

## Charlottesville Area Association of REALTORS® (Add Listing)–Commercial Sales

\* Denotes Mandatory Field

<b>*List Date:</b>	<b>*Exp Date:</b>	<b>*List Price:</b>	<b>*Property Type:</b> Building      Land
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### LOCAL INFORMATION

<b>*No:</b>	Dir: S / E / N / W NW / NW / SE SE / SW	<b>*Street Name:</b>	Unit:	<b>*Area:</b>	Project Name:
<b>*City:</b>		<b>ST: VA</b>	<b>*Zip:</b>	<b>*Sector:</b> City Limits / Downtown / E / N / S / W	
<b>*Zoning:</b>	Parcel ID:				
<b>*Legal:</b>					
<b>*Directions:</b>					

### AGENT INFORMATION

List Office:	<b>*List Agent ID:</b>	Co-List Agent:			
<b>*Owner</b> (Last, First):	Owner Phone:	<b>*Occupant</b>		Occupant Phone:	
<b>*List Type:</b> EA / ERS / ERSWNE / ERL	<b>*CompBA:</b> \$ / %	<b>*CompSA:</b> \$ / %	<b>*CompNA:</b> \$ / %	<b>*Owner Discl:</b> Exempted / Owner Disclosure / Owner Disclaimer	
<b>*Sign:</b> Y / N	<b>*Lockbx:</b> Y / N	LkBxDat:	LkBxLoc:	Kickout: Y / N	
<b>*Show on Internet?</b> Y / N		Exclude from IDX/VOW?    Y / N			

### PROPERTY DETAILS

<b>*Bldg SqFt:</b>	Lease: Y / N	LeaseMLS#:
<b>*#Acres:</b>	<b>*Annual Tax \$</b>	Tax Yr:
Remarks:		
Agent Notes:		

### Circle items that apply

<p><b>Location:</b> 1<sup>st</sup> Level / 2<sup>nd</sup> Level / 3<sup>rd</sup> Level / Bus. District / Corner / Free Standing / Indus. Park Area / Inside / Office Building / Residential / Rural / Shop Center / Strip Center</p> <p><b>Parking:</b> Off Site / Private 1-10 Spaces / Private 11+ Spaces / Public Lot-Garage / Street / Unpaved</p> <p><b>Frontage:</b> 2 Lane / 3 Lane / 4 Lane / 5 Lane / 6 Lane / City Street / Curb-Gutter / Divided / Interstate / Paved / Private / Ribbon Paved / State Road / Unpaved</p> <p><b>Access:</b> Airport 2-5 miles / Airport 5-10 miles / Airport &lt;2 miles / City Maintenance / Interstate / No Road Frontage / Private Main. / R-R Possibility / R-R Siding / State Maintenance / US Highway</p> <p><b>Use Options:</b> Apartments / Automotive / Flex / Investor-User / Land / Lodging / Manufacturing / Metal / Office / Restaurant / Retail / Warehouse</p> <p><b>Construction:</b> Aluminum / Asbestos / Block / Brick / Cedar / Concrete / Frame / Log / Masonite / Partial Brick / Shingle / Stone / Stucco / Vinyl / Wood</p>
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**Site Description:** Elevated / Gently Rolling / Golf Front / Lake / Low / Mountain Top / Nearly Level / Open / Partly Wooded / Pond / Steep / Stream / Waterfront / Wooded

**Misc:** ADA Compliant / Add'l Building / Conveyor / Dry Sprinkler / Freight Elevator / Load Dock Grade / Load Dock Truck / Overhead Door / Partial Fence / Passenger Elevator / Security Fence / Security System / Truck Scale / Wet Sprinkler / Window Display

**Utilities:** 3-Phase Electric / All Public / Bottle Gas / Cable / Electric / Gas / Heating Oil / Public Water / Septic Sewer Storm Sewer / Well

**Availability:** Deferred Closing / Early Occ. Poss / Negotiable / Rent Back / Settlement / Subject To New Home / Tenants Rights

**\*Building Status:** Build to Suit / Existing Structure / Raw Land / To Be Built / Under Construction

**\*BuildOut/FitUp:** Complete / Raw Land / Shell

**Price Includes:** Business / Business Name / Corporate Stock / Customer List / Good Will / Inventory / Leases Machinery / Non-Complete / Real Estate / Sign / Telephone No.'s / Trade Fixtures

**Ownership Interest:** Condominium / Fee Simple / Grant Lease / Lease Held / Leased Fee / Partial Interest

**Leases:** >1Year / Month to Month / Multiple Leases / None / Renewal Option / Year to Year

**Financing:** Conv/ARM / Conv/Fix / FEDLB / IRB / Other / Owner Contrib./ Owner First / Owner Second / Private / VHDA

**\*Showing:** 24 Hr Notice / Beware Dog / By Appt Only / Call Agent / Call Listing Office / Call Owner / Call Tenant Call-No Answer-Use LB / Drive Out / Gate Animals / Keep Animals In / Keep Animals Out / Keep Animals Where They Are / Key At Lst Office / Key w/ Lst Agent / LA Acompany / NoLB-CallTenant-Owner / NoLB-CallAgentOfc / Occupied W/ LB / Occupied UseLB / Restricted Hours / Vacant UseLB

**Misc. Disclosures:** Encumbrances / FirstRghtOfRefusal / Lead-basedPaintDisclsr / OwnerLicensee / OwnerRelatedToAgent / SpecialCommArrainments

**Documents:** Aerial / Appraisal / Convents-Restrictions / Deed / Demographics / Easements / Feasibility / Floor Plan / HOABylaws / Lease / Mortgage / Owner Disclosure / P&L's / Perc Report / Rent Roll / Road Maint. Agreement / Soil Analysis / Soil Type / Subdivision Plat / Survey-Plat / Topography / Zoning Restrictions

Charlottesville Area Association of Realtors  
550 Hillside Drive Charlottesville, VA 22901  
(434) 817-2227

Date: \_\_\_\_\_ Agent (Firm Name) \_\_\_\_\_

Owner authorizes the listing broker to place this listing on "HOLD" status (Does not appear in MLS) in an emergency for up to 72 hours without further signature \_\_\_\_\_ (initial here).  
Owner hereby authorizes submission of this information to the Charlottesville Area Association of REALTORS Information Services, including the Multiple Listing Service.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This information must be entered into the MLS system within 48 hours of seller(s) written authorization