



All fields marked with an asterisk () and Bold Text are required. (Lookup) fields provide a list from which to select. (Range) fields allow Low-to-High values for searching.

*TYPE <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	*Area: _____ (Primary Lookup) *Asking Price \$: _____ (8) (Range Search) *Address: _____ <small>St. # St. Dir. *Street Name</small> Address2: _____ (25) *City: _____ (Lookup) *State: _____ (2) *ZIP+4: _____	*STATUS <input type="checkbox"/> Active <input type="checkbox"/> Back on Market <input type="checkbox"/> Pending
*IDX <input type="checkbox"/> Yes <input type="checkbox"/> No	*FOR SALE or RENT <input checked="" type="checkbox"/> For Sale	

GENERAL INFORMATION	Approx Number of Acres: _____ (Float Range) Price Per Acre: _____ (Float Range)
	*List Agent/Office: _____ Phone: _____ List Agent/Office 2: _____ Phone: _____ List Agent/Office 3: _____ Phone: _____ Non-Member Agent: _____ (25)
	*Cooperating Broker % / \$: _____ (4) *Var Rate Comm (Y/N) _____ (Lookup)
	*Approx. Year Built: _____ (#2) (Range) Year Updated: _____ (#4) (Range)
	*Approx. Lot Size: _____ (25)
	*List Date: ____/____/____ *Expire Date: ____/____/____
	*County: _____ (Lookup) Zoning: _____ (Lookup)
	Enterprise Zone (Y/N): _____ (Lookup)
	*Lease Type: _____ (6)
	*Business: _____ (22) *RE (Y/N): _____ (Lookup) *Bus (Y/N): _____ (Lookup) *Both (Y/N): _____ (Lookup)
	*# of Truck Doors: _____ (#2) *Door Size: ____X____ & ____X____ (12) *Loading Dock (Y/N): _____ (Lookup) *Sprinkler (Y/N): _____ (Lookup)
	*Approx. Total SQFT: _____ (#4) (Range) *Approx Retail SQFT: _____ (#4) (Range)
	*Approx Office SQ FT: _____ (#4) (Range) *Approx. Warehouse SQT: _____ (#4) (Range)
	*Approx. Resident SQFT: _____ (#4) (Range) *Approx Other SQFT: _____ (#4) (Range)
	APPROX. SQFT: *Upper: _____ (#4) (Range) *Main: _____ (#4) (Range) *Lower: _____ (#4) (Range) *Ceiling Height: _____ (Float)
INCOME: *Rents: _____ (Float) *Sales: _____ (Float) *Misc: _____ (Float)	
EXPENES: *Insurance \$: _____ (Float) *Utilities \$: _____ (Float) *Rep. \$: _____ (Float)	
*Maintenance \$: _____ (Float) *Misc \$: _____ (Float)	
TOTALS: *Income: _____ (Float) *Expenses: _____ (Float) *Net Income: _____ (Float)	
*Township Code: _____ (Lookup) Subdivision: _____ (Lookup) *Tax ID: _____ (25)	
*Legal: _____ (100)	
*Possession: _____ (25)	
*Owners Name: _____ (25)	
*DBA: _____ (25)	
*Directions: _____ (200)	
Confidential Remarks: _____ (200)	

FINANCIAL	*Taxes: _____ (8) *Tax Year: _____ (#4) (Range)
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REMARKS	Remarks (4000 Characters Only) _____ _____ _____ _____
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INFORMATION BELIEVED ACCURATE BUT NOT GUARANTEED

Client Signature: _____
Confidential

Date: _____
Revised 10/11/07



Features: select all that apply.

A. EXTERIOR CONSTRUCTION

- 1 AL Aluminum
- 2 AS Asphalt Shingle
- 3 BK Brick
- 4 BV Brick Veneer
- 5 CD Cedar
- 6 CN Concrete
- 7 CB Concrete Block
- 8 DV Dryvit
- 9 FM Frame/Masonry
- 10 HB Hardboard
- 11 LG Log
- 12 MT Metal
- 13 SH Shake
- 14 SD Siding
- 15 SL Slate
- 16 SF Steel Frame
- 17 SS Steel Siding
- 18 ST Stone
- 19 SC Stucco
- 20 VY Vinyl Siding
- 21 VD Wood
- 22 WF Wood Frame

B. ROOF TYPE

- 1 AS Asphalt Shingle
- 2 BU Built-Up
- 3 FL Flat
- 4 GB Gable
- 5 GV Gravel
- 6 HP Hip
- 7 MN Mansard
- 8 MT Metal
- 9 RL Rolled
- 10 SL Slate
- 11 SP Sloping
- 12 TL Tile
- 13 VS Wood Shake

C. FLOOR TYPE

- 1 CR Carpets
- 2 CN Concrete
- 3 HW Hardwood
- 4 IN Inlaid
- 5 LN Linoleum
- 6 PR Parquet
- 7 RG Rug
- 8 SC Slate Ceramic
- 9 TL Tile
- 10 VN Vinyl
- 11 WD Wood

D. HEATING

- 1 BB Baseboard
- 2 EL Electric
- 3 FA Forced Air
- 4 GS Gas
- 5 HP Heat Pump
- 6 HW Hot Water
- 7 NT Natural
- 8 PR Propane
- 9 RH Radiant Heat
- 10 SP Space Heater
- 11 ST Steam
- 12 UH Unit Heater
- 13 NO None

E. COOLING

- 1 CN Central Air
- 2 FN Fans
- 3 WLA Wall Air
- 4 WND Window Air
- 5 NO None

F. WATER

- 1 CTY City
- 2 PRW Private Well
- 3 PB Public
- 4 NO None

G. SEWER

- 1 CTY City
- 2 PB Public
- 3 SE Septic
- 4 NO None

H. ELECTRICITY

- 1 440V 440 Volt
- 2 AG Above Ground
- 3 NA Not Available
- 4 SP Single Phase
- 5 3P Three Phase
- 6 TR Transformer
- 7 UG Under Ground

I. GAS

- 1 AV Available
- 2 IN Installed
- 3 NT Natural
- 4 NA Not Available
- 5 PR Propane

J. PARKING

- 1 1+ 10-May
- 2 11+ 20-Oct
- 3 20+ 20+
- 4 DR Driveway
- 5 FR Front
- 6 OS Off Street
- 7 ST Street
- 8 NO None

K. PARKING SURFACE

- 1 AS Asphalt
- 2 BT Blacktop
- 3 CN Concrete
- 4 GR Gravel

L. GARAGES

- 1 YS Yes
- 2 NO No
- 3 1 One
- 4 2 Two
- 5 3+ Three +

M. SHOWING INSTRUCTION

- 1 2H 2 Hour Notice
- 2 24H 24 Hour Notice
- 3 CA Call List Agent
- 4 CO Call List Office
- 5 OW Call Owner
- 6 SA Show Anytime

N. EXTRAS

- 1 AB Additional Building
- 2 AD Auditorium
- 3 CC Cathedral Ceiling
- 4 FN Fenced
- 5 TD Tear Down

O. TYPES

- 1 BR Bar
- 2 CH Church
- 3 MT Motel
- 4 OF Office
- 5 PR Professional
- 6 RS Restaurant
- 7 RT Retail
- 8 SR Service

P. DOCUMENTS ON FILE

- 1 APP Appraisal
- 2 COV Covenants & Restrictions
- 3 PPI Property Inspection
- 4 LES Leases
- 5 MD Mold Disclosure
- 6 PRD Property Disclosure
- 7 SOIL Soil Test
- 8 SUV Survey
- 9 ONL Online

Q. LOCK BOX LOCATION

- 1 BK Back
- 2 FR Front
- 3 GM Gas Meter
- 4 RL Railings
- 5 SD Side
- 6 NO None

ZZ. INTERNET

- 1 DNT Do Not Transmit