

• Indicates Required information ( ) Indicates Maximum Choice

**LISTING #**

**ADDRESS**

• **County** \_\_\_\_\_ • **City** \_\_\_\_\_ • **ZIP Code** \_\_\_\_\_ + 4

• **Area** \_\_\_\_\_ • **Community/District** \_\_\_\_\_

• **Street # (HSN)** \_\_\_\_\_ **Modifier** \_\_\_\_\_ **Direction** \_\_\_\_\_ • **Street Name** \_\_\_\_\_

**Suffix** \_\_\_\_\_ **Post Direction** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**LISTING**

\$ \_\_\_\_\_

• **Listing Price** \_\_\_\_\_ • **Listing Date** \_\_\_\_\_ • **Expiration Date** \_\_\_\_\_ • **Tax ID#** \_\_\_\_\_ • **Preliminary Title Ordered** \_\_\_\_\_

**LOCATION**

**Lot Number** \_\_\_\_\_ **Block** \_\_\_\_\_

**MAP BOOK** \_\_\_\_\_ **Map Page** \_\_\_\_\_ **Top Map Coord.** \_\_\_\_\_ **Side Map Coord.** \_\_\_\_\_

**PROPERTY INFORMATION**

**Year Built** \_\_\_\_\_ **Effective Year Built** \_\_\_\_\_ **Effective Year Built Source** \_\_\_\_\_

**Lot Size (Square Feet)** \_\_\_\_\_ **Lot Size Source** \_\_\_\_\_

• **Show Map Link** \_\_\_\_\_ • **Internet Advertising** \_\_\_\_\_ • **Show Address to Public** \_\_\_\_\_ • **Prohibit Blogging** \_\_\_\_\_ • **Allow Automated Valuation** \_\_\_\_\_

• **SOC (Selling Office Com.)** \_\_\_\_\_ **Selling Office Commission Comments (40 characters maximum)** \_\_\_\_\_

**OWNER'S INFORMATION**

• **Owner Name** \_\_\_\_\_ **Owner Name 2** \_\_\_\_\_ • **Owner's Phone** \_\_\_\_\_ • **Phone to Show** \_\_\_\_\_

• **Owner's City and State** \_\_\_\_\_

• **3rd Party Approval Required (2)**  
 None  Short Sale  
 Other - See Remarks

• **Bank Owned/REO** \_\_\_\_\_ • **Auction** \_\_\_\_\_

**Virtual Tour URL (Please include http://)** \_\_\_\_\_

**BROKER INFORMATION**

• **LAG** \_\_\_\_\_ **Broker Name and Phone** \_\_\_\_\_ **Listing Firm - ID#** \_\_\_\_\_ **Firm Name and Phone** \_\_\_\_\_  
Listing Broker ID#

**Co Broker - ID#** \_\_\_\_\_ **CO Broker Name and Phone** \_\_\_\_\_ **Co Firm - ID#** \_\_\_\_\_ **Co Firm Name and Phone** \_\_\_\_\_

INITIALS:

\_\_\_\_\_  
 Seller Date Seller Date Broker Date

**Listing Address:** \_\_\_\_\_

**LAG #** \_\_\_\_\_

**LISTING INFORMATION**

• **Form 17**

**Right of First Refusal**

• **Possession (3)**

- Closing
- Negotiable
- See Remarks
- Sub. Tenant's Rights

• **Showing Information (5)**

- Appointment
- Call Listing Office
- Owner-Call First
- See Remarks
- Vacant
- View with Discretion

**Potential Terms (8)**

- Assumable
- Cash Out
- Conventional
- Lease/Purchase
- Owner Financing
- Rehab Loan
- See Remarks
- Variable Price Lstg

**General Zoning Classification (6)**

- Agricultural
- Business
- Commercial
- Farm & Ranch
- Forestry
- Industrial
- Industrial-Light
- Multi-Family
- Office
- Residential
- Retail
- See Remarks

• **Zoning Jurisdiction**

**FINANCIAL INFORMATION**

<b>Tax Expenses</b>	\$ _____	<b>Tax Year</b>	_____
<b>Insurance Expenses</b>	\$ _____	<b>Gross Scheduled Income</b>	\$ _____
<b>Water/Sewage/Garbage</b>	\$ _____	<b>Vacancy Rate</b>	_____ %
<b>Electrical Expenses</b>	\$ _____	<b>Gross Adjusted Income</b>	\$ _____
<b>Heating Expenses</b>	\$ _____	<b>Total Expenses (from TEX)</b>	\$ _____
<b>Other Expenses</b>	\$ _____	<b>Net Operating Income</b>	\$ _____
<b>Total Expenses</b>	\$ _____	<b>Cap Rate (NOI div by LP)</b>	_____ %
		<b>Gross Rent Multiplier</b>	_____ % (LP div by GSI)

**SITE INFORMATION**

_____	\$ _____	\$ _____
<b>Lot Dimensions</b>	<b>Land Assessed Value</b>	<b>Improvements Assessed Value</b>
\$ _____	_____	_____
<b>Total Assessed Value</b>	<b>Year Value Assessed</b>	<b>Free &amp; Clear</b>

**ADD'L SITE INFORMATION**

**Sewer (2)**

- Available
- Sewer Connected
- Septic

**Site Frontage (Feet)** \_\_\_\_\_

**Depth of Lot** \_\_\_\_\_

**Environmental Survey** \_\_\_\_\_

**Boundary Survey** \_\_\_\_\_

**Expansion Area** \_\_\_\_\_

**Pad Ready** \_\_\_\_\_

**No. of Available Pads** \_\_\_\_\_

**Total Covered Parking** \_\_\_\_\_

**Total Uncovered Parking** \_\_\_\_\_

**Water Source (3)**

- Community
- Individual Well
- Lake
- Private
- Public
- See Remarks
- Shared Well
- Shares
- Well Needed

**Topography (3)**

- Level
- Sloped
- Wooded

INITIALS:

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker

\_\_\_\_\_  
Date

**Listing Address:** \_\_\_\_\_

**LAG #** \_\_\_\_\_

**BUILDING INFORMATION**

**Approx. Office Square Feet** \_\_\_\_\_

**Approx. Whse/Mfg Square Feet** \_\_\_\_\_

**Approx. Bldg Square Feet** \_\_\_\_\_

\$ \_\_\_\_\_

**Association Dues** \_\_\_\_\_

• **Style Code** \_\_\_\_\_

**Foundation (3)**

- Concrete Block
- Concrete Ribbon
- Post & Block
- Post & Pillar
- Poured Concrete
- See Remarks
- Slab
- Tie down

**Loading (4)**

- 1-3 Bays
- 4-6 Bays
- 7+ Bays
- 10' Doors
- 10'-15' Doors
- 15" Doors
- Dock High
- Grade
- Ramp

**Roof (3)**

- Built-up
- Cedar Shake
- Composition
- Flat
- Green (Living)
- Metal
- See Remarks
- Tile
- Torch Down

**Exterior (4)**

- Brick
- Cement/Concrete
- Metal/Vinyl
- See Remarks
- Stone
- Stucco
- Tilt-Up
- Wood
- Wood Products

**Column Spacing** \_\_\_\_\_

**Ceiling Height** \_\_\_\_\_

**Building Condition** \_\_\_\_\_

**INTERIOR INFORMATION**

**Energy Source (6)**

- Electric
- Geothermal
- Ground Source
- Natural Gas
- Oil
- Pellet
- Propane
- See Remarks
- Solar Hot Water
- Solar PV
- Wood

**Heating/Cooling (8)**

- 90%+ High Efficiency
- Baseboard
- Ductless HP-Mini Split
- Forced Air
- Heat Pump
- HEPA Air Filtration
- Hot Water Recirc Pump
- HRV/ERV System
- Insert
- Radiant
- Radiator
- Stove/Free Standing
- Tankless Water Heater
- Wall

**Floor Covering (5)**

- Ceramic Tile
- Concrete
- Fir/Softwood
- Hardwood
- See Remarks
- Slate
- Vinyl
- Wall to Wall Carpet

**Features (8)**

- Disabled Access
- Elevator
- Leased Fixtures
- Satellite
- Signage Included
- Sprinklered
- Storage
- Tenant Association

**UTILITY / COMMUNITY**

**Water Company** \_\_\_\_\_

**Power Company** \_\_\_\_\_

**Sewer Company** \_\_\_\_\_

**GREEN BUILDING INFO**

**Green Certification (3)**

- LEED™
- Northwest ENERGY STAR®
- Other - See Remarks

LEED™ \_\_\_\_\_

Northwest ENERGY STAR® \_\_\_\_\_

**Construction Methods (2)**

- Advanced Wall
- Double Wall
- Ins. Concrete Form (ICF)
- Post & Beam
- Standard Frame
- Steel & Concrete
- Strawbale
- Structural Ins. Panel (SIPs)
- Tilt-up

**EPS Energy Score** (0-99,999kWh) \_\_\_\_\_

**HERS Index Score** (0-150) \_\_\_\_\_

INITIALS:

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker

\_\_\_\_\_  
Date

**Listing Address:** \_\_\_\_\_

**LAG #** \_\_\_\_\_

**TENANT INFORMATION**

<b>UN1</b> Tenant 1 Descrp. _____	<b>UN2</b> Tenant 2 Descrp. _____	<b>UN3</b> Tenant 3 Descrp. _____
<b>SF1</b> Approx. Sq.Ft. _____	<b>SF2</b> Approx. Sq.Ft. _____	<b>SF3</b> Approx. Sq.Ft. _____
<b>LX1</b> Lease Expiration _____	<b>LX2</b> Lease Expiration _____	<b>LX3</b> Lease Expiration _____
<b>RN1</b> Base Rent/Month \$ _____	<b>RN2</b> Base Rent/Month \$ _____	<b>RN3</b> Base Rent/Month \$ _____
<b>NN1</b> Est. NNN/Month _____	<b>NN2</b> Est. NNN/Month _____	<b>NN3</b> Est. NNN/Month _____
<b>US1</b> Type of Use _____	<b>US2</b> Type of Use _____	<b>US3</b> Type of Use _____
<b>UN4</b> Tenant 4 Descrp. _____	<b>UN5</b> Tenant 5 Descrp. _____	<b>UN6</b> Tenant 6 Descrp. _____
<b>SF4</b> Approx. Sq.Ft. _____	<b>SF5</b> Approx. Sq.Ft. _____	<b>SF6</b> Approx. Sq.Ft. _____
<b>LX4</b> Lease Expiration _____	<b>LX5</b> Lease Expiration _____	<b>LX6</b> Lease Expiration _____
<b>RN4</b> Base Rent/Month \$ _____	<b>RN5</b> Base Rent/Month \$ _____	<b>RN6</b> Base Rent/Month \$ _____
<b>NN4</b> Est. NNN/Month _____	<b>NN5</b> Est. NNN/Month _____	<b>NN6</b> Est. NNN/Month _____
<b>US4</b> Type of Use _____	<b>US5</b> Type of Use _____	<b>US6</b> Type of Use _____

\$ _____	\$ _____	\$ _____
<b>Total Square Feet Rented</b>	<b>Total Monthly Rent</b>	<b>Total Monthly NNN</b>

**REMARKS**

**Marketing Remarks.** CAUTION! The comments you make in the following lines are limited to descriptions of the land and improvements only. These remarks will appear in the client handouts and websites. (500)

**Confidential Broker-Only Remarks.** Comments in this category are for broker's use only. (250)

• **Driving Directions to Property** (200)

INITIALS: \_\_\_\_\_  
 Seller Date Seller Date Broker Date