

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

STANDARD

***Status**

- Active
- Provisional
- Active with Kickout
- Office Exclusive
- Contingent Comm. Sale
- Sold
- Sold-Comp Only
- Pending
- Pending-Take Backups
- Expired
- Expired-Provisional
- Catylist Converted
- Withdrawn
- Hold
- Leased
- Canceled
- Leased and Managed

***Property Type**

(Select One)

- Building
- Land
- Office Condo

***Class:** COMMERCIAL SALES

Property Type: _____

***County/Incorporated City:** _____

List Date: _____

Expire Date: _____

SubArea: _____

***Address (Street #):** _____

Unit #: _____

***City:** _____ ***State:** _____ ***Zip:** _____

***Zoning:** _____

Legal Description: _____

***Parcel Number:** _____ Current Assessed Value: \$ _____

Tax Year: _____ ***Annual Taxes:** _____ **Price:** _____ Price/Square Ft. _____

***Distressed *Short Sale:** N Y ***Distressed *Lender-Owned:** N Y ***Distressed *Auction:** N Y

Comp. Reduction Disclosure:

(247) _____

GENERAL INFORMATION

*Total Building SF _____ *Gross Leasable Area _____

*# Acres: _____ # of Spaces: _____ # of Units: _____ Property on Ground Lease: N Y

Tenancy: Multiple Single Occupancy % _____ Fenced: Full None Partial Gas Available: N Y

of Stories _____ Parking Ratio _____ Year Built _____ For Lease: N Y Lease MLS #: _____

BUSINESS

*Business for Sale N Y

Business Name: _____

Business Type (Select One)

- Automotive
- Entertainment
- Food Services
- Hospitality
- Manufacturing
- Other
- Retail
- Service
- Wholesale

Agreement on File: N Y

Business Confidential: N Y

Franchise: N Y Seats if Restaurant: _____

Inventory: \$0-\$49K \$50K-\$99K \$100K-\$199K \$200K + Not included

Fixtures/Equipment: \$0-\$49K \$50K-\$99K \$100K-\$199K \$200K + Not included

ALL FEATURES

***A-AIR CONDITIONING**

- A1 - Central Air
- A2 - Mini Split
- A3 - No
- A4 - Window/Wall Unit

***D-CONSTRUCTION**

- D1 - Brick
- D2 - Concrete
- D3 - Frame
- D4 - Masonry
- D5 - Other
- D6 - Steel
- D7 - Stone
- D8 - Stucco
- D9 - Synthetic
- D10 - Vinyl/Metal Siding

***F-FLOOR CONSTRUCTION**

- F1 - Concrete
- F2 - Other
- F3 - Wood

***T-HEATING**

- T1 - Baseboard
- T2 - Ceiling
- T3 - Electric
- T4 - Forced Air
- T5 - Gas
- T6 - Geothermal
- T7 - Heat Pump
- T8 - Hot Water
- T9 - Oil
- T10 - Other
- T11 - Propane
- T12 - Radiant
- T13 - Solar
- T14 - Wall
- T15 - Wood

***W-LOCATION**

- W1 - 1st Level
- W2 - 2nd Level
- W3 - 3rd Level
- W4 - Business District
- W5 - Corner
- W6 - Free Standing
- W7 - Industrial Park Area
- W8 - Inside
- W9 - Office Building
- W10 - Other
- W11 - Residential
- W12 - Rural
- W13 - Shopping Center
- W14 - Strip Center

***X-PARKING**

- X1 - Off Site
- X2 - Private 11+ Spaces

- X3 - Private 1-10 Spaces
- X4 - Public Lot - Garage
- X5 - Street
- X6 - Unpaved

***Y-POWER**

- Y1 - 110 Volts
- Y2 - 220 Volts
- Y3 - 3 Phase
- Y4 - Backup Generator
- Y5 - Other
- Y6 - UPS

***Z-PRICE INCLUDES**

- Z1 - Business
- Z2 - Business Name
- Z3 - Corporate Stock
- Z4 - Customer List
- Z5 - Good Will
- Z6 - Inventory
- Z7 - Leases
- Z8 - Machinery
- Z9 - Non-Compete
- Z10 - Other
- Z11 - Real Estate
- Z12 - Sign
- Z13 - Telephone Numbers
- Z14 - Trade Fixtures

***XA-ROOF**

- XA1 - Composition Shingle
- XA2 - Gravel
- XA3 - Metal
- XA4 - Other
- XA5 - Other/Unknown
- XA6 - Roll
- XA7 - Tile
- XA8 - Wood Shingle

***XB-SEWER**

- XB1 - Alternative
- XB2 - Holding Tank
- XB3 - Not Connected
- XB4 - Other
- XB5 - Septic
- XBL6 - Yes Connected

***XD-STRUCTURE FEATURES**

- XD1 - Basement
- XD2 - Cable
- XD3 - Cranes
- XD4 - Dock
- XD5 - Elevator, Freight
- XD6 - Elevator, Passenger
- XD7 - Fenced Yard
- XD8 - Fire Alarm
- XD9 - Fire Hydrant Approved
- XD10 - Fire Sprinklers
- XD11 - Gas/Propane

- XD12 - Grade Level Door
- XD13 - Handicap Access
- XD14 - High Dock Door
- XD15 - Lawn Sprinklers
- XD16 - Lighting
- XD17 - On City Bus Route
- XD18 - Overhead Doors
- XD19 - Paved Outside Area
- XD20 - Paved Street
- XD21 - Railroad
- XD22 - Trailer Parking

***XE-SUITABLE FOR**

- XE1 - Agriculture
- XE2 - Health Care
- XE3 - Hotel/Motel
- XE4 - Industrial
- XE5 - Land
- XE6 - Multi family
- XE7 - Office
- XE8 - Res. Income
- XE9 - Retail
- XE10 - Senior Housing
- XE11 - Shopping Center

***ZA-SUITABLE FOR SPECIAL PURPOSE**

- ZA1 - Golf Related
- ZA2 - Historic District
- ZA3 - Hunting
- ZA4 - Marina
- ZA5 - Other
- ZA6 - Recreation
- ZA7 - Religious
- ZA8 - Theatre/Performing

***ZB-USE OPTIONS**

- ZB1 - Apartments
- ZB2 - Automotive
- ZB3 - Flex
- ZB4 - Ground Lease
- ZB5 - Investor-User
- ZB6 - Land
- ZB7 - Lodging
- ZB8 - Manufacturing
- ZB9 - Medical
- ZB10 - Office
- ZB11 - Restaurant
- ZB12 - Retail
- ZB13 - Warehouse

***ZC-WATER**

- ZC1 - Connected
- ZC2 - Not Connected
- ZC3 - Other
- ZC4 - Private
- ZC5 - Public

***V-LISTING SERVICES**

- V1 - Exclusive Agency
- V2 - Exclusive Right to Sell
- V3 - Full Service
- V4 - Limited Service

***XC-SHOWING INSTRUCTIONS**

- XC1 - 24-hr Notice
- XC2 - Beware Dog
- XC3 - By Appt. Only
- XC4 - Call Agent
- XC5 - Call Office
- XC6 - Call Owner
- XC7 - Call Tenant
- XC8 - Combo LB/Call Agent
- XC9 - See Agent Notes
- XC10 - Showing App
- XC11 - Text Agent
- XC12 - Vacant/Use LB

***G-GREEN APPLIANCES**

- G1 - Energy Star Certified
- G2 - ES Qual Clothes Washer
- G3 - ES Qual Water Heater
- G4 - ES Qualified Dishwasher
- G5 - ES Qualified Freezer
- G6 - ES Qualified Refrigerator
- G7 - Heat Pump Water Heater
- G8 - Hi-Eff/Sealed Water Htr
- G9 - Solar Water Heater
- G10 - Tankless Water Heater

***H-GREEN CONSTRUCTION**

- H1 - Advanced Framing
- H2 - Blown Insulation
- H3 - Forms
- H4 - ICAT Recessed Lighting
- H5 - Indigenous Construction
- H6 - Ins Attic/Crawl Hatch(es)
- H7 - Insulated Concrete
- H8 - Insulated Ext Duct-Work
- H9 - KCMA ESCP Cabinetry
- H10 - Lead-free paint
- H11 - Low VOC Insulation
- H12 - Low VOC paints/finishes
- H13 - Low Voc wood products
- H14 - Non-Toxic Materials
- H15 - Pest-Resistant Materials
- H16 - Regional Materials
- H17 - Rigid Insulation
- H18 - South-facing Living Areas
- H19 - Spray Foam
- H20 - Structured Ins Panels

***I-GREEN COOLING**

- I1 - Air Purification System
- I2 - Air Source Heat Pump

GAAR Multiple Listing Service, Inc.
Commercial Sales Data Form

MLS# _____

Features: select all that apply

- I3 - Attic Fan
- I4 - Duct leakage test results
- I5- Ducted Mini Split
- I6 - Ductless Mini Split
- I7 - Ducts prof. air-sealed
- I8 - ENERGY STAR Equipment
- I9 - ENERGY STAR Installation
- I10 - Evaporative Cooling
- I11 - Fresh Air Recovery Sys
- I12 - Ground Source Heat Pump

***J-GREEN - EXTERIOR**

- J1 - Awnings/Overhangs
- J2 - Cement siding
- J3 - Chimney Caps
- J4 - ES qual roof shingles
- J5 - ES qual skylights
- J6 - ES qual solar light tubes
- J7 - ES qualified doors
- J8 - Exterior Blinds
- J9 - Functional Shutters
- J10 - Green Roof
- J11 - Gutter Guard System
- J12 - Gutters/Downspouts Discon
- J13 - Insulated Vinyl
- J14 - Radiant Burner
- J15 - Rain Barrel/Cistern
- J16 - Storm windows
- J17 - White roof

***K-GREEN FIREPLACE**

- K1 - EPA Certified Wood Stove
- K2 - EPA Qualified Fireplace
- K3 - Sealed Combustion

***L-GREEN FLOORING**

- L1 - CRI GreenLabelPlus Carpet
- L2 - FloorScore Cert Bamboo
- L3 - FloorScore Cert Cork

- L4 - FloorScore Cert Laminate
- L5 - FloorScore Cert Linoleum
- L6 - FS Cert Recycled Rubber
- L7 - FSC or SFI Cert Src Hrdwd
- L8 - FSC/SFI Cstdy Chain Hrdwd
- L9 - Reclaimed Wood

***M-GREEN FOUNDATION**

- M1 - Active Radon Mitigation
- M2 - Drainage System
- M3 - Passive Radon Mitigation
- M4 - Pest Prevention Design
- M5 - Sealed Foundation
- M6 - Sump Pump

***N-GREEN HEATING**

- N1 - Air Source Heat Pump
- N2 - AirPurificationSystem
- N3 - Duct leakage test results
- N4 - Ducted Mini Split
- N5 - Ductless Mini Split
- N6 - Ducts prof. air-sealed
- N7 - ENERGY STAR Equipment
- N8 - ENGYSTAR/ACCA RSI Install
- N9 - Fresh Air Recovery Sys
- N10 - Ground Source Heat Pump
- N11 - Hi-Eff Sealed Combustion
- N12 - Hydronic Radiant Flooring

***O-GREEN - INTERIOR**

- O1 - Dual-flush toilet(s)
- O2 - ES qual ceiling fan(s)
- O3 - ES qual exhaust fan(s)
- O4 - ES qual light fixture(s)
- O5 - Onsite Recycling Center
- O6 - WS labeled bath faucets
- O7 - WS labeled showerhead(s)
- O8 - WS labeled toilets

- O9 - WS labeled urinal(s)

***P-GREEN LOT**

- P1 - Cert Wildlife Landscape
- P2 - Gray Water System
- P3 - Native Plants
- P4 - North Wind breaks
- P5 - Permeable Paving
- P6 - South/West Shading
- P7 - Used WS Irrgtn Partner
- P8 - Vegetated Swale
- P9 - Water Catchment/Recovery
- P10 - Water-Smart Landscaping
- P11 - WaterSense Irrgtn Control

***R-GREEN POOL/SPA**

- R1 - Energy eff. pool heater
- R2 - ENERGY STAR pool pump
- R3 - Pool Cover

***S-GREEN RATINGS**

- S1 - AFUE Rating
- S2 - Cool Roof Rating
- S3 - DOE Challenge Home
- S4 -Earthcraft
- S5 - Energy Star Certified
- S6 - HERS Rating
- S7 - Home Energy Score
- S8- Home Perf w/ENERGY STAR
- S9 - Indoor airPLUS
- S10 - LEED Rating
- S11 - NAHB Rating
- S12 - NGBS New Construction
- S13 - NGBS SmallProjcts Remodel
- S14 - NGBS Whole-Home Remodel
- S15 - Passive/Net Zero Home

- S16 - SEER Rating
- S17 - Upgrade Cert: Improvement
- S18 - Upgrade Cert: Performance
- S19 - WaterSense Certified

***Q-GREEN OTHER**

- Q1 - Carbon Monoxide alarm(s)
- Q2 - Direct Vent Fans
- Q3 - Home Energy Mgmt System
- Q4 - HRV/ERV (Recovery Vent)
- Q5 - Programmable Thermostat
- Q6 - Utility smart-meter
- Q7 - WholeHouse AirCleaningSys
- Q8 - WholeHouse Exhaust Vent
- Q9 - WholeHouse Supply Vent

***B-BUILDING STATUS**

- B1 - Build to Suit
- B2 - Cold Shell
- B3 - Complete
- B4 - Existing Structure
- B5 - Heated Shell
- B6 - Raw Land
- B7 - To Be Built
- B8 - Under Construction

LEASES

- ZA1 - Month to Month
- ZA2 - Year to Year
- ZA3 - Greater Than 1 Year
- ZA4 - Renewal Option
- ZA5 - Multiple Leases
- ZA6 - None

REMARKS

Public Remarks: 1250 _____

Agent Remarks: 1250 _____

AGENT INFORMATION

*List Agent: _____

*List Team: _____

List Office - Co-Agent: _____

Co-Office - Co-Agent2: _____

*BA offer direct to Seller: N Y

V Listing Services: _____ see **All Features** section Include on Internet: N Y Include on IDX/VOW: N Y

Display Address: N Y AVM: N Y

LISTING SHOWING

*List Date: ____/____/____ *Expire Date: ____/____/____

*Occupied By: Owner Tenant Vacant

Owner Name: _____ Owner Phone: _____ Docs on File: N Y

*Lockbox: CAAR CAAR/HRAR GAAR GAAR/HRAR HRAR NO OTHER *Serial # _____

Lockbox Date: _____ Lockbox Location: _____

XC- Showing Instructions: _____ see **All Features** section

Directions:255 _____

VIRTUAL TOUR AND MEDIA

Virtual Tour: _____

Virtual Tour 2: _____

Virtual Tour 3: _____

Media Link 1: _____

Media Link 2: _____

Media Link 3: _____

SOLD

Cap rate %: _____

Sell Team: _____