> See Remarks	Proposed Use <i>(Choose up to 4)</i> <input type="checkbox"/> Agricultural <input type="checkbox"/> Apartments, Less than 20 <input type="checkbox"/> Apartments, More than 20 <input type="checkbox"/> Auto, Dealer <input type="checkbox"/> Auto, Gas <input type="checkbox"/> Auto, Miscellaneous <input type="checkbox"/> Church <input type="checkbox"/> Commercial, Multi Tenant <input type="checkbox"/> Commercial, Single Tenant <input type="checkbox"/> Industrial <input type="checkbox"/> Medical <input type="checkbox"/> Office <input type="checkbox"/> Residential <input type="checkbox"/> Restaurant <input type="checkbox"/> Special Use, Government <input type="checkbox"/> Special Use, Park <input type="checkbox"/> Special Use, Recreation <input type="checkbox"/> Other / See Remarks	Documents on File <i>(Choose up to 6)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> ADA Assessment</td> <td><input type="checkbox"/> Percolation Test</td> </tr> <tr> <td><input type="checkbox"/> Aerial Photo</td> <td><input type="checkbox"/> Survey, Staked</td> </tr> <tr> <td><input type="checkbox"/> Air Rights</td> <td><input type="checkbox"/> Survey, Mortgage</td> </tr> <tr> <td><input type="checkbox"/> Building Permit</td> <td><input type="checkbox"/> Survey, Soil</td> </tr> <tr> <td><input type="checkbox"/> Covenants</td> <td><input type="checkbox"/> Survey, Wetland</td> </tr> <tr> <td><input type="checkbox"/> Covenants and Restrictions</td> <td><input type="checkbox"/> Traffic Counts</td> </tr> <tr> <td><input type="checkbox"/> Deed Restrictions</td> <td><input type="checkbox"/> Unknown</td> </tr> <tr> <td><input type="checkbox"/> Demographic</td> <td><input type="checkbox"/> Water/Well Tests</td> </tr> <tr> <td><input type="checkbox"/> Environmental Assessment</td> <td><input type="checkbox"/> See Remarks</td> </tr> <tr> <td><input type="checkbox"/> Legal Description</td> <td><input type="checkbox"/> None</td> </tr> <tr> <td><input type="checkbox"/> Map Available, Topographical</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Other Restrictions</td> <td><input type="checkbox"/> Not Applicable</td> </tr> </table>	<input type="checkbox"/> ADA Assessment	<input type="checkbox"/> Percolation Test	<input type="checkbox"/> Aerial Photo	<input type="checkbox"/> Survey, Staked	<input type="checkbox"/> Air Rights	<input type="checkbox"/> Survey, Mortgage	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Survey, Soil	<input type="checkbox"/> Covenants	<input type="checkbox"/> Survey, Wetland	<input type="checkbox"/> Covenants and Restrictions	<input type="checkbox"/> Traffic Counts	<input type="checkbox"/> Deed Restrictions	<input type="checkbox"/> Unknown	<input type="checkbox"/> Demographic	<input type="checkbox"/> Water/Well Tests	<input type="checkbox"/> Environmental Assessment	<input type="checkbox"/> See Remarks	<input type="checkbox"/> Legal Description	<input type="checkbox"/> None	<input type="checkbox"/> Map Available, Topographical	<input type="checkbox"/> Other	<input type="checkbox"/> Other Restrictions	<input type="checkbox"/> Not Applicable
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Taxes/Finance

^(R) Semi-Annual Tax \$ _____	Net Operating Income \$ _____	Insurance Expense \$ _____	Actual Expenses \$ _____
^(R) Tax Year Due/Payable _____	Gross Potential Rent \$ _____	Insurance Expense per Square Foot \$ _____	Cap Rate _____
Investment <input type="checkbox"/> Yes <input type="checkbox"/> No	Gross Rent Multiplier _____		

Lease Only

Existing Lease <input type="checkbox"/> Yes <input type="checkbox"/> No	Lease Type <input type="checkbox"/> Full Service <input type="checkbox"/> Gross <input type="checkbox"/> Negotiable <input type="checkbox"/> Triple Net	Remaining Term _____	Proposed Lease Type <i>(Choose up to 2)</i> <input type="checkbox"/> Full Service <input type="checkbox"/> Gross <input type="checkbox"/> Negotiable <input type="checkbox"/> Triple Net	Proposed Term _____
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Industrial Only

Manufacturing SqFt _____	Office SqFt _____	# of Docks _____	Truck Parking _____
Manufacturing Floors _____	Office HVAC _____	# Drive-Ins _____	Truck Parking Surface _____
Manufacturing HVAC _____	Office Features _____	Bay Size _____	Rail <input type="checkbox"/> On Site <input type="checkbox"/> Spur <input type="checkbox"/> Other / See Remarks <input type="checkbox"/> None
Manufacturing Restrooms _____	Office Restrooms _____	Ceiling Height 2 _____	
Warehouse SqFt _____	Electrical Service _____	Fence _____	

Retail Only

^(R) Retail Type <input type="checkbox"/> Free Standing <input type="checkbox"/> Strip Center Lot Size _____	^(R) Anchor (Choose up to 3) <input type="checkbox"/> Department Store <input type="checkbox"/> Discount <input type="checkbox"/> Drug <input type="checkbox"/> Grocery <input type="checkbox"/> Other / See Remarks	^(R) Traffic Count _____ ^(R) Traffic Year _____	^(R) Signage (Choose up to 2) <input type="checkbox"/> Pylon <input type="checkbox"/> Store Front <input type="checkbox"/> Other / See Remarks
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Contract Info: Auction Information

Auction Company _____	Auction Company License # _____	Auction Manager _____	Auction Manager License # _____
Auction Type* _____	Auction Date ____ / ____ / ____	Auction Time ____ : ____	

*Examples: absolute, minimum bid, reserve, bank ordered, court ordered, estate, flex bid, live, live & online, online, public, sheriff sale, etc.

Contract Info: Listing Information

^(R) Listing Type (Choose 1) <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right to Lease <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Right to Sell w Exclusion	^(R) Disclosures <i>(Required if Affected by Disclosures.)</i> <input type="checkbox"/> Bank Owned <input type="checkbox"/> Bankruptcy <input type="checkbox"/> Foreclosure <input type="checkbox"/> Foreclosure, Pre- <input type="checkbox"/> HUD Owned <input type="checkbox"/> Lease Restrictions <input type="checkbox"/> Probate <input type="checkbox"/> Receivership <input type="checkbox"/> Short Sale, Possible <input type="checkbox"/> VA Owned <input type="checkbox"/> NA	^(R) Disclosures - Other (Choose up to 5) <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"> <input type="checkbox"/> Addendum(s), Special <input type="checkbox"/> Agent Owned <input type="checkbox"/> As-Is <input type="checkbox"/> Assessments, Other <input type="checkbox"/> Assessments, Special <input type="checkbox"/> Auction <input type="checkbox"/> Barrett Assessment <input type="checkbox"/> Cosmetics, Needs <input type="checkbox"/> Covenants & Restrictions <input type="checkbox"/> Defects, Call Office <input type="checkbox"/> Defects, None Noted <input type="checkbox"/> Defects, See Remarks <input type="checkbox"/> Driveway, Shared <input type="checkbox"/> Exclusions, Call Office <input type="checkbox"/> Fixer Upper <input type="checkbox"/> Flood Insurance Required </td> <td style="width:50%;"> <input type="checkbox"/> Flood Plain <input type="checkbox"/> Flood Plain Partial <input type="checkbox"/> Historic District <input type="checkbox"/> Income Restrictions <input type="checkbox"/> Refusal to Sell <input type="checkbox"/> Relocation Controlled <input type="checkbox"/> Relocation Owned <input type="checkbox"/> Rules & Regulations <input type="checkbox"/> Sales Disclosure, Not Required <input type="checkbox"/> Sales Disclosure, On File <input type="checkbox"/> Sales Disclosure, See Media <input type="checkbox"/> Tap Fee <input type="checkbox"/> Updating Needed <input type="checkbox"/> 55+ Community (order) <input type="checkbox"/> None <input type="checkbox"/> Other / See Remarks </td> </tr> </table>	<input type="checkbox"/> Addendum(s), Special <input type="checkbox"/> Agent Owned <input type="checkbox"/> As-Is <input type="checkbox"/> Assessments, Other <input type="checkbox"/> Assessments, Special <input type="checkbox"/> Auction <input type="checkbox"/> Barrett Assessment <input type="checkbox"/> Cosmetics, Needs <input type="checkbox"/> Covenants & Restrictions <input type="checkbox"/> Defects, Call Office <input type="checkbox"/> Defects, None Noted <input type="checkbox"/> Defects, See Remarks <input type="checkbox"/> Driveway, Shared <input type="checkbox"/> Exclusions, Call Office <input type="checkbox"/> Fixer Upper <input type="checkbox"/> Flood Insurance Required	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Flood Plain Partial <input type="checkbox"/> Historic District <input type="checkbox"/> Income Restrictions <input type="checkbox"/> Refusal to Sell <input type="checkbox"/> Relocation Controlled <input type="checkbox"/> Relocation Owned <input type="checkbox"/> Rules & Regulations <input type="checkbox"/> Sales Disclosure, Not Required <input type="checkbox"/> Sales Disclosure, On File <input type="checkbox"/> Sales Disclosure, See Media <input type="checkbox"/> Tap Fee <input type="checkbox"/> Updating Needed <input type="checkbox"/> 55+ Community (order) <input type="checkbox"/> None <input type="checkbox"/> Other / See Remarks	^(R) Possession (Choose up to 2) <input type="checkbox"/> Closing, At <input type="checkbox"/> Date, Specific <input type="checkbox"/> Negotiable <input type="checkbox"/> Other Home, Upon Possession of <input type="checkbox"/> Rent Back, Per Diem <input type="checkbox"/> Tenant's Rights <input type="checkbox"/> Other (order)
<input type="checkbox"/> Addendum(s), Special <input type="checkbox"/> Agent Owned <input type="checkbox"/> As-Is <input type="checkbox"/> Assessments, Other <input type="checkbox"/> Assessments, Special <input type="checkbox"/> Auction <input type="checkbox"/> Barrett Assessment <input type="checkbox"/> Cosmetics, Needs <input type="checkbox"/> Covenants & Restrictions <input type="checkbox"/> Defects, Call Office <input type="checkbox"/> Defects, None Noted <input type="checkbox"/> Defects, See Remarks <input type="checkbox"/> Driveway, Shared <input type="checkbox"/> Exclusions, Call Office <input type="checkbox"/> Fixer Upper <input type="checkbox"/> Flood Insurance Required	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Flood Plain Partial <input type="checkbox"/> Historic District <input type="checkbox"/> Income Restrictions <input type="checkbox"/> Refusal to Sell <input type="checkbox"/> Relocation Controlled <input type="checkbox"/> Relocation Owned <input type="checkbox"/> Rules & Regulations <input type="checkbox"/> Sales Disclosure, Not Required <input type="checkbox"/> Sales Disclosure, On File <input type="checkbox"/> Sales Disclosure, See Media <input type="checkbox"/> Tap Fee <input type="checkbox"/> Updating Needed <input type="checkbox"/> 55+ Community (order) <input type="checkbox"/> None <input type="checkbox"/> Other / See Remarks				
^(R) Affected by Disclosures <input type="checkbox"/> Yes <input type="checkbox"/> No	^(R) Available for Showing <input type="checkbox"/> Yes <input type="checkbox"/> No	^(R) Available for Showing Date ____ / ____ / ____	^(R) Allow Listing on Public Internet? <input type="checkbox"/> Yes <input type="checkbox"/> No	Allow Address on Internet? <i>(Required if on Internet.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Allow Property Desc on Internet? <i>(Required if on Internet.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Prohibit Comments or Reviews on Internet? <i>(Required if on Internet.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Prohibit Auto Est of Mkt Value on Internet? <i>(Required if on Internet.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	^(R) Is there Direct Soliciting? Is there a "For Sale by Owner" or other sign or notice on the property indicating the seller is soliciting direct contact from buyers? <input type="checkbox"/> Yes <input type="checkbox"/> No			
^(R) BAC (%/\$) <input type="checkbox"/> Percentage <input type="checkbox"/> Dollar Amount	^(R) Buyer Agency Commission _____	^(R) Variable Rate Commission <input type="checkbox"/> Yes <input type="checkbox"/> No			
FHA Certified <input type="checkbox"/> Yes <input type="checkbox"/> No	^(R) List Date ____ / ____ / ____	^(R) Expiration Date ____ / ____ / ____			

Agent/Office Info

^(R) List Agent ID _____ ^(R) Preferred Phone Number ____ / ____ / ____ ^(R) Feedback Phone Number ____ / ____ / ____	List Agent Name _____ ^(R) Showings Phone Number ____ / ____ / ____ ^(R) Feedback Email _____
Co-Agent ID _____ Co-Agent Name _____ Co-Agent Preferred Phone Number ____ / ____ / ____	

