



Fields, marked with an **asterisk (\*)** and **Bold Text**, are required.

<b>*CLASS (Select one)</b> <input type="checkbox"/> 5. Business/Commercial /industrial <input type="checkbox"/> 6. Business/Commercial Industrial Lease  <b>*Type:</b> <input type="checkbox"/> Business/Commercial /Industrial		<b>*Area:</b> _____ (Lookup) <b>*Address:</b> _____ <div>*St. #                      *Street Name</div> <b>*City:</b> _____ (Lookup) <b>*ZIP:</b> _____ (5)    ZIP+4: _____ (4)		<b>*WEB</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>*FOR SALE or LEASE</b> <input type="checkbox"/> For Sale <input type="checkbox"/> For Lease: \$ _____  <b>*List Price \$:</b> _____ (10)																																		
<b>GENERAL</b>	<b>*Waterfront</b> <input type="checkbox"/> 1. No <input type="checkbox"/> 2. Yes		<b>*Auction</b> <input type="checkbox"/> 1. No <input type="checkbox"/> 2. Yes																																			
<b>*List Date:</b> ____/____/____ <b>*Expire Date:</b> ____/____/____ <b>*List Agent:</b> _____ <b>Voice Mail #</b> _____ <b>*List Office:</b> _____  Co-List Agent: _____    Co-List Office: _____  <b>#Employees:</b> ____ (2) <b>*Lot Size:</b> _____ (12)  <b>*Total Square Feet:</b> _____ (6)    Main Bldg SqFt: _____ (6)    Bldg 2 SqFt: _____ (6)    Bldg 3 SqFt: _____ (6)  Business Name: _____ (30) <b>*Lockbox (Y/N):</b> ____ Current Use: _____ (30) <b>*Tax ID:</b> _____ (18)    Secondary Tax ID: _____ (18) <b>#Acres:</b> ____ (6) <b>*#Buildings:</b> ____ (2) <b>*Township:</b> _____ (Lookup) <b>*BAC:</b> _____ (12)    Special Designations: _____ (10) <div>(Buyer Agent Compensation)                      (EXCLPRO, EAL, DC,TPA)</div>  <b>*To Show Phone:</b> _____ (8)  <table><tr><td><b>MAIN BLDG. FEATURES</b></td><td><b>FEATURES CONT'D.</b></td><td><b>LEASE TERMS</b></td></tr><tr><td>Dimenisions: _____ (12)</td><td><b>*Year Built:</b> _____ (4)</td><td>Lease Available (Y/N): _____</td></tr><tr><td><b>*#Floors:</b> _____ (12)</td><td>Bay Size: _____ (12)</td><td>Min. Sq Ft. Available: _____ (6)</td></tr><tr><td>Construction: _____ (12)</td><td>#of Restrooms: _____ (2)</td><td>Space Increment: _____ (6)</td></tr><tr><td>#of Docks: _____ (12)</td><td>Basement Description: _____ (12)</td><td>Ann. Lease\$/SqFt: _____ (6)</td></tr><tr><td>Overhead Doors: _____ (12) (# and Height)</td><td><b>LOT FEATURES</b></td><td></td></tr><tr><td>Sprinkler: _____ (12)</td><td>Apprx. Frontage: _____ (12)</td><td></td></tr><tr><td>Eave Height: _____ (12)</td><td>Appx. Depth: _____ (12)</td><td></td></tr><tr><td>Electric Service: _____ (12)</td><td><b>*Zoning:</b> _____ (12)</td><td>Security Deposit (Y/N): _____</td></tr><tr><td>Office SqFt: _____ (12)</td><td>#Parking Spaces: _____ (12)</td><td><b>*Taxes:</b> _____ (6)</td></tr><tr><td><b>*Legal:</b> _____</td><td></td><td></td></tr></table> _____ Showing Instructions: _____ (50)  <b>*Directions :</b> _____  _____ _____ _____ (150)						<b>MAIN BLDG. FEATURES</b>	<b>FEATURES CONT'D.</b>	<b>LEASE TERMS</b>	Dimenisions: _____ (12)	<b>*Year Built:</b> _____ (4)	Lease Available (Y/N): _____	<b>*#Floors:</b> _____ (12)	Bay Size: _____ (12)	Min. Sq Ft. Available: _____ (6)	Construction: _____ (12)	#of Restrooms: _____ (2)	Space Increment: _____ (6)	#of Docks: _____ (12)	Basement Description: _____ (12)	Ann. Lease\$/SqFt: _____ (6)	Overhead Doors: _____ (12) (# and Height)	<b>LOT FEATURES</b>		Sprinkler: _____ (12)	Apprx. Frontage: _____ (12)		Eave Height: _____ (12)	Appx. Depth: _____ (12)		Electric Service: _____ (12)	<b>*Zoning:</b> _____ (12)	Security Deposit (Y/N): _____	Office SqFt: _____ (12)	#Parking Spaces: _____ (12)	<b>*Taxes:</b> _____ (6)	<b>*Legal:</b> _____		
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<b>REMARKS</b>	Public Remarks: (512) _____ _____ _____ _____ _____ Agent Remarks: (512) _____ _____ _____ _____ Addendum/Supplement (4000 characters) _____ _____ _____ _____																																					

The information on this document is correct to the best of our knowledge. All measurements are approximate.

Owner's Signature _____	Date _____	Agent Signature _____
Owner's Signature _____	Date _____	Agent Signature _____

FEATURES: Under each category given, select all numbers that apply.

- A. BUSINESS TYPE
- ☐

 Retail
- ☐

 Wholesale
- ☐

 Service
- ☐

 Restaurant
- ☐

 Light Industry Mfg.
- ☐

 Heavy Industry Mfg.
- ☐

 Franchise
- ☐

 Industrial Warehouse
- ☐

 Offices
- ☐

 Other

- B. \*EXTERIOR
- ☐

 Brick/Stone
- ☐

 Poured Concrete
- ☐

 Concrete Block
- ☐

 Steel
- ☐

 Aluminum/Vinyl
- ☐

 Wood
- ☐

 Other

- C. FEATURES
- ☐

 None
- ☐

 Interior Sprinkler
- ☐

 Smoke Detector
- ☐

 Additional Storage
- ☐

 Rail Siding
- ☐

 Loading Dock
- ☐

 Dock Leveler (s)
- ☐

 Alley
- ☐

 Delivery Door(s)
- ☐

 Overhead Door(s)
- ☐

 Conveyor
- ☐

 Freight Elevator(s)
- ☐

 Passenger Elevator(s)
- ☐

 Basement
- ☐

 Public Restroom(s)
- ☐

 Locker/Change Room
- ☐

 Display Room
- ☐

 Display Window(s)
- ☐

 Carpeting
- ☐

 Drapes
- ☐

 Reception Area
- ☐

 Office Space
- ☐

 Will Consider Lease

- D. \*HEATING AND COOLING
- ☐

 Gas Heat
- ☐

 Electric Heat
- ☐

 Oil Heat
- ☐

 Propane Heat
- ☐

 Solar Heat
- ☐

 Other See Remarks
- ☐

 Central Heat
- ☐

 Heat Pump
- ☐

 Forced Air
- ☐

 Gravity
- ☐

 Hot Water
- ☐

 Baseboard
- ☐

 Radiant
- ☐

 Wall Heater
- ☐

 Conversion
- ☐

 Central AC
- ☐

 Wall/Window AC
- ☐

 Ceiling Hung
- ☐

 No AC

- E. LOCATION
- ☐

 Industrial Park
- ☐

 City
- ☐

 Rural
- ☐

 Waterfront
- ☐

 Business District
- ☐

 Shopping Mall
- ☐

 Shopping Center
- ☐

 Free Standing
- ☐

 Suburban
- ☐

 Other

- F. LENGTH OF LEASE
- ☐

 Week to Week
- ☐

 Month to Month
- ☐

 6 Months
- ☐

 One Year
- ☐

 Two Years
- ☐

 3 or More Years
- ☐

 Renewal Options
- ☐

 Existing Purchase Options
- ☐

 Other

- G. ACREAGE
- ☐

 Less than 1 Acre
- ☐

 1 – 2.99 Acres
- ☐

 3 – 5.99 Acres
- ☐

 6 – 10.99 Acres
- ☐

 11 – 50 Acres
- ☐

 More than 50 Acres

- H. MISCELLANEOUS
- ☐

 Furniture
- ☐

 220 Volts
- ☐

 440 Volts
- ☐

 Over 440 Volts
- ☐

 Security System
- ☐

 Security Fence
- ☐

 Overhead Crane(s) Incl.
- ☐

 Integrated Cooling Water System
- ☐

 Ventilating/Exhaust Fans
- ☐

 Air Pollution Cont. Equipment
- ☐

 Compressed Air Lines
- ☐

 Other

- I. POSSIBLE FINANCING
- ☐

 Cash/Conventional
- ☐

 Assumable Mortgage
- ☐

 Assumable Mortgage with Approval
- ☐

 Will Consider FHA
- ☐

 Will Consider Land Contract
- ☐

 Will Consider Farm Home
- ☐

 Will Consider Seller Assistance
- ☐

 Creative Financing
- ☐

 Trade/Exchange
- ☐

 Second Mortgage
- ☐

 Will Consider VA

- J. POSSESSION
- ☐

 Closing
- ☐

 Negotiable
- ☐

 Subject to Tenant's Rights
- ☐

 Other

- K. POTENTIAL USE
- ☐

 Industrial/Distribution
- ☐

 Retail
- ☐

 Office
- ☐

 Hotel/Motel
- ☐

 Building Site
- ☐

 Other

- L. \*PUBLIC UTILITIES
- ☐

 Storm Sewer
- ☐

 Mun. Water Hook-up
- ☐

 Mun. Water to Site
- ☐

 Mun. Water Nearby
- ☐

 Mun. Sewer Hook-up
- ☐

 Mun. Sewer to Site
- ☐

 Mun. Sewer Nearby
- ☐

 Electric Hook-up
- ☐

 Electric Nearby
- ☐

 Gas Hook-up
- ☐

 Gas Nearby
- ☐

 Private Common Wall
- ☐

 Private Common Sewer
- ☐

 Other – See Remarks

- M. PRICE INCLUDES
- ☐

 Business & R.E. Lease
- ☐

 Business & R.E. Sale
- ☐

 Inventory
- ☐

 Trade Fixtures & Equip
- ☐

 Other

- N. RECORDS AT LISTING OFFICE
- ☐

 Owner Statement
- ☐

 Broker Reconstructed
- ☐

 Broker Projected
- ☐

 Lease
- ☐

 Previous Income Tax Return
- ☐

 Survey
- ☐

 Income and Expenses
- ☐

 Building Plans and Specs
- ☐

 Equipment List
- ☐

 Other

- O. ROAD TYPE
- ☐

 Asphalt
- ☐

 Concrete
- ☐

 Gravel
- ☐

 Dirt
- ☐

 Tar & Stone
- ☐

 U.S. Highway
- ☐

 State Road
- ☐

 County Road
- ☐

 Street
- ☐

 Private
- ☐

 Other

- P. \*ROOF TYPE
- ☐

 Asphalt Shingle
- ☐

 Cedar Shake
- ☐

 Built-up
- ☐

 Flat
- ☐

 Rolled
- ☐

 Metal
- ☐

 Slate/Tiled
- ☐

 Other

- Q. SPECIAL ASSESSMENTS
- ☐

 None Known
- ☐

 Water
- ☐

 Sewer
- ☐

 Road
- ☐

 Seller to Pay
- ☐

 Buyer to Assume
- ☐

 Other

- R. PARKING SURFACE
- ☐

 Off Site
- ☐

 Gravel/Stone
- ☐

 Surfaced
- ☐

 Enclosed
- ☐

 Alley
- ☐

 Otherl

- S. LEASE TYPE
- ☐

 None
- ☐

 Net Lease
- ☐

 Gross Lease
- ☐

 Percentage Lease
- ☐

 Owner Occupied
- ☐

 Equipment Leased
- ☐

 Other

- T. TENANT PAYS
- ☐

 Utilities
- ☐

 R.E. Taxes
- ☐

 R.E. Insurance
- ☐

 Grounds Maint
- ☐

 Exterior Bldg. Maint
- ☐

 Interior Bldg Maint
- ☐

 Mechanical Maint
- ☐

 Property Management
- ☐

 Public Liability Property Damage
- ☐

 All of Above
- ☐

 Other

- U. LANDLORD PAYS
- ☐

 Utilities
- ☐

 R.E. Taxes
- ☐

 R.E. Insurance
- ☐

 Grounds Maint
- ☐

 Exterior Bldg. Maint
- ☐

 Interior Bldg Maint
- ☐

 Mechanical Maint
- ☐

 Property Management
- ☐

 Public Liability Property Damage
- ☐

 All of Above
- ☐

 Other