BROKER LISTING COOPERATIVE®

COMMERCIAL RETAIL BUILDINGS

BLC® Listing Service Information

Listing Number *(System Assigned)* |__|__|__|__|__|__|__|

(R) **Status** ☐ Active ☐ Incomplete

(R) **Area** |__|__|__|__|

(R) **Transaction Type**
- ☐ Auction
- ☐ Exchange
- ☐ Lease
- ☐ Lease with Option to Buy
- ☐ Sale
- ☐ Sale-Lease Back

(R) **List Price** $|__|__|__|__|__|__|__|__|__|

Lease Price per Sq. Ft. $|__|__|__|__|__|__|__|__|__| . |__|__|

Minimum Lease Price per Sq. Ft. $|__|__|__|__|__|__|__|__|__| . |__|__|

(R) **County** |__|__|__|__|__|__|__|__|__|__|__|__|

(R) **Tax ID Number** |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Multiple Tax ID Number |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

(R) **Map Coordinates (N/S)** ☐ N ☐ S

(R) **N/S Map Number** |__|__|__|__|

(R) **Map Coordinates (E/W)** ☐ E ☐ W

(R) **E/W Map Number** |__|__|__|__|

(R) **Street Number** |__|__|__|__|__|__|

Street Directional
- ☐ East ☐ South
- ☐ North ☐ Southeast
- ☐ Northeast ☐ Southwest
- ☐ Northwest ☐ West

(R) **Street Name** |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

(R) **Street Type**
- ☐ Avenue ☐ Lake ☐ Point
- ☐ Boulevard ☐ Landing ☐ Ridge
- ☐ Circle ☐ Lane ☐ Road
- ☐ Court ☐ Manor ☐ Row
- ☐ Cove ☐ Overlook ☐ Square
- ☐ Creek ☐ Park ☐ Street
- ☐ Crescent ☐ Parkway ☐ Terrace
- ☐ Crest ☐ Pass ☐ Trace
- ☐ Drive ☐ Pike ☐ Trail
- ☐ Grove ☐ Place ☐ Way
- ☐ Hollow ☐ Plaza

(R) **Town** |__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|

(R) **Township** |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

(R) **State** |__|__|

(R) **Zip Code** |__|__|__|__|__|

Zip 4 |__|__|__|__|

Center Name |__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|

Building Unit Number |__|__|__|__|__|__|__|__|__|__|

Year Built |__|__|__|__|

Year Renovated |__|__|__|__|

(R) **Center Type** ☐ Freestanding ☐ Strip

(R) **Divisible** ☐ Yes ☐ No

Description

(R) **Building Size** |__|__|__|__|__|__|__|__| Sq. Ft.

(R) **Space Available** |__|__|__|__|__|__|__|__| Sq. Ft.

Minimum Space Available |__|__|__|__|__|__|__|__| Sq. Ft.

(R) **Minimum Contiguous Space** |__|__|__|__|__|__|__|__| Sq. Ft.

(R) **Maximum Contiguous Space** |__|__|__|__|__|__|__|__| Sq. Ft.

Anchor *Choose up to 3*
- ☐ Department Store ☐ Grocery Store
- ☐ Discount Store ☐ See Remarks
- ☐ Drug Store

Traffic Count |__|__|__|__|__|__|

Traffic Count Year |__|__|__|__|

Acreage |__|__|__|__|__|__| . |__|__|

Lot Size |__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|

(R) **Zoning** |__|__|__|__|

Automobile Parking |__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Description

Automobile Parking Surface |__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Utilities *Choose up to 4*
- ☐ Electric ☐ Sewer
- ☐ Gas ☐ Water
- ☐ See Remarks ☐ Well
- ☐ Septic

Sprinkler *Choose up to 2*
- ☐ Combination ☐ None
- ☐ Dry ☐ See Remarks
- ☐ ESFR ☐ Wet
- ☐ In-Line Rack

Documents on File *Choose up to 6*
- ☐ ADA Assessment ☐ Perc Test
- ☐ Aerial Photo ☐ See Remarks
- ☐ Air Rights ☐ Survey - Mortgage
- ☐ Environmental Assess. ☐ Survey - Soil
- ☐ Legal Description ☐ Survey - Wetland
- ☐ None ☐ Topo Map Available

(R) **Present Use** *Choose 1*
- ☐ Agricultural
- ☐ Apartments - Less than 20
- ☐ Apartments - More than 20
- ☐ Auto - Dealer
- ☐ Auto - Gas
- ☐ Auto - Miscellaneous
- ☐ Church
- ☐ Commercial - Multi Tenant
- ☐ Commercial - Single Tenant
- ☐ Industrial
- ☐ Medical
- ☐ Office
- ☐ Residential
- ☐ Restaurant
- ☐ See Remarks
- ☐ Special - Government
- ☐ Special - Park
- ☐ Special - Recreation

Proposed Use *Choose up to 4*
- ☐ Agricultural
- ☐ Apartments - Less than 20
- ☐ Apartments - More than 20
- ☐ Auto - Dealer
- ☐ Auto - Gas
- ☐ Auto - Miscellaneous
- ☐ Church
- ☐ Commercial - Multi Tenant
- ☐ Commercial - Single Tenant
- ☐ Industrial
- ☐ Medical
- ☐ Office
- ☐ Residential
- ☐ Restaurant
- ☐ See Remarks
- ☐ Special - Government
- ☐ Special - Park
- ☐ Special - Recreation

Interstate *Choose up to 2*
- ☐ Ramp Less than 1 Mile
- ☐ Ramp 1-3 Miles
- ☐ Ramp 3-5 Miles
- ☐ Ramp Over 5 Miles
- ☐ Visible from Interstate

Road Access *Choose up to 2*
- ☐ City Street
- ☐ County Road
- ☐ Easement Access
- ☐ Frontage Road
- ☐ Interstate
- ☐ See Remarks

Road Surface *Choose up to 2*
- ☐ Asphalt
- ☐ Concrete
- ☐ Gravel
- ☐ See Remarks

Frontage |__|__|__|__|__|__|__|__|__|__|__|__| Ft.

Features

HVAC |__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Roof Type |__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Exterior Construction |__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Signage *Choose up to 2*
- ☐ Pylon ☐ Storefront
- ☐ See Remarks

Financial Information

(R) **Tax Year** |__|__|__|__|

(R) **Year Pay** |__|__|__|__|

(R) **Annual Property Tax - Total** $|__|__|__|__|__|__|__|__|__|

(R) **Annual Property Tax - Per Sq. Ft.** $|__|__|__|__| . |__|__|

Insurance Expense - Total $|__|__|__|__|__|__|__|__|__|

Insurance Expense - Per Sq. Ft. $|__|__|__|__| . |__|__|

Common Area Maint. (CAM) - Total $|__|__|__|__|__|__|__|__|__|

CAM Expense - Per Sq. Ft. $|__|__|__|__| . |__|__|

REVISED September 2007

Financial Information

Miscellaneous Expense - Total $|__|__|__|__|__|__|__|__|__|

Miscellaneous Expense - Per Sq. Ft. $|__|__|__|__| . |__|__|

Expense Stop $|__|__|__|__|__|__|__|__|

Possession |__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Gross Potential Rent $|__|__|__|__|__|__|__|__|

Vacancy and Collections $|__|__|__|__|__|__|__|__| -OR-
|__|__|__|__|__|__|__|__| %

Actual Expenses $|__|__|__|__|__|__|__|__|
(Do not include Debt Service or Depreciation)

Net Operating Income $|__|__|__|__|__|__|__|__|

Cap Rate on Actual Expenses |__|__|__| . |__|__| %

Investment ☐ Yes ☐ No

Improvement Allowance Per Sq. Ft. $|__|__|__|__| . |__|__|

Economic Occupancy |__|__|__| . |__|__| %

Physical Occupancy |__|__|__| . |__|__| %

Gross Rent Multiplier (GRM) |__|__| . |__|__|

Lease Information

All fields are required if Existing Lease = Yes
Proposed Lease Type and Proposed Lease Term are required if Existing Lease = No

Existing Lease ☐ Yes ☐ No

Lease Type *Choose 1* ☐ Full Service ☐ Negotiable ☐ Gross ☐ Triple Net

Remaining Leased Term |__|__|__|__|__|__|__|__|__|__|__|__|__|

Proposed Lease Type *Choose up to 2* ☐ Full Service ☐ Negotiable ☐ Gross ☐ Triple Net

Proposed Lease Term |__|__|__|__|__|__|__|__|__|__|__|__|__|

Office Information

(R) **Agent ID** |__|__|__|__|__|__|__|__|

List Agent Name |__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

(R) **Showings Phone Number** |__|__|__| - |__|__|__| - |__|__|__|__|

(R) **Feedback Phone Number** |__|__|__| - |__|__|__| - |__|__|__|__|

(R) **Preferred Contact Phone Number** |__|__|__| - |__|__|__| - |__|__|__|__|

Agent Personal Fax Number |__|__|__| - |__|__|__| - |__|__|__|__|

Agent Cell Number |__|__|__| - |__|__|__| - |__|__|__|__|

Agent Voice Mail Number |__|__|__| - |__|__|__| - |__|__|__|__|

Agent Home Number |__|__|__| - |__|__|__| - |__|__|__|__|

Agent Direct Number |__|__|__| - |__|__|__| - |__|__|__|__|

Toll Free Number |__|__|__| - |__|__|__| - |__|__|__|__|

Office Phone Extension |__|__|__|__|

Pager Number |__|__|__| - |__|__|__| - |__|__|__|__|

Co-Agent/Licensed Assistant ID |__|__|__|__|__|__|__|__|

Co-Agent/Licensed Assistant Name |__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Preferred Contact Phone Number |__|__|__| - |__|__|__| - |__|__|__|__|

Contact #1 Type *Choose up to 2*
☐ Appointment Center ☐ Model
☐ Auction ☐ Other
☐ Feedback ☐ Team Name
☐ Management Co.

Contact #1 Name |__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Contact #1 Phone |__|__|__| - |__|__|__| - |__|__|__|__|

Contact #2 Type *Choose up to 2*
☐ Appointment Center ☐ Model
☐ Auction ☐ Other
☐ Feedback ☐ Team Name
☐ Management Co.

Contact #2 Name |__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Contact #2 Phone |__|__|__| - |__|__|__| - |__|__|__|__|

Auction Company |__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|

Auction Company License # |__|__|__|__|__|__|__|__|__|__|__|

Auction Manager's Name |__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|

Auction Manager's License # |__|__|__|__|__|__|__|__|__|__|__|__|

Auction Date |__|__| \ |__|__| \ |__|__|

Auction Time |__|__| : |__|__| ☐ AM ☐ PM

Auction Type |__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|

Office Information

(R) **Listing Office ID** |__|__|__|__|__|__|

Company Name |__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

(R) **Listing Date** |__|__| / |__|__| / |__|__|

(R) **Expiration Date** |__|__| / |__|__| / |__|__|

(R) **List Type** *Choose 1*
☐ Exclusive Right to Sell
☐ Exclusive Agency
☐ Exclusive Right to Sell - Exclusion

(R) **Buyer Agent Commission** |__|__|__|__|__|__|

(R) **Variable Rate Commission** ☐ Yes ☐ No

(R) **Photo** *Choose 1*
☐ Photo By Broker ☐ Take Photo
☐ No Photo ☐ Under Construction

(R) **Listing on Public Internet** ☐ Yes ☐ No

(R) **Public Remarks on Internet** ☐ Yes ☐ No

(R) **Direct Soliciting** ☐ Yes ☐ No
Is there a "For Sale By Owner" or other sign or notice on the Property indicating that the seller is soliciting direct contact from buyers?

Virtual Tour Hyperlink (URL) http:// |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Web Hyperlink (URL) http:// |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
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Property Description

No Contact or Financing Information

__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__
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Pending Information

(R) **Pending Date** |__|__| / |__|__| / |__|__|

(R) **Selling Agent ID** |__|__|__|__|__|__|__|__|

(R) **Selling Office ID** |__|__|__|__|__|

Sold Information

If property is Sold then Date Closed, Transaction Type and Sale Price are required.
If property is Leased then Date Closed, Transaction Type, Lease Type, Lease Terms and Leased Price per Square Foot are required.

(R) **Date Closed** |__|__| / |__|__| / |__|__|

(R) **Transaction Type** *Choose 1*
☐ Auction
☐ Exchange
☐ Lease
☐ Lease with Option to Buy
☐ Sale
☐ Sale-Lease Back

Sale Terms |__|__|__|__|__|__|__|__|__|__|__|__|__|

Sale Price $ |__|__|__|__|__|__|__|__|__|

Lease Type *Choose 1*
☐ Full Service
☐ Gross
☐ Triple Net

Lease Terms |__|__|__|__|__|__|__|__|__|__|__|__|__|

Leased Price per Sq. Ft. $|__|__|__|__|__|__|__|__|__| . |__|__|

Notes