

All fields marked with an asterisk () and **Bold Text** are required.

STANDARD INFORMATION	<p>* TYPE(S)</p> <p><input type="checkbox"/> Bar/Tavern <input type="checkbox"/> Industrial <input type="checkbox"/> Investment <input type="checkbox"/> Land & Farm <input type="checkbox"/> Office <input type="checkbox"/> Multi-Family <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Warehouse <input type="checkbox"/> Other</p> <p><small>After selecting the "TYPE" of Commercial Listing, fill out the "GENERAL" section and then proceed to the section for the selected "TYPE".</small></p>	<p>1 * Area/Tract: _____ * For Sale: <input type="checkbox"/> Yes <input type="checkbox"/> No * For Lease: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2 * County: _____ * Listing Price \$: _____ <small>(Enter \$0 for Lease ONLY)</small></p> <p>3 * Address: _____ <small>Street # St. Dir. * Street Name * Street Type</small></p> <p>4 Additional Street #: _____ Lot # / Unit # _____</p> <p>5 * City: _____ * State: _____ * ZIP: _____</p> <p>6 Lockbox Serial Number: _____</p>	<p>*STATUS</p> <p><input type="checkbox"/> Active <input type="checkbox"/> Auction <input type="checkbox"/> FNOE <input type="checkbox"/> Coming Soon Activation Date: _____</p> <p><input type="checkbox"/> Pending (No Showings) <input type="checkbox"/> Pending Continue to Show <input type="checkbox"/> Sold</p>
	GENERAL INFORMATION	<p>7 * Directions to Property: _____</p> <p>8 Lake: _____</p> <p>9 * Parcel 1: _____ Parcel 2: _____</p> <p>10 Parcel 3: _____ Parcel 4: _____</p> <p>11 * Annual Taxes: _____ Tax Year: _____ Exemptions: _____ Tax Incentive: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> <p>12 Owner Name: _____ Owner Phone: _____</p> <p>13 Owner Name 2: _____ Owner Phone 2: _____</p> <p>14 * List Agent: _____ List Team: _____ Appt. Phone: _____</p> <p>15 Co- List Agent: _____ Other List Agent: _____</p> <p>16 * Listing Type: <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 With Exemptions <input type="checkbox"/> Marketing Agreement</p> <p>17 "NOT FOR CIE" * Co-Op Comp (Sale): _____ "NOT FOR CIE" * Co-Op Comp (Lease): _____</p> <p>18 Lease Renewal: _____ Subsequent Sale to Tenant: <input type="checkbox"/> Yes <input type="checkbox"/> No * Zoning: _____ Underground Storage Tanks: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>19 * Dual/Variable Commission: <input type="checkbox"/> Yes <input type="checkbox"/> No * Include on Internet: <input type="checkbox"/> Yes <input type="checkbox"/> No * IDX Include: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes-Without Address</p> <p>20 * Include Internet Address: <input type="checkbox"/> Yes <input type="checkbox"/> No * Include Internet AVM: <input type="checkbox"/> Yes <input type="checkbox"/> No * Include Internet Comments: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>21 Unbranded Virtual Tour: _____ Unbranded Virtual Tour #2: _____</p> <p>22 Branded Virtual Tour: _____ Branded Virtual Tour #2: _____</p> <p>23 Short Sale: <input type="checkbox"/> Yes <input type="checkbox"/> No Foreclosure: <input type="checkbox"/> Yes <input type="checkbox"/> No Also Reference MLS #: _____</p> <p>24 * List Date: _____ * Expire Date: _____ NDA (Non Disclosure Required): <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>25 * Agent Owned: <input type="checkbox"/> Yes <input type="checkbox"/> No * Agent Related To Owner: <input type="checkbox"/> Yes <input type="checkbox"/> No * Agent Is Designated Managing Broker: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>26 Approx Lot SQFT: _____ Lot Dimensions: _____</p> <p>27 Irregular Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No Lot Size Remarks: _____</p> <p>28 * Approx Acreage: _____ 100 Year Flood Plain: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown * Lease Type: <input type="checkbox"/> Gross <input type="checkbox"/> Net <input type="checkbox"/> Other</p> <p>29 Lease \$/Mo.: _____ Lease \$/SQFT: _____ Lease \$/SQFT Annual: _____</p> <p>30 Est. CAM \$/SQFT: _____ Est Taxes/SQFT: _____ Est Insurance/SQFT: _____</p> <p>31 * Total Pass Through Cost: _____ Gas Company: _____ Electric Company: _____</p> <p>32 Water Company: _____ # Parking Spaces Allocated: _____ Year Built: _____</p> <p>33 # of Buildings: _____ Building Name: _____ * Total Bldg SQFT: _____</p> <p>34 * Available SQFT: _____ Est. Min Ceiling Ht: (FT) _____ (IN) _____ Est. Max Ceiling Ht: (FT) _____ (IN) _____</p> <p>35 Landlord Contributes/Tenant Improvements: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Negotiable</p> <p>36 Handicap Modified: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Sprinkler: <input type="checkbox"/> Yes <input type="checkbox"/> No Security System: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>37 Assets Included (FF&E): _____</p> <p>38 * Seller Operating Recording Devices: <input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> None Virtually Staged: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

INDUSTRIAL	39 Fenced: <input type="checkbox"/> Yes <input type="checkbox"/> No	Avail Mnf / Warehouse SQFT: _____	Available Office SQFT: _____
	40 # Drive-In Doors: _____	# Dock Doors: _____	
	41 # Rail Doors: _____	3 Phase: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
RETAIL	42 Loading Dock: <input type="checkbox"/> Yes <input type="checkbox"/> No _____		
LAND & FARM	43 Fenced: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lease \$ / Acre: _____	* Farm: <input type="checkbox"/> Yes <input type="checkbox"/> No
	44 * Section: _____	* Township: _____	* Range: _____
	45 * FSA Acres Tillable: _____	Acres Permanent Pasture: _____	Other Acres: _____
	46 * FSA Crop Base: _____	Crop Share Lease: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	47 High School District: _____	Seller / Quiet Tenant Farm Rights: <input type="checkbox"/> Yes <input type="checkbox"/> No	Tenant Farming Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No
	48 Ten Farm Agrmt Is Signed Doc: <input type="checkbox"/> Yes <input type="checkbox"/> No	Corn Suitability Rating / PI: _____	CRP: <input type="checkbox"/> Yes <input type="checkbox"/> No
MULTIFAM	49 Garages: <input type="checkbox"/> Yes <input type="checkbox"/> No _____	Total # Units: _____	
	50 Common Laundry: <input type="checkbox"/> Yes <input type="checkbox"/> No	Individual Laundry: <input type="checkbox"/> Yes <input type="checkbox"/> No	
BAR/TAVERN/ RESTAURANT	52 # Seats: _____	Bar: <input type="checkbox"/> Yes <input type="checkbox"/> No _____	FF&E Included: <input type="checkbox"/> Yes <input type="checkbox"/> No
	53 Kitchen SQFT or %: _____	Seating Area SQFT or %: _____	Est. Min Ceiling Ht: (FT) _____ (IN) _____
	54 Walk In Cooler: <input type="checkbox"/> Yes <input type="checkbox"/> No	Walk In Freezer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Gaming Room/Area: <input type="checkbox"/> Yes <input type="checkbox"/> No
	55 Outdoor Dining/Patio: <input type="checkbox"/> Yes <input type="checkbox"/> No		
INVESTMENT	56 Gross Operating Inc: _____	Total Operating Exp: _____	Net Operating Inc: _____
	57 Projected Inc: _____	Actual Inc: _____	Historical Inc: _____
	58 Projected Exp: _____	Actual Exp: _____	Historical Exp: _____
	System will calculate Net Operating Income From Agent-Provided Gross Operating Income & Total Operating Expense.		
REMARKS	59 Public Remarks (1000): _____ _____ _____		
	60 Agent Remarks (400): _____ _____ _____		
	61 Office Remarks (400, Visible To Listing Firm Only): _____ _____ _____		

Select All That Apply For: **BAR / TAVERN**
INDUSTRIAL / INVESTMENT / LAND & FARM / OFFICE / MULTI-FAMILY RESTAURANT / RETAIL / WAREHOUSE / OTHER

Select All That Apply For:
BAR / TAVERN / INDUSTRIAL / INVESTMENT / OFFICE / MULTI-FAMILY RESTAURANT / RETAIL / WAREHOUSE / OTHER

<p>AA. LOCATION (R)</p> <ol style="list-style-type: none"> Downtown Industrial Area Industrial Park Neighborhood Office Park Rural Shopping Mall Strip Center Suburban Other Location <p>AB. FRONTAGE/ACCESS (R)</p> <ol style="list-style-type: none"> City Street Corner Lot County Road Cul-De-Sac Easement Frontage Road Gravel Road Inside Lot Interstate Paved 2 Lane Paved 4 Lane Paved 6 Lane State Road Township Road Unpaved Other Frontage / Access <p>AC. OTHER ACCESS</p> <ol style="list-style-type: none"> Rail Serv Available Rail Spur On Site River Access River Dock None <p>AD. SEWER SOURCE (R)</p> <ol style="list-style-type: none"> Aerator Lagoon Public Sewer Sand Filter Septic None Other Sewer Available <p>AE. OWNERSHIP (R)</p> <ol style="list-style-type: none"> Corporation Estate Gen Partnership Government Individual Joint Tenant Limited Partnership LLC Trust Other Ownership <p>AF. AVAIL AT LIST OFF</p> <ol style="list-style-type: none"> Aerial Photo Appraisal Approved Perc Test Approved Plat Map Demographics Environmental Survey Flood Map Lease(s) Legal Description Pre Plat Map Restrictions / Covenants Soil Survey Special Easement Survey Tile Map Topo Map Traffic Counts None Other Docs 	<p>AG. TAX INCENTIVE (R)</p> <ol style="list-style-type: none"> Enterprise Zone Foreign Trade Zone Hub Zones In City Limit Tax Abatement TIF District None Other Tax Incentive <p>AH. POSSIBLE FINANCING (R)</p> <ol style="list-style-type: none"> Cash Conventional Mortgage Assumption Negotiable Seller Finance Subj to Tenants Rights None Other Poss Financing <p>AI. SHOWING INSTR (R)</p> <ol style="list-style-type: none"> 24 Hour Notice Agency Combination Box Alarm Appointment Only Call Listing Office Combination Box Contact LA Electronic Keybox/Keysafe Key in LO No Sign On Property Sign On Property Text Listing Agent Vacant Other Showing Instr <p>AJ. WATER SUPPLY (R)</p> <ol style="list-style-type: none"> Cistern City Available City On Premises Municipal/City Private Well Shared Well Sub-Pump/Shallow Tap Fee None Other Water Supply 	<p>CA. SALE/LEASE INCLUDES (R)</p> <ol style="list-style-type: none"> Building Business Inventory Land License/Permits Other Sale/Lease <p>CB. HEATING (R)</p> <ol style="list-style-type: none"> Electric Forced Air Fuel Oil Gas GeoThermal Heat Pump Hot Water Individual Units Office Only Partial Propane Radiant Base Radiant Ceiling Solar Space Heater Steam Wall Furnace Wood Zones None Other Heating <p>CC. COOLING (R)</p> <ol style="list-style-type: none"> Ceiling Hung Central Air Chiller Tower GeoThermal Heat Pump Individual Control Individual Units Office Only Partial Wall/Window Water None Other Cooling <p>CD. WALL CONSTRUCTION (R)</p> <ol style="list-style-type: none"> Aluminum Block Brick Frame Masonry Steel / ST Frame Steel / WD Frame Tiltup Concrete Other Wall Construction <p>CE. FLOORING (R)</p> <ol style="list-style-type: none"> Carpeted Concrete Reinforced Concrete Terazzo Tile / Vinyl Wood Other Flooring <p>CF. ROOF CONSTRUCTION (R)</p> <ol style="list-style-type: none"> Asphalt/Fiberglass Comp Roll Comp Shingle Flat Membrane Metal Rolled Slate Sloped Tar / Gravel Tile Wood / Shingle / Shake Other Roof Construction 	<p>CG. EXTERIOR FINISH (R)</p> <ol style="list-style-type: none"> Aluminum Block Brick Concrete EFIS Glass Log Ornamental Block Steel Stone Stucco Vinyl Wood Siding Other Exterior Finish <p>CH. TERMS / LEASE (R)</p> <ol style="list-style-type: none"> 2 Years 3 Years 4 Years 5 Years Indexed Rent Increase Insurance Stops Month to Month Percent Lease Percent Rent Increase Renewal Option Tax Stops Utilities Stops Yearly N/A Other Terms / Lease <p>CI. OWNER PAYS</p> <ol style="list-style-type: none"> All Common Area Common Area Maint Cooling Electric Gas Heating Insurance Internal Maintenance Janitorial Management Real Estate Taxes Roof Snow / Lawn Special Assessment Structural Maintenance Trash Water / Sewer N/A None Owner Pays Other <p>CJ. TENANT PAYS</p> <ol style="list-style-type: none"> All Common Area Common Area Maint Cooling Electric Gas Heating Insurance Internal Maintenance Janitorial Management Real Estate Taxes Roof Snow / Lawn Special Assessment Structural Maintenance Trash Water / Sewer N/A None Tenant Pays Other 	<p>CK. INSULATION (R)</p> <ol style="list-style-type: none"> Floors Partial Party Walls Roof Side Walls Sound Unknown None Other Insulation <p>CL. BUILDING DESC (R)</p> <ol style="list-style-type: none"> 1 Story 2 Story 3 Story 4 Story 5 Story 6 Story Basement Free Standing Multi-Tenant Over 6 Story Single Tenant Other Bldg. Description <p>CM. AMENITIES</p> <ol style="list-style-type: none"> Cable Community WiFi Computer Cabling Fiber Optics Wireless Internet Other Amenities <p>CN. MISCELLANEOUS</p> <ol style="list-style-type: none"> Club House Pets Approved Pool Resident Manager <p>CO. PROPERTY USE</p> <ol style="list-style-type: none"> Anchor Business Park Community Center Daycare Facility/Nursery Distribution Warehouse Flex Space Free Standing Building Government Manufacturing Medical Office Neighborhood Center Office Building Office Showroom Outlet Center Post Office Power Center R&D Refrigerated/Cold Storage Regional Center/Mall Retail Ped Self/Mini-Storage Service/Gas Station Street Retail Strip Center Super Regional Center Theme/Festival Center Truck Terminal Vehicle Related Warehouse Other Property Use
--	---	---	--	--

MLS # _____

Select All That Apply For:
LAND AND FARM

Select All That Apply For:
LAND WITH A HOUSE

<p>FA. PROPERTY TYPE/USE (R)</p> <ol style="list-style-type: none"> 1. Agricultural 2. Commercial 3. Industrial 4. Residential 5. Other Prop. Type/Use <p>FB. LAND DESCRIPTION (R)</p> <ol style="list-style-type: none"> 1. Creek 2. Gently Rolling 3. Lake 4. Level 5. Part Wooded 6. Pond 7. Ravine 8. River 9. Rolling 10. Sloping 11. Spring 12. Timber 13. Wooded 14. Other Land Descr. <p>FC. EASEMENTS / RESTR (R)</p> <ol style="list-style-type: none"> 1. Access 2. Air Rights 3. Drainable 4. Govt. Program 5. Mineral Rights 6. Pipe Line 7. Power Line 8. Railroad Easements 9. Road 10. Unknown 11. Utilities 12. Other Easements/Restr. <p>FD. UTILITIES ONSITE(R)</p> <ol style="list-style-type: none"> 1. Electric 2. Gas 3. Phone 4. Sewer 5. Water 6. None 7. Other Utilities <p>FE. OPTIONS (R)</p> <ol style="list-style-type: none"> 1. Build to Suit 2. Exchange 3. Option Possible 4. Option for Sale 5. Owner Will Partition 6. Sublease 7. Other Options <p>FF. LEASE INFO</p> <ol style="list-style-type: none"> 1. Air Rt. Leased 2. Billboard Lease 3. Cropland Leased 4. Mineral Leased 5. Pasture Leased 6. Recreation Leased 7. Surface Leased 8. Tenant Rights 9. Timber Leased 10. Unleased 11. Other Lease Info. <p>FG. SALE OPTIONS</p> <ol style="list-style-type: none"> 1. Build to Suit 2. Entire Parcel 3. Individual Lots 4. Owner Will Partition 5. Will Subdivide 6. Other Sale Options 	<p>FH. FARM TYPE</p> <ol style="list-style-type: none"> 1. Cattle 2. Dairy 3. Diversified 4. Grain 5. Hog 6. Horse 7. Orchard 8. Pasture 9. Poultry 10. Sheep 11. Other Farm Type <p>FI. FARM IMPROVEMENTS</p> <ol style="list-style-type: none"> 1. Backup Power 2. Barn 3. Concrete Slab(s) 4. Corn Crib(s) 5. Cross Fenced 6. Drying Facility 7. Feeding Facility 8. Fenced 9. Fencing Agreement 10. Fully Tiled 11. Garage 12. Gov't Programs 13. Grain Storage 14. Hydrants All Weather 15. Irrigation System 16. Livestock Conf 17. LP Tank Owned 18. LP Tank Leased 19. Machine Storage 20. Mobile Home 21. Natural Drainage 22. Partially Fenced 23. Partially Tiled 24. Sealed Silo 25. Shop 26. Solar Pump 27. Stable 28. Storage 29. Unfenced 30. Unsealed Silo 31. None 32. Other Improvements <p>FJ. FARM RESIDENCE</p> <ol style="list-style-type: none"> 1. 1 Bath 2. 1+ Baths 3. 2 Bedroom 4. 3 Bedroom 5. 4+ Bedroom 6. 1 ½ Story 7. 2 Story 8. 0-20 Years 9. 20-40 Years 10. 40+ Years 11. Bungalow 12. Manufactured Home 13. Mobile Home 14. Ranch 15. Split Foyer 16. None 17. Other Farm Residence 	<p>FK. ADD'L AMENITIES</p> <ol style="list-style-type: none"> 1. Dock Levelers 2. Emergency Lights 3. Intercom 4. Loading Dock 5. Overhead Doors 6. Satellite Dish 7. See Remarks 8. Smoke Detector 9. Sprinkler Sys Fire Dry 10. Sprinkler Sys Fire Wet 11. Spring Sys Yard 12. None <p>FL. ELECTRIC</p> <ol style="list-style-type: none"> 1. 60 Amp Box 2. 100 Amp Box 3. 150 Amp Box 4. 200 Amp Box 5. 400 Amp Box 6. 600 Amp Box 7. 3 Phase 8. Other Electric
--	--	--

<p>HA. CONSTRUCTION</p> <ol style="list-style-type: none"> 1. Block 2. Brick 3. Factory Built 4. Framed Off Site 5. Framed On Site 6. Log 7. Pole Barn 8. Post Frame Constr. 9. Steel Stud 10. Other <p>HB. FOUNDATION</p> <ol style="list-style-type: none"> 1. Basement 2. Crawl 3. Piers 4. Slab 5. Other Foundation <p>HC. BASEMENT</p> <ol style="list-style-type: none"> 1. Block 2. Cellar 3. Finished 4. Full 5. No Basement 6. Partial 7. Partially Finished 8. Poured 9. Unfinished 10. Walk Out 11. Other Basement <p>HD. FLOOR COVERING</p> <ol style="list-style-type: none"> 1. Carpet 2. Ceramic Tile 3. Concrete 4. Granite 5. Laminate 6. Reinforced 7. Slate 8. Vinyl 9. Wood 10. Other Floor Covering
--