



An asterisk denotes required features. Double click the green highlights for help and instructions. Revised: 9/5/07

*County: Tax ID #: *Listing Off ID #: *List Agent ID #: (name) Co-Listing Off ID #: Co-List Agent ID #: (name) (Co-Listing Office / Agent must be a member of MLS)

*Property Sub-Type (one): Retail Office Commercial Industrial Warehouse Manufacturing Investment Business Opportunity *Area: *SIC Code:

*St #: - Dir: (A, B, etc) N E S W (or other St #) *Street Name Suffix: Post Dir: Unit: (Rd Ave St, etc) (N E S W) (or Lot #)

*City/Municipality: *Zip: (Physical Property Address as verified by the Auditor)

Cross Street (nearest intersection):

* Showing Instruction (only one) Call Listing Office/Appointment Center Call Listing Agent Call Seller/Tenant * Optional Showing Instructions (up to Two) Under Contract; Accepting Back-up Offers Electronic Lock Box Vacant, Lock Box Combination Lock Box Keys at Office Agent Must be Present for Showing

Showing Instructions:

Public Transportation:

*Price: \$ *Auction: Yes No If Yes, Enter Price = 0

* Agreement Type (only one) ER: Exclusive Right ERV: ER Variable Rate EA: Exclusive Agency EAV: EA Variable Rate * Limited Service Listing Yes No (* If Yes, use Agent Remarks to disclose services.) BE: Buyers Exclusion BEV: BE Variable Rate

*Internet: Yes No *Primary Photo: Photo Supplied Sketch/Plat Supplied Under Construction Logo (The primary, exterior photo or sketch must be supplied within 10 business days of the list date on the listing contract. MLS excludes the contract's list date, weekend days and holidays.)

*Sub Agency-Coop: (% or \$ Sign Required & Amount) *Buyer Agency-Coop: (% or \$ Sign Required & Amount)

Acreage (Lot Size): (# of Acres) *Age: (# of Years) *Enter 0 & one if: To Be Built Under Construction New Unknown

*List Date: *Expiration Date: *Name of Occupant or Owner: *Ownership:

*New Construction: Yes No *Degree Complete: (one) Existing Structure Foundation For New Construction Only Drywall Complete Under Roof Foundation To Be Built

Township: Other Tax ID#(s) : *Assessment Amt: (Annual) *Tax Rate: Subdivision:

Marketing Remarks:

(approximately 240 characters; use Picture Descriptions for extended Marketing Remarks - additional 1,000 characters per picture)

Agent Remarks:

(approximately 240 characters)

*Directions:

(approximately 105 characters)

*Total Buildings (# of): Total Restrooms (# of): *Lot Dim: (40X100 or Descp) Frontage: EQD: (Environmental Quality District) Bay Size: Docks (# of): Floor Loading: Ceiling Height: Electric Power: Amount Onsite Parking: Traffic Count: (220 Volt, 440 Volt, 3 Phase, Other) Plans Available: Yes No Rail Service Avail: Yes No

| | | | |
|---------------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| Estimated Sq Ft / Numbers Only | | Annual | Current Amounts Only |
| Office : | (Gross Income Past 12 mos.) | Gross Income | \$ |
| Retail : | (% Vacancy X Gross Income) | Vacancy | \$ |
| Sales : | | Taxes (annual) | \$ |
| Rentable : | | Insurance | \$ |
| Warehouse : | | Gas and Electric | \$ |
| Net Leasable Area : | | Water and Sewer | \$ |
| Gross Buliding Area : | | Waste Removal | \$ |
| Price per Sq Ft | | Maintenance | \$ |
| Office \$ | | Other Expense | \$ |
| Other \$ | (Gross Income, Less Total Expenses) | Net Operating Income | \$ |

Fixtures Description:
Equipment Description:
Tanks/Pump Description:
Truck Doors Description:
Inventory Description:

***Lease Only:** Yes No (Other than rent amounts - Example: Length of current leases, etc.)

Lease Info:

| | | |
|-------------------------------|-----------------------------------|-----------------------------|
| For Sale | Net Income \$ | Gross Income \$ |
| Value of Assets \$ | Yearly Rent Amt \$ | |
| Type Business (☑ one): | Sub-Type Business (☑ one): | Real Estate (☑ one): |
| Retail Manufacturing | Food Soft Goods | Rent Only Lease Option |
| Wholesale Franchise | Beverage Hard Goods | Optional See Remarks |
| Service Other | Liquor Other | MLS Separate Listing |
| Restaurant | Fast Food | |

Price Includes:

License Includes:

Public Transp:

| | | | | | | | |
|----------------------------------|--------------|-------------------------------------|--------------|--------------------------------|-----------------------------|--------------|-------------------------------|
| Required Features | | | | | | | |
| *Levels (☑ one): | 3 Story | *BSMT (☑ one): | Full | Crawl | *Foundation (☑ one): | Poured | Slab |
| 1.5 Story | 4 Story | (Basement) | Part | None | Block | Wood | Wood |
| 2 Story | 5+ Story | | | N/A | Stone | N/A | N/A |
| | N/A | | | | | | |
| *Gas (☑ one): | Natural | *Water Source (☑ one): | Public | Well | *Sewer (☑ one): | Public | Aerobic |
| Propane | None | Private | Private | None | Private | Private | None |
| At Street | N/A | Cistern | Cistern | N/A | Septic | Septic | N/A |
| | | | | At Street | | | |
| *Occupancy (☑ one): | At Closing | *Construction (☑ up to two): | Brick | Shingle | *Roof (☑ up to two): | Shingle | Asbestos |
| 30 Days | Immediate | Wood | Aluminium | Stucco | Metal | Metal | Built-Up |
| 60 Days | Negotiable | Cedar | Vinyl | Block | Slate | Wood Shingle | Composition |
| 90 Days | Tenant Right | Stone | Concrete | Metal | Tile | Tile | Rolled |
| | | | Glass | Concrete | Tar | Gravel | Membrane |
| | | | N/A | N/A | | | N/A |
| *Heating (☑ up to three): | Gas | N/A | Gravty | *Cooling (☑ up to two): | Central Air | Exhaust Fan | *Access Roads (☑ one): |
| Elec | Steam | Hot Water | Radiant | Window Unit | Window Unit | None | Public |
| Oil | Solar | Forced Air | Space Heater | Wall Unit | Wall Unit | N/A | Private |
| Wood | Coal | Heat Pump | Central | | | | Asphalt |
| | Individual | Baseboard | | | | | Concrete |
| | | | | | | | Gravel |
| | | | | | | | Dirt |
| | | | | | | | N/A |

Optional Features-- Use "Listing Comment Addendum" to add ☑ Comments

| | | | | | | | |
|-----------------|----------------|----------------|--------------|-----------------|------------------|------------|----------|
| Site: | Business Dist. | Shopping Ctr. | Freestanding | Industrial Park | Residential Area | Riverfront | Other |
| | Shopping Mall | Shopping Strip | Office Park | Multi-Tenant | Commercial Area | Airport | Comments |
| Parking: | Private | Lot | Offsite | Concrete | Dirt | Fenced | |
| | Public | Onsite | Assigned | Asphalt | Enclosed | Lights | |
| | Garage | Onstreet | 2+ Unit | Gravel | Covered | Comments | |

| | | | | | | | | | |
|------------------|--------------|---------------|-----------------|-------------|------------|----------------|----------------|---------------|----------|
| Use/Type: | Automotive | Food Service | Landscaping | Parking | Storage | Rooms: | Office Area | Workshop | Comments |
| Business | Franchise | Manufacturing | Professional | Restaurant | Tavern/Bar | Atrium | Atrium | Mail Room | |
| Campground | Grocery/Pony | Medic/Dentist | Restaurant | Retire Home | Theater | Reception Area | Reception Area | Kitchen | |
| Church | Hair Care | Mobile Hm Pk | Shopping Ctr | Showroom | Trucking | Meeting Rooms | Meeting Rooms | Showroom | |
| Commercial | Hotel/Motel | Multi Tenant | Special Purpose | Comments | Warehouse | Computer Room | Computer Room | Exercise Room | |
| Daycare | Industrial | Office | | | Other | | | | |

| | | | | | | | | | |
|-------------------------|------------------|-----------------|--------------|-----------------|--------------------------|-------------|-----------------------|------------|----------|
| Inside Features: | Industrial Water | Elevator | Wash Rack | Under 12' Doors | Outside Features: | Sidewalks | Road Frontage: | City | Private |
| Conveyor | Freight Elevator | Smoke Detect | Heat Detect | Over 12' Doors | Part Fenced | Curb/Gutter | County | Other | |
| Security Light | Crane | Railroad Siding | Alarm System | Display Window | Full Fenced | Lights | State | None | |
| Truck Dock | Compressor | Drive-in Door | Comments | Ans Switchboard | Outside Storage | Comments | | Interstate | Comments |
| Dock Curtain | Sprinkler Wet | | | | Irrigation | | | | |
| Dock Leveler | Sprinkler Dry | | | | | | | | |

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|---------------------|----------------|-------------|----------------------|--------------------|---------------|----------------|----------------------|
| Tenant Pays: | Taxes | Water | Exterior Maintenance | Owner Pays: | Taxes | Water | Exterior Maintenance |
| All Utilities | Sewer | Common Area | Trash Removal | All Utilities | All Utilities | Sewer | Common Area |
| Electric | Insurance | Other | Comments | Electric | Electric | Insurance | Trash Removal |
| Gas | Interior Maint | Comments | | Gas | Gas | Interior Maint | Other |
| | | | | | | | Comments |

| | | | | | | | |
|-----------------------------|-----------|---------------|--------------|---------------|-------------|----------|-----------|
| Documents Available: | Survey | Appraisal | Aerial Photo | Copy of Lease | Feasibility | P & L's | Rent Roll |
| Oper Statement | Inventory | Cash Analysis | Deed | Floor Plan | Site Plan | Comments | |

Zoning (☑ up to two): Office Business Commercial Industrial Unzoned Nonconforming See Remarks

***Special Financing :** Yes No Comments

Financing Remarks: