

New York State Alliance of MLS's - COM

Commercial, Industrial and Mixed Use – For Member Use Only (MLS data input form) DENOTES A REQUIRED FIELD REV. 5/14/2010

ML# _____ VRP y/n \$ _____ \$ _____

Service Assigned Value Range Low Price List Price

County Town or City Name Area (NYS SWIS Code)

Address _____ / _____ (Pre) _____ / _____ (Post)
(Street Number) Direction (Street Name) Direction

Tax Map # _____ Village _____ Zip Code _____

(Auto Populate – complete tax is required for proper mapping)

Nearest Cross Street _____ Subdivision / Community / Complex Transaction Type
 Rent Sell

School District Name _____ Neighborhood _____

High School Name _____ Middle School Name _____ Elementary School Name _____

of Acres _____ Lot # _____ - _____

Year Built Description
 Existing
 Existing – Unknown
 New Build
 To-Be-Built
 Under Construction (60-90 Days)
(Choose 1)
Year Built _____

Lot Shape
 Irregular
 Pie
 Rectangular
(Choose 1)

Lot Dimensions
_____ X _____
Frontage Depth

OFFICE INFORMATION

Listing Agent ID _____ Listing Agent 2 ID _____ Showing/Appt # _____ Showing/Appt # Desc _____ Showing Instructions

Listing Agent Name _____ Agent
 Appt Service
 Office
 Owner
(Choose 1)
 Call List Agent for Showing Instructions
 Call Owner/ Tenant
 HUD Master Key
 Key at Listing Office
 Lockbox- 24 Hour Access
 Lockbox- Call First
 Lockbox- Must Make Appointment
 Lockbox- Timed Access
 Lockbox- Vacant
 Owner Occupied
 Tenant Occupied
 Other

Owner Address Same as Property y/n _____ Compensation _____
(Last Name, First Name) (Street name as per tax record) (Buyer's Agent)
 Owner 1 Last Name _____ Owner 1 First Name _____
 Owner 2 Last Name _____ Owner 2 First Name _____
(Broker's Agent)

Owner Address _____ Compensation _____
(Street Number) (Street name as per tax record) (City) (State) (Zip Code)
 List Date _____ Expiration Date _____ Special Conditions Apply _____
M M D D Y Y M M D D Y Y Call Listing Broker y/n _____
(See private remarks) (choose 1)

Listing Type Exclusive Right to Sell Exclusive Agency (Choose 1) Service Type Limited Services MLS Entry Only (Choose 1)

Private Remarks (312 spaces) (Confidential – For Member Use Only) _____

Negotiation With
 Listing Broker Only
 Owner Directly
(1 required, choose up to 4)

GENERAL INFORMATION

Category Land Lease Type of Building Total # of Units Square Footage

Apartments Mixed Use Automotive Manufacturing Retail _____
 Business Opportunity Mobile Park Bar/Tavern Office Building Service _____
 Commercial Office Building Trade Personal Services Shopping _____
 Industrial - Heavy Store / Office Business Services Plaza Special Use _____
 Industrial - Light Other Funeral Religious Variance _____
(Choose up to 5) Grocery Residential Warehouse _____
 Hotel/Motel Restaurant/Food Wholesale _____
(Choose up to 7) Other _____

Sale Includes Inventory Parking Description # Stories Office Square Feet

Building Only Land Only Common Available _____
 Business Only Land & Building Dirt/Stone Parking _____
 Equipment Land, Building & Business Fee Parking Available _____
 Franchise Land, Building & Business Fenced Parking _____
(Choose up to 4) Other _____ Indoor Available _____
 Other _____ None Available _____
 Other _____ Surfaced Available _____
(Choose up to 4) Other _____ Other _____
(Choose up to 5)

Business Name _____ Floor Description Carpet
 Business Type _____ Concrete
 Zoning Code _____ Business is Franchise? y/n _____ Linoleum/Vinyl
 Zoning _____ Residential Multi Use y/n _____ Plywood
 Agricultural Residential 1 Unit Weight
 Business Residential 2 Unit Other _____
 Commercial Restricted Business Other _____
 Heavy Industrial Other _____
 Home Office Zoning Other _____
 Industrial Other _____
 Light Industrial (Choose 1)

Electric Service Location

120 / 208v Agricultural District Industrial
 120 / 240v Business District On Reservation
 220V Corner Preserved
 3 Phase Enterprise Zone Residential
 440V Freestanding Shopping Center
 Single Phase Other
 Other (Choose up to 5)

Retail Square Feet
 Manufacturing Square Ft
 Residential Square Feet
 Retail Square Feet
 Leased Square Feet
 Warehouse Square Feet
 Vacant Square Feet
 Max Ceiling Height
 Max OH Door Height

COMMERCIAL, INDUSTRIAL AND MIXED USE

GENERAL INFORMATION

Basement Description Loading Property Use On Waterfront? / Description
Waterfront Name Island

LEASE INFORMATION

\$ Per Square Foot # of Leases Tenant Pays Lease Description Lease Term Remaining
Lease Square Footage Description

Public Remarks (600 spaces) (No contact information of any kind, restricted to property information only as per MLS policy #13)

Directions to Property (234 spaces)

UTILITIES INFORMATION

HVAC Type Heating Fuel Description Sewer / Water
Boiler Type

ADDITIONAL INFORMATION

Living Quarters Resident Units Studio #1 Bed #2Bed #3Bed Available Documents
Seller Desires Docks Rooms Truck Bays Employees

Public Transportation Years Established Seating Capacity
Seller Provides Survey Well Test Other

Building Miscellaneous Construction Roof Description
Accessibility

COMMERCIAL, INDUSTRIAL AND MIXED USE

FINANCIAL INFORMATION

® Possible Financing

- | | |
|--|--|
| <input type="checkbox"/> Assumable | <input type="checkbox"/> Lease Option |
| <input type="checkbox"/> Assumable w/Lender Appr | <input type="checkbox"/> Owner 1 st |
| <input type="checkbox"/> Cash Only | <input type="checkbox"/> Owner 2 nd |
| <input type="checkbox"/> Conventional | <input type="checkbox"/> VA |
| <input type="checkbox"/> FHA | <input type="checkbox"/> Wrap |
| <input type="checkbox"/> Land Contract | <input type="checkbox"/> Other |

1st Mortgage Balance

\$ _____

2nd Mortgage / Home Equity Loan Balance

\$ _____

® Escrow Agent

\$ _____

® Escrow Bank

\$ _____

(Choose up to 7)

® Town / County Tax

\$ _____

® City / Village Tax

\$ _____

® School Tax

\$ _____

® Assessed Value

\$ _____

® Annual Special Assessment

\$ _____

Type of Sale

- Auction
- Bank Owned / REO
- Co-Op
- HUD / Gov't Owned
- Relocation
- Short Sale

(Choose up to 4)

® Gross Annual Income

\$ _____

® Annual Operating Expenses

\$ _____

® Operating Expenses Include

- | | |
|---|--|
| <input type="checkbox"/> Accounting / Legal | <input type="checkbox"/> Rent |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Reserve |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Refuse |
| <input type="checkbox"/> Equipment Rental | <input type="checkbox"/> Repairs / Maintenance |
| <input type="checkbox"/> Gas/Oil | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Snow Plow |
| <input type="checkbox"/> Lease / Rental | <input type="checkbox"/> Supplies |
| <input type="checkbox"/> Licenses / Permits | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Management | <input type="checkbox"/> Water |
| <input type="checkbox"/> Payroll | <input type="checkbox"/> Worker's Comp |
| <input type="checkbox"/> Pure Water | <input type="checkbox"/> Other |

(Choose up to 14)

® Income/Expense Information

- Provided by Accountant
- May Show Books
- Estimated
- None
- Provided by Owner
- Projected
- Tax Return

(Choose up to 5)

DISPLAY AND OCCUPANCY INFORMATION

® Possession

- | | |
|---|--|
| <input type="checkbox"/> After Closing | <input type="checkbox"/> Immediate |
| <input type="checkbox"/> At Closing | <input type="checkbox"/> Leases |
| <input type="checkbox"/> Before Closing | <input type="checkbox"/> Tenant's Rights |
| | <input type="checkbox"/> Other |

(Choose up to 3)

Internet

- | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| ® Internet | ® Street Address | ® IDX | ® AVM |
| <input type="checkbox"/> y/n | <input type="checkbox"/> y/n | <input type="checkbox"/> y/n | <input type="checkbox"/> y/n |

Third Party

- | |
|------------------------------|
| ® Commentary |
| <input type="checkbox"/> y/n |

Lockbox Serial #

Virtual Tour Link (150 spaces)

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

 Firm

 Owner

 Listing Agent

 Date Signed