

# New York State Alliance of MLS's - Commercial/Industrial

Commercial/Industrial --- For Member Use Only ® Denotes a Required Field

6/19

## LOCATION INFORMATION

<input type="checkbox"/> <b>VRP</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>List Price</b>	<input type="checkbox"/> <b>County</b>	<input type="checkbox"/> <b>State</b> <input type="checkbox"/> NY - New York <input type="checkbox"/> OO - Other, Non NYS, Non McKean PA <input type="checkbox"/> OT - Other, International <input type="checkbox"/> PA - Pennsylvania	<input type="checkbox"/> <b>Street #</b>	<input type="checkbox"/> <b>Street Name</b>
<input type="checkbox"/> <b>Tax Map Number</b>	<input type="checkbox"/> <b>Area</b>	<input type="checkbox"/> <b>Town or City</b>	<input type="checkbox"/> <b>Village</b>	<input type="checkbox"/> <b>Postal City</b>	<input type="checkbox"/> <b>Zip Code</b>
<input type="checkbox"/> <b>Gross Square Footage</b>	<input type="checkbox"/> <b># of Acres</b>	<input type="checkbox"/> <b>Lot #</b>	<input type="checkbox"/> <b>Year Built</b>	<input type="checkbox"/> <b>Lot Depth</b>	<input type="checkbox"/> <b>Lot Sq. Footage</b>
<input type="checkbox"/> <b>Nearest Cross Street</b>	<input type="checkbox"/> <b>Lot Shape</b> <input type="checkbox"/> Circular <input type="checkbox"/> Flag <input type="checkbox"/> Irregular <input type="checkbox"/> Pie <input type="checkbox"/> Rectangular	<input type="checkbox"/> <b>Year Built</b>	<input type="checkbox"/> <b>Lot Frontage</b>	<input type="checkbox"/> <b>Year Built Description</b> <input type="checkbox"/> Existing <input type="checkbox"/> Existing Unknown <input type="checkbox"/> New Build <input type="checkbox"/> To Be Built <input type="checkbox"/> Under Construction (60-90 Days)	<input type="checkbox"/> <b>Pre Direction</b> <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West
<input type="checkbox"/> <b>Subdivision / Community</b>	<input type="checkbox"/> <b>Type of Sale</b> Choose up to 4 <input type="checkbox"/> Auction <input type="checkbox"/> Bank Owned / REO <input type="checkbox"/> Co-Op <input type="checkbox"/> Estate <input type="checkbox"/> HUD or Govt Owned <input type="checkbox"/> Normal <input type="checkbox"/> Relocation <input type="checkbox"/> Short Sale <input type="checkbox"/> Trust	<input type="checkbox"/> <b>On Waterfront</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>Waterfront Description</b> <input type="checkbox"/> Bay <input type="checkbox"/> Canal <input type="checkbox"/> Cape <input type="checkbox"/> Channel <input type="checkbox"/> Falls <input type="checkbox"/> Harbor	<input type="checkbox"/> <b>Post Direction</b> <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West	<input type="checkbox"/> <b>Street Type</b> <input type="checkbox"/> Avenue <input type="checkbox"/> Lane <input type="checkbox"/> Boulevard <input type="checkbox"/> Circle <input type="checkbox"/> Court <input type="checkbox"/> Cove <input type="checkbox"/> Crescent <input type="checkbox"/> Crest <input type="checkbox"/> Crossing <input type="checkbox"/> Drive <input type="checkbox"/> Extension <input type="checkbox"/> Highway <input type="checkbox"/> Park <input type="checkbox"/> Parkway <input type="checkbox"/> Place <input type="checkbox"/> Ridge <input type="checkbox"/> Rise <input type="checkbox"/> Road <input type="checkbox"/> Street <input type="checkbox"/> Terrace <input type="checkbox"/> Trail <input type="checkbox"/> Turnpike <input type="checkbox"/> Way
<input type="checkbox"/> <b>City Neighborhood</b>	<input type="checkbox"/> <b>School District Name</b>	<input type="checkbox"/> <b>High School</b>	<input type="checkbox"/> <b>Middle School</b>	<input type="checkbox"/> <b>Elementary School</b>	<input type="checkbox"/> <b>Waterfront Name</b>
<input type="checkbox"/> <b>Island</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>Island Name</b>				

## LISTING OFFICE INFORMATION

<input type="checkbox"/> <b>Listing Agent ID</b>	<input type="checkbox"/> <b>Co-Listing Agent ID</b>	<input type="checkbox"/> <b>Lockbox Serial #</b>	<input type="checkbox"/> <b>Showing/Appt #</b>	<input type="checkbox"/> <b>Showing Instructions</b> Choose up to 4 <input type="checkbox"/> Call Agent to Register <input type="checkbox"/> Call List Agent for Showing Instructions <input type="checkbox"/> Call Owner/Tenant <input type="checkbox"/> Contingent Upon Sale of Property <input type="checkbox"/> Email List Agent <input type="checkbox"/> HUD Master Key <input type="checkbox"/> Key at Listing Office <input type="checkbox"/> Lockbox - 24 hour Access <input type="checkbox"/> Lockbox - Call First <input type="checkbox"/> Lockbox - Must Make Appt <input type="checkbox"/> Lockbox - Timed Access <input type="checkbox"/> Lockbox - Vacant <input type="checkbox"/> Online Showing Service <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Tenant Occupied <input type="checkbox"/> Text List Agent
<input type="checkbox"/> <b>Showing/Appt Description</b> <input type="checkbox"/> Agent <input type="checkbox"/> Co-List Agent <input type="checkbox"/> Appointment Service <input type="checkbox"/> Office <input type="checkbox"/> Other Remarks <input type="checkbox"/> Owner	<input type="checkbox"/> <b>Owner 1 First Name</b>	<input type="checkbox"/> <b>Middle Initial</b>	<input type="checkbox"/> <b>Owner 1 Last Name</b>	
<input type="checkbox"/> <b>Seller's Attorney Name</b>	<input type="checkbox"/> <b>Owner 2 First Name</b>	<input type="checkbox"/> <b>Middle Initial</b>	<input type="checkbox"/> <b>Owner 2 Last Name</b>	
<input type="checkbox"/> <b>Property Exclusions</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>List Date</b>	<input type="checkbox"/> <b>Expiration Date</b>	<input type="checkbox"/> <b>Listing Type</b> <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right to Lease <input type="checkbox"/> Exclusive Right to Sell	<input type="checkbox"/> <b>Service Type</b> <input type="checkbox"/> Limited Service <input type="checkbox"/> MLS Entry Only
<input type="checkbox"/> <b>Broker Agent Compensation</b>	<input type="checkbox"/> <b>Buyer Agent Compensation</b>	<input type="checkbox"/> <b>Sub Agent Compensation</b>	<input type="checkbox"/> <b>Special Conditions Apply</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> <b>Owner Street Address</b>	<input type="checkbox"/> <b>Owner Town or City/ State</b>	<input type="checkbox"/> <b>Owner Zip</b>		

Private Remarks - Confidential - For Member Use Only - Enter your ad copy up to 600 characters. This will be pulled by your vendor for online or print advertising, if applicable.

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Initials

GENERAL INFORMATION

**Category**  
Choose up to 5  
 Apartments  
 Business Opportunity  
 Commercial  
 Industrial-Heavy  
 Industrial-Light  
 Land Lease  
 Mixed Use  
 Mobile Park  
 Office  
 Other - See Remarks  
 Retail/Office

**Type of Building**  
Choose up to 7  
 Automotive  
 Bar / Tavern  
 Building Trade  
 Business Services  
 Funeral  
 Grocery  
 Hotel / Motel  
 Manufacturing  
 Medical  
 Office Building  
 Other - See Remarks  
 Personal Services  
 Plaza  
 Religious  
 Residential  
 Restaurant / Food  
 Retail  
 Service  
 Shopping  
 Special Use  
 Variance  
 Warehouse  
 Wholesale

**Total Units**  
\_\_\_\_\_

**# Leases**  
\_\_\_\_\_

**# Stories**  
\_\_\_\_\_

**# Buildings**  
\_\_\_\_\_

**Office Square Feet**  
\_\_\_\_\_

**Manufacturing Square Feet**  
\_\_\_\_\_

**Residential Square Feet**  
\_\_\_\_\_

**Retail Square Feet**  
\_\_\_\_\_

**Leased Square Feet**  
\_\_\_\_\_

**Warehouse Square Feet**  
\_\_\_\_\_

**Vacant Square Feet**  
\_\_\_\_\_

**Vacant Square Feet Description**  
\_\_\_\_\_

**Vacancy Rate**  
\_\_\_\_\_

**# Available Parking Spaces**  
\_\_\_\_\_

**Parking Description**  
Choose up to 4  
 Common  
 Dirt / Stone  
 Fee Parking  
 Fenced  
 Indoor  
 None  
 Off Site  
 On Site  
 Other - See Remarks  
 Surfaced

**Floor Description**  
Choose up to 5  
 Carpet  
 Concrete  
 Hardwood-Some  
 Linoleum/Vinyl  
 Other - See Remarks  
 Plywood  
 Weight

**# Sale Includes**  
Choose up to 4  
 Building Only  
 Business Only  
 Equipment  
 Franchise  
 Inventory  
 Land and Building  
 Land Only  
 Land, Building and Business  
 Other - See Remarks

**Business Name**  
\_\_\_\_\_

**Business Type**  
\_\_\_\_\_

**# Zoning Code**  
\_\_\_\_\_

**Business is Franchise**  
 Yes  No

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

**Max OH Door Height**  
\_\_\_\_\_

**Clear Span**  
\_\_\_\_\_

**# Zoning**  
 Agricultural  
 Business  
 Commercial  
 Heavy Industrial  
 Home Office Zoning  
 Industrial  
 Light Industrial  
 Other - See Remarks  
 Planned Unit Development  
 Residential 1 unit  
 Residential 2 unit  
 Residential Multi Use  
 Restricted Business  
 Suburban Agricultural

**Electric Services**  
Choose up to 5  
 120/208V  
 120/240V  
 220V  
 3 Phase  
 440V  
 Other - See Remarks  
 Single Phase

**# Location**  
Choose up to 4  
 Agricultural District  
 Business District  
 Corner  
 Enterprise Zone  
 Freestanding  
 Industrial  
 On Reservation  
 Other - See Remarks  
 Preserved  
 Residential  
 Shopping Center

**Loading**  
Choose up to 4  
 Assigned  
 Dock  
 Dock Leveler(s)  
 Drive In Doors  
 Enclosed Dock(s)  
 Municipal  
 Other - See Remarks  
 Railroad Siding(s)

**Basement Description**  
Choose up to 3  
 Full  
 None  
 Partial  
 Rental  
 Storage

**Property Use**  
Choose up to 2  
 Conforming  
 Grandfathered  
 Non-Conforming  
 Permit  
 Variance

**Public Remarks - Enter your ad copy up to 800 characters. This will be pulled by your vendor for online or print advertising, if applicable.**

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**Directions to Property - Enter your ad copy up to 234 characters. This will be pulled by your vendor for online or print advertising, if applicable.**

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LEASE INFORMATION

**Sq Footage Avail for Lease**  
\_\_\_\_\_

**\$ per SqFt**  
\_\_\_\_\_

**Lease Term Remaining**  
Choose up to 4  
 1-2 Years  
 3-5 Years  
 Less than 1 Year  
 Over 5 Years  
 Multiple  
 Negotiable  
 None  
 Other - See Remarks  
 Renewal  
 Right to 1st Refusal

**Lease SqFt Description**  
 Double  
 Gross  
 Net  
 Other - See Remarks  
 Triple

**Total Monthly Rent**  
\_\_\_\_\_

**Lease Description**  
 CPI (Consumer Price Index)  
 Monthly  
 Other - See Remarks  
 Per Sq Ft  
 Percent

**Tenant Pays**  
Choose up to 14  
 Assessments  
 Association Fee  
 Common Area Maintenance  
 Electric  
 Heat  
 Insurance  
 Janitorial Services  
 Maintenance  
 Other - See Remarks  
 Rent  
 Security  
 Tax Escalator  
 Taxes  
 Utilities  
 Water

**Initials** \_\_\_\_\_

LEASE INFORMATION CONT.

Sq Footage Avail for Lease \$ per SqFt

Tenant Pays Choose up to 14

Lease Term Remaining Choose up to 4

Lease SqFt Description

Total Monthly Rent

Lease Description

Sq Footage Avail for Lease \$ per SqFt

Tenant Pays Choose up to 14

Lease Term Remaining Choose up to 4

Lease SqFt Description

Total Monthly Rent

Lease Description

UTILITIES INFORMATION

HVAC Type Choose up to 9

Heating Fuel Description Choose up to 8

Sewer / Water Choose up to 6

Boiler Type

Type of Well

Well Location

ADDITIONAL INFORMATION

Living Quarters Total # Resident Units # Studios #1 Bed #2 Bed #3 Bed # Rooms

Available Documents Choose up to 14

Seller Desires Choose up to 6

# Docks # Employees # Seating Capacity # Truck Bays # Years Established

Living Quarters Description Choose up to 3

Initials

**ADDITIONAL INFORMATION CONT.**

**Seller Provides**

- Choose up to 6
- Environmental Testing
  - Lot Appraisal
  - Other - See Remarks
  - Perc Test
  - Survey
  - Well
  - Well Test

**Construction**

- Choose up to 4
- Block
  - Brick
  - Concrete
  - Frame
  - Masonry
  - Metal
  - Other - See Remarks
  - Precast
  - Reinforced Concrete
  - Wood

**Building Miscellaneous**

- Choose up to 14
- Air Compressor
  - Bays
  - Billboard/Roof Sign
  - Booth(s)
  - Carpet
  - Concession Stand
  - Conveyors
  - Cranes
  - Elevator - Freight
  - Elevator - Passenger
  - Extra Building
  - Floor Drain
  - Furniture/Equipment
  - Garage
  - Hazardous Storage
  - Janitorial
  - Land Lease
  - Offices
  - Pallet Storage
  - Phone/Intercom
  - Pole Sign
  - Racks
  - Ramps
  - Restroom - Office
  - Restroom - Public
  - Restroom - Shop
  - Security Service
  - Shelving
  - Shop Lockers
  - Sprinkler - Dry
  - Sprinkler - Wet
  - Stalls
  - Tools
  - Uncapped Nat Gas Well
  - Walk-Up

**Roof Description**

- Choose up to 5
- Asphalt
  - Built-Up/Tar
  - Composition
  - Flat
  - Metal
  - Other - See Remarks
  - Rubber Membrane
  - Sawtooth
  - Shingles
  - Skylight
  - Slate/Tile
  - Sloped

**Accessibility**

- Choose up to 14
- 32 Inch Doors - some
  - Accessible/ANSI - some
  - Adaptable Home - some
  - Bath - Removable Cabinets
  - Built to ANSI standards
  - Chairlift - see Remarks
  - Elevator - ANSI standard
  - Entry Level Bedroom
  - Handicap Doors - Some
  - Kitchen - Adj Cabinets
  - No Interior Steps
  - No Step Entry
  - No Step Laundry
  - No Step Shower
  - Ramp
  - Visual Alert System
  - Wheelchair Bathroom
  - Wheelchair Hall - 4 ft plus
  - Wheelchair Kitchen

**FINANCIAL INFORMATION**

**Possible Financing**

- Choose up to 7
- Assumable
  - Assumable with Lender Approval
  - Cash
  - Cash Only
  - Commercial
  - Conventional
  - FHA
  - Land Contract
  - Lease Option
  - Other - See Remarks
  - Owner 1st
  - Owner 2nd
  - Rehab Loan
  - USDA
  - USDA-FSA Loan
  - VA
  - Wrap

**1st Mortgage Balance**

**2nd Mortgage/Home Equity Balance**

**Net Operating Income**

Calculated field NOI = GI - OE

**Escrow Bank**

**Escrow Agent**

**Gross Annual Income**

**Annual Operating Expenses**

**Operating Expenses Include**

- Choose up to 14
- Accounting/Legal
  - Advertising
  - Electric
  - Equipment Rental
  - Gas/Oil
  - Insurance
  - Lease / Rental
  - Licenses/Permits
  - Management
  - Other - See Remarks
  - Payroll
  - Pure Water
  - Refuse
  - Repairs/Maintenance
  - Reserves For Replacement
  - Sewer
  - Snow Plow
  - Supplies
  - Utilities
  - Water / Sewer
  - Workers Compensation

**Town/County Tax**

**City/Village Tax**

**School Tax**

**Assessed Value**

**Annual Special Assessment**

**Income Expense Info**

- Choose up to 5
- Estimated
  - May Show Books
  - None
  - Projected
  - Provided By Accountants
  - Provided By Owner
  - Tax Return

**DISPLAY AND OCCUPANCY INFORMATION**

**Possession**

- Choose up to 3
- After Closing
  - At Closing
  - Before Closing
  - Immediate
  - Leases
  - Negotiable
  - Other - See Remarks
  - Tenants Rights

**Internet**

- Yes  No

**Internet Street Address**

- Yes  No

**Third Party Commentary/Blog**

- Yes  No

**AVM**

- Yes  No

**Virtual Tour Link (Unbranded)** - This field most often shown on websites.

**Virtual Tour Link (Branded)**

**3-D Virtual Tour Link (Unbranded) Inside Home**

**Aerial Drone Video Link (Unbranded)**

**Ad Header** - Enter your ad headline up to 25 characters. This will be pulled by your vendor for online or print advertising, if applicable.

**Ad Copy** - Enter your ad copy up to 255 characters. This will be pulled by your vendor for online or print advertising, if applicable.

**MLS #** \_\_\_\_\_

Owner(s) has verified the above information and warrants that it is accurate to the best of his/her knowledge. The Listing Agent assumes no responsibility to anyone for the accuracy of owner's information, except as otherwise provided by law.

**Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Listing Agent** \_\_\_\_\_ **Firm** \_\_\_\_\_ **Initials**