

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

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

2/23

LOCATION INFORMATION

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

LISTING OFFICE INFORMATION

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

Compensation Comments - up to 255 Characters

Private Remarks - Confidential - For Member Use Only - Enter up to 1000 characters.

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 | Total Units [] | # Leases [] | # Stories [] |
| | Plaza Religious Residential Restaurant / Food Retail Service Shopping Special Use Variance Warehouse Wholesale | # 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 <input type="checkbox"/> Yes <input type="checkbox"/> 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 | 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 up to 1200 characters.

Directions to Property - Enter up to 234 characters.

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 [] | 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 | Maintenance | | | | |
| Association Fee | Other - See Remarks | | | | |
| Common Area | Rent | | | | |
| Maintenance | Security | | | | |
| Electric | Tax Escalator | | | | |
| Heat | Taxes | | | | |
| Insurance | Utilities | | | | |
| Janitorial Services | Water | | | | |

| | | | | | |
|--|---------------------------|---|--|----------------------------------|--|
| 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 | Maintenance | | | | |
| Association Fee | Other - See Remarks | | | | |
| Common Area | Rent | | | | |
| Maintenance | Security | | | | |
| Electric | Tax Escalator | | | | |
| Heat | Taxes | | | | |
| Insurance | Utilities | | | | |
| Janitorial Services | Water | | | | |

UTILITIES INFORMATION

| | | | | | | | | | | |
|------------------------------------|--|--|---|---|--|--|--|---|--|-----------------------------|
| HVAC Type Choose up to 9 | AC-Central AC-Multi Zone AC Unit Baseboard Convection Electronic Air Filter Exhaust Forced Air Gravity Heat Pump Heat Central Hot Water | Humidifier Individual Multi-Zone No Heat Other - See Remarks Radiant REA Separate Heater Solar Space Heater Steam Ventilation | Heating Fuel Description Choose up to 8 | 3 Phase Coal Electric Gas Gas Available Geothermal Oil Other - See Remarks Propane Solar | Sewer / Water Choose up to 6 | Detention Pond Drainage Outlet Holding Tank None Other - See Remarks Public Sewer Available Public Sewer Connected Public Water Available Public Water Connected Retention Pond Septic System Storm Sewer Well / Cistern | Boiler Type High Pressure-Steam Hot Water Boiler Low Pressure-Steam Other - See Remarks | ENERGY Equipment Oil Tank-Above Ground Oil Tank-Below Ground Oil Tank-In Basement Propane Tank-Owned Propane Tank-Leased Solar-Owned Solar-Leased Wind Turbine-Owned Wind Turbine-Leased Other None | Type of Well Drilled Driven Point Dug None Other Pipe to Lake / River Shared Shore Well Spring | Well Location [] |
|------------------------------------|--|--|---|---|--|--|--|---|--|-----------------------------|

ADDITIONAL INFORMATION

| | | | | | | | |
|--|--------------------------------------|---|----------------------------------|---------------------------|----------------------------|-----------------------------------|--|
| Living Quarters <input type="checkbox"/> Yes <input type="checkbox"/> No | Total # Resident Units [] | # Studios [] | #1 Bed [] | #2 Bed [] | #3 Bed [] | # Rooms [] | Living Quarters Description Choose up to 3 Apartment Detached Other - See Remarks Trailer |
| Available Documents Choose up to 14 | | Seller Desires Choose up to 6 | # Docks [] | # Employees [] | # Truck Bays [] | # Years Established [] | Public Transportation Choose up to 2 1 Block 1-2 Blocks 2-3 Blocks 2-3 Miles 4 Or More Miles Less Than 1 Mile Park-n-Ride |
| Aerials | Lease/Sublease | Cash | | | | | |
| Boundary Data | Liquor License | Exchange | | | | | |
| Building Plan(s) | Operating Statements | Installment | | | | | |
| Certificate Of Occupancy | Other - See Remarks | Leaseback | | | | | |
| Data Sheet | Perc Test | Other - See Remarks | # Seating Capacity [] | | | | |
| Deed | Site Plan | Owner Will Lease | | | | | |
| Environmental Protection | Soil Data | Sub Lease | | | | | |
| Equipment List | Survey | Submit | | | | | |
| Final Plan | Topographical Data | | | | | | |

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
- Fiber Cement
- 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
- Private
- 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

® Town/County Tax

® City/Village Tax

® School Tax

® Assessed Value

® Annual Special Assessment

® Income Expense Info

Choose up to 5

- | | |
|----------------|-------------------------|
| Estimated | Provided By Accountants |
| May Show Books | Provided By Owner |
| None | Tax Return |
| Projected | |

® Operating Expenses Include

Choose up to 14

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

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