



COMMERCIAL/INDUSTRIAL LISTING INPUT SHEET

All red areas with an asterisk * are REQUIRED fields.

► Please make your selections *red indicates required field), then select place pin on Maps.

•Property Type ☐ Residential ☐ Manufactured/Mobile ☐ Multi-Family ☐ Farm
☐ Land ☐ Commercial/Indust ☐ Business Opportunity

*County _____

APN Number _____

*Street# - Modifier Direction _____

☐ North ☐ South ☐ East ☐ West

• Street Name _____

*City _____ Zip Code _____

Listing Information (* indicates required field)

Listing Approved Yes No

Staff Note (maximum 300 characters)

Property Information

Amenity Name

*Status Active Inactive

*Office _____

* Agent ID _____

Comp Listing

Co-Office ID _____ Co-Agent ID _____

*State _____

*Area _____

*County _____ *APN # _____

Address *Street # - Modifier _____ Direction _____ *Street Name _____
*City _____ Zip Code _____

*Additional APNs Yes No

*APN#2 _____

* APN#3 _____

*APN#4 _____

*APN#5 _____

*Listing Period:

*Listing Date

Expiration Date

*Market Date

CDOM

Clear the CDOM field to recalculate CDOM when the form is submitted

*Listing Price

*Original Price

*Property Subtypes

Primary

Auction

Medical/Dental

Retail

Warehouse

Building

Multi-Use

Shopping Center

Manufacturing

Office

Industrial

Secondary

Auction

Medical/Dental

Retail

Warehouse

Building

Multi-Use

Shopping Center

Manufacturing

Office

Industrial

*Approx Sqft

*Sqft Source

*Year Built

Or

*Location

Location Detail

Comment

- Airport Nearby

Hotel/Motel Nearby

Freeway Exposure

Other

Freeway Frontage

Public Tran. Nearby

Highway Exposure

Railroad Spur Nearby

Highway Frontage

Restaurant Nearby

Hospital Nearby

Shopping Center

*Zoning

*Currently Rented

*Monthly Rent Amount

*Currently Leased

*Monthly Amount Leasd

Interior

| Interior Features | | Comment |
|--------------------|----------------------|---------|
| Cold Storage | Private Bathrooms | |
| Conveyors | Public Restrooms | |
| Elevator(s) | Security Lighting | |
| Extra Storage | Security Sys Pre-Wrd | |
| Fire Walls | Security System | |
| Freight Elevator | Shell Only | |
| Meeting Facilities | Showroom | |
| Other | Vending Machines | |

| Interior Sprinklers | | Comment |
|---------------------|-------|---------|
| Dry | Other | |
| None | Wet | |

| Floors | | Comment |
|---------------|----------------|---------|
| Bamboo | Partial Carpet | |
| Carpet | Pebble | |
| Concrete Slab | Pergo | |
| Linoleum | Stone | |
| LVT | Tile | |
| Other | Vinyl | |
| | Wood Floors | |

| Basement | | Comment |
|-------------------------|------------------|---------|
| Up to 8 entries allowed | | |
| Crawl Space | Other | |
| Finished | Partial Basement | |
| Full Basement | Slab | |
| None | Unfinished | |

Exterior

| Exterior Features | | Comment |
|-------------------|-------------------|---------|
| Deck Grade | Landscaping | |
| Deck Truck | Lighting/Security | |
| Dock Doors | Loading Docks | |
| Fire Doors | Other | |
| Gas Pumps | Outside Storage | |
| Gutters | Parking/1-10 | |

| Exterior Features Continued | | Comment |
|-----------------------------|-------------------|---------|
| Parking/11-25 | See Remarks | |
| Parking/26-49 | Signage | |
| Parking/SO+ Spaces | Truck Door | |
| Parking/Covered | Truck Scale | |
| Roll Up Doors | Underground Tanks | |
| ORV Storage | | |

| Building Description | | Comment |
|----------------------|----------------|---------|
| Basalite | Non-Conforming | |
| Block | Other | |
| Brick | Rock | |
| Clear Span | Shingle | |
| Concrete | Steel Frame | |
| Fiber Board | Stone | |
| Free Standing | Stucco | |
| Glass | Tilt Up | |
| Masonite | Vinyl | |
| Masonry | Wood | |
| Metal Exterior | Wood Frame | |
| Modular | Wood Siding | |

| Roof | | Comment |
|------------------|----------------|---------|
| Aluminum | Rolled/Hot Mop | |
| Asbestos Shingle | Shake | |
| Asphalt | Shingle | |
| Built Up | Skyligh | |
| Composition | Steel Joints | |
| Concrete | Steel Trusses | |
| Corrugated Steel | Stone | |
| Fiberglass | Synthetic | |
| Flat | Tar and Gravel | |
| Insulated | Tile | |
| Mansard | Wood | |
| Metal | Wood Joists | |
| Other | | |
| Rock | | |

| Construction | | | Comment |
|------------------------------------|-------------------------------|---------------|---------|
| <div>Frame</div> | <div>Metal</div> | | |
| <div>Masonry</div> | <div>Other</div> | | |
| Fencing | | | Comment |
| <div>Chain Link</div> | <div>Full</div> | | |
| <div>Decorative</div> | <div>Partial</div> | | |
| <div>Electric Fence</div> | <div>Privacy</div> | | |
| <div>Electric Gate</div> | | | |
| Utilities | | | |
| Utilities | | | Comment |
| <div>Cable Connected</div> | <div>Propane</div> | | |
| <div>Electricity Cnnectd</div> | <div>Separate Meters</div> | | |
| <div>NatrI Gas Connected</div> | <div>Solar</div> | | |
| <div>Other</div> | | | |
| <div>*Solar</div> | <div>Yes</div> | <div>No</div> | |
| <div>*Solar Ownership</div> | <div>Yes</div> | <div>No</div> | |
| *Solar Options | | | Comment |
| <div>Up to 7 entries allowed</div> | | | |
| <div>Solar Battery in Garage</div> | <div>Solar Panels</div> | | |
| <div>Solar Battery Offsite</div> | <div>Solar Screens</div> | | |
| <div>Solar Domestic Water</div> | <div>Solar Tubes</div> | | |
| <div>Solar Ground</div> | <div>Solar Water Panels</div> | | |
| <div>Solar Heating</div> | | | |
| Electric | | | Comment |
| <div>220Volts</div> | <div>Individual Meter</div> | | |
| <div>440 Volts</div> | <div>Master Meter</div> | | |
| <div>Electric Available</div> | <div>Single Phase</div> | | |

| Cooling | | Comment |
|---------------------|----------------------|---------|
| 013+ Seer | Gas | |
| Attic Fan | Multi Unit | |
| Ceiling Fans | Multi-Zoned | |
| Central | None | |
| Dual | OfficeA/C | |
| Ductless or Split | Other | |
| Electric | Smart Vent | |
| Evaporative Cooler | Wall/Window Unit | |
| Forced Air Fans | Whole House Fan | |
| Heating Systems | | Comment |
| Central Electric | Solar | |
| Central Gas | Space Electric | |
| Combination | Space Gas | |
| Other | Steam | |
| Sewer | | Comment |
| Back Lines | Septic at Site | |
| Engineered System | Septic Needed | |
| Non-Standard System | Septic Tank | |
| None | Sewer at Site | |
| Other | Sewer Over 500 Ft | |
| Perc Tested | Sewer Under 500 Ft | |
| Public Sewer | Sewer/Sep Requiremen | |
| Requirements | Unknown | |
| Water Source | | Comment |
| City | Water to Prop Line | |
| Co-Op | Water to Street | |
| Other | Water/None | |
| Private | Well Drilled | |
| Water Public | Well Shared | |

*Well Type

Comment

Up to 2 entries allowed

Community Well

Public

Private Well

Shared

*Well Level _____

*Well Depth _____

*Well G.P.M. _____

*Well HP _____

Water District Name _____

Tenant Pays

Comment

Cable TV

Janitorial Service

Common Area Maint

None

Dues/Fees

Other

Electricity

Parking Area

Exterior Maintenance

Pool Maintenance

Garbage

Propane

Gardener

Security

Gas

Sewer

HVAC Maintenance

Taxes

Individual Meters

Water

Insurance

Building Information

Building Information

•# of Units _____

Building 2 Unit ID _____

•# of Buildings Building 1 Unit ID _____

Building 2 Dimension _____

Building 1 Dimension _____

Building 2 leas Rate _____

Building 1 Lease Rate _____

Building 2 SQFT _____

Building 1 SQFT _____

Build 2 Warehouse SQFT _____

Build 1 Warehouse SF _____

Build 2 Office SQFT _____

Build 1 Office SQFT _____

Build 2 Retail SQFT _____

Build 1 Retail SQFT _____

Building 2 Age _____

Building 1 Age _____

Building Information Continued

Comment

Building 3 Unit ID _____

Building 3 Dimension _____

Building 3 lease Rate _____

Building 3 SQFT _____

Build 3 Warehouse SQFT _____

Build 3 Office SQFT _____

Build 3 Retail SQFT _____

Building 3 Age _____

Number of Employees _____

Liquor License _____

Building Use

Comment

Automotive n/Gas

Hotel/Motel

Automotive wt Gas

Laundromat

Bank

Medical Office

Barber/Beauty

Mini-Mart n/Gas

Bowling Alley

Mini-Mart/Gas

Church

Mini-Storage

Clear Span

Multi-Story

Daycare

Other

Department Store

Restaurant

Discount Store

Strip Center

Free Standing

Theater

Government

Warehouse Distributing

Grocery Store

Warehouse Storage

Health Club

Hospital

Accessibility Features

Access Elev Install

Other

***Ramp Width** _____

Accessible Doors

Parking

***Ramp Rise** _____

Accessible Elevator

Ramp

***Ramp Slope Ratio** _____

Bathroom Fixtures

Stairlift

***Ramp Landings** _____

Exterior Wheelchair Lift

Wheelchair Accessible

***Ramp Handrails** _____

Hand Rails

Wheelchair Accessible Shower

***Ramp Firm Surface** _____

Kitchen Cabinets

***Ramp Slip Resistant Surface** _____

| Miscellaneous | | Comment |
|----------------------|-------------------------|---------|
| 1 Restroom Per Unit | Landscape Sprinkler | |
| Ceiling Height 12 Ft | Other | |
| Fire Alarm | Other Restroom Facility | |
| Fire Sprinkler Sys | Sign Control | |
| Flood Control Area | Smoke Alarm | |
| Indiv Thermostat Cnt | Special Permits Req | |

| Loading | | Comment |
|------------------|-----------------|---------|
| Dock High | Loading in Rear | |
| Drive In Doors | Other | |
| Load Leveler | Railroad Access | |
| Loading Dock | Vehicle Door | |
| Loading in Front | | |

| Alarm & Security System | | Comment |
|-------------------------|-----------------|---------|
| Burglar | Monitored | |
| Fire Sprinkler | Security Gates | |
| Fire/Smoke | Security Patrol | |

*Submit offer by email

Yes

No

* Offer email address

Seller will consider concessions

Yes

No

*Listing Type

Service Level

*Short Sale

Yes

No

*Foreclosure

Yes

No

Occupant Name

Occupant Phone

Owner Name

Owner Phone

| Terms | | Comment |
|--------------------------|---------------------------|---------|
| 1031 Exchange | Lease Purchase | |
| Assumption | Life Estate | |
| Cash | Other Owner | |
| Conventional | Carry TAS | |
| FHA | VA Loan | |
| Lease Option | | |
| Closing/Possession | | Comment |
| Closing | Negotiable | |
| Closing+ | Other | |
| Completion | Renters Rights | |
| Early Occupancy | Seller Rent Back | |
| Loan Approval | | |
| Special Disclosures | | Comment |
| Up to 19 entries allowed | | |
| Access Seasonal | Leases | |
| Agent/Owner Related | Other | |
| Contaminated Site | Rental Deed Restrict | |
| Death on Property | Reports Available | |
| Easements | See Remarks/Attachments | |
| Existing Mines | Special Review | |
| Flight Path | Underground Tanks | |
| Flood Zone | Variance | |
| Food Plain | Wetlands | |
| Gas/Oil Wells | | |
| | | Comment |
| Appraisal | HOA Documents | |
| Budget | Home Inspection | |
| Bylaws | House Plans | |
| CC&R's | Lead Based Paint | |
| CLUE Report | Leases | |
| Earthquake | MDR | |
| Environnental Hazard | Natural Hazard Disclosure | |
| Financial Statement | NHD | |

| Documents on File (Continued) | | Comment |
|-------------------------------|-------------------|---------|
| Other | Septic Inspection | |
| Pest Control Report | Soil Test | |
| Prelim Title Report | Solar | |
| Radon "est" | Solar Contract | |
| Roof | Survey | |
| Roof Certifications | TDS | |
| Rules & | Termite Report | |
| Regulations Seller | Water Potability | |
| Disclosure Septic | Water Rights | |
| Cert Avail | Well Inspection | |

| Special Information | | Comment |
|----------------------|-----------------------|---------|
| Ann Prop Projections | Other | |
| Appraisal Avail | Pest/Struc Rpt Avail | |
| Bus Opp For Sale | Potential Rezone | |
| CLUE Report Avail | Preliminary Plat Map | |
| Deed Restrictions | Profit and Loss Stmnt | |
| Expenses Avail | Prop Prospectus Avai | |
| Flood Zones/INS Req | Restriction(s) | |
| Ground Lease | Roof Report Avail | |
| Lease | Seller Will Subord | |
| Monthly Exp/Overhead | Survey | |

[Showing Information](#)

| *Showing Information | | Comment |
|----------------------|-----|---------|
| *Lock Box | Yes | No |
| Call Listing Office | | |
| Other | | |
| Call Seller Direct | | |
| See Remarks | | |
| Combo | | |
| Sentrilock | | |
| None | | |
| Supra | | |

Call Listing Agent

Drive by Only

Call Listing Office

Subject to Inspection

Do Not Contact Occupants

Text Listing Agent

Remarks

***Directions to Property**

4 characters

(maximum 500)

Agent Only Remarks

4 characters

(Maximum 3000)

Mixed case required

Public/Internet
4 characters
(Maximum 3000)
Mixed case required

Publishing

| | | | |
|--|-------|----------------------|----|
| Photos Provided By | Agent | Waiver@KCBOR | |
| *Transmit to Internet | Yes | No | |
| *Publish to IDX | Yes | Yes, without address | No |
| *Send to Zillow | Yes | No | |
| *Publish to VOW | Yes | No | |
| *Show Address on VOW | Yes | No | |
| *Show AVM on VOW | Yes | No | |
| *Show Comments on AVM | Yes | No | |
| *Listing Agent grants permission to share on Social Media | Yes | No | |