

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

STANDARD

- \*Status
Active
Contingent
Office Exclusive
Provisional
Hold
Sold
Pending
Expired
Expired-Provisional
Withdrawn
Leased

\*Property Type

- (Select One)
Building
Land
Office Condo

\*Class: COMMERCIAL SALES

Project Name: \_\_\_\_\_

\*Area: \_\_\_\_\_

\*Zip: \_\_\_\_\_ - \_\_\_\_\_

\*Address (Street #): \_\_\_\_\_

Unit #: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_

\*Zoning: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\*Parcel Number: \_\_\_\_\_

Annual Taxes: \_\_\_\_\_ Tax Year: \_\_\_\_\_ \*List Price: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Annual Taxes: \_\_\_\_\_ Tax Year: \_\_\_\_\_ \*Lease Price/SqFt/Yr.: \_\_\_\_\_

Include on Internet: N [ ] Y [ ] Display Address: N [ ] Y [ ] Comments: N [ ] Y [ ] AVM: N [ ] Y [ ]

\*Distressed \*Short Sale: N [ ] Y [ ] \*Distressed \*Lender-Owned: N [ ] Y [ ] \*Distressed \*Auction: N [ ] Y [ ]

GENERAL INFORMATION

Directions: \_\_\_\_\_

Highlight 1 \_\_\_\_\_

Highlight 2 \_\_\_\_\_

Highlight 3 \_\_\_\_\_

Highlight 4 \_\_\_\_\_

\*Total Building SF \_\_\_\_\_ \*Gross Leasable Area \_\_\_\_\_ \*Minimum Divisible \_\_\_\_\_ \*Maximum Contiguous \_\_\_\_\_

# of Spaces: \_\_\_\_\_ # of Units: \_\_\_\_\_ \*# Acres: \_\_\_\_\_ Property on Ground Lease: N [ ] Y [ ]

Tenancy: [ ] Multiple [ ] Single Fenced: [ ] Full [ ] None [ ] Partial Gas Available: N [ ] Y [ ] \*Green Features: N [ ] Y [ ]

# of Stories \_\_\_\_\_ Parking Ratio \_\_\_\_\_ Year Built \_\_\_\_\_ For Lease: N [ ] Y [ ] Lease MLS #: \_\_\_\_\_

\*CAM: N [ ] Y [ ] CAM Fee \$ \_\_\_\_\_ CAM Fee Frequency: [ ] Monthly [ ] Other [ ] Quarterly [ ] Semi Annually [ ] Yearly

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

**STANDARD & GREEN FEATURES**

Features: select all that apply

**\*AIR CONDITIONING**

- AA1 - Central Air
- AA2 - Window/Wall Unit
- AA3 - No

**\*CAM FEE INCLUDES**

- AB1 - Advertising
- AB2 - Electricity
- AB3 - Garbage Collection
- AB4 - Gas
- AB5 - Grass/yard Maintenance
- AB6 - Insurance Premium
- AB7 - Janitorial
- AB8 - Merchant Fees
- AB9 - Other
- AB10 - Parking Lot Maintenance
- AB11 - Security
- AB12 - Snow Removal
- AB13 - Taxes
- AB14 - Water/Sewer

**\*CONSTRUCTION**

- AC1 - Brick
- AC2 - Concrete
- AC3 - Frame
- AC4 - Masonry
- AC5 - Other
- AC6 - Steel
- AC7 - Stone
- AC8 - Stucco
- AC9 - Synthetic
- AC10 - Vinyl/Metal Siding

**DOCS ON FILE**

- AD1 - AFUE Rating
- AD2 - Appraisal
- AD3 - CC&R's
- AD4 - Cool Roof Rating
- AD5 - Easement
- AD6 - Energy Star Certified
- AD7 - HERS Rating
- AD8 - Inspection Report
- AD9 - Inventory
- AD10 - Lease
- AD11 - LEED Rating
- AD12 - NAHB Rating
- AD13 - Other
- AD14 - Personal Property
- AD15 - Survey
- AD16 - Utilities Printout

**\*FLOOR CONSTRUCTION**

- AE1 - Concrete
- AE2 - Other
- AE3 - Wood

**\*HEATING**

- AF1 - Baseboard
- AF2 - Ceiling
- AF3 - Electric
- AF4 - Forced Air
- AF5 - Gas
- AF6 - Geothermal
- AF7 - Heat Pump
- AF8 - Hot Water

- AF9 - Oil
- AF10 - Other
- AF11 - Propane
- AF12 - Radiant
- AF13 - Solar
- AF14 - Wall
- AF15 - Wood

**\*LOCATION**

- AG1 - 1st Level
- AG2 - 2nd Level
- AG3 - 3rd Level
- AG4 - Business District
- AG5 - Corner
- AG6 - Free Standing
- AG7 - Industrial Park Area
- AG8 - Inside
- AG9 - Office Building
- AG10 - Other
- AG11 - Residential
- AG12 - Rural
- AG13 - Shopping Center
- AG14 - Strip Center

**PARKING**

- AH1 - Off Site
- AH2 - Private 11+ Spaces
- AH3 - Private 1-10 Spaces
- AH4 - Public Lot - Garage
- AH5 - Street
- AH6 - Unpaved

**\*POWER**

- AI1 - 110 Volts
- AI2 - 220 Volts
- AI3 - 3 Phase
- AI4 - Backup Generator
- AI5 - Other
- AI6 - UPS

**\*PRICE INCLUDES**

- AJ1 - Business
- AJ2 - Business Name
- AJ3 - Corporate Stock
- AJ4 - Customer List
- AJ5 - Good Will
- AJ6 - Inventory
- AJ7 - Leases
- AJ8 - Machinery
- AJ9 - Non-Compete
- AJ10 - Other
- AJ11 - Real Estate
- AJ12 - Sign
- AJ13 - Telephone Numbers
- AJ14 - Trade Fixtures

**\*ROOF**

- AK1 - Composition Shingle
- AK2 - Gravel
- AK3 - Metal
- AK4 - Other
- AK5 - Roll
- AK6 - Tile
- AK7 - Wood Shingle

**\*SEWER**

- AL1 - Alternative
- AL2 - Holding Tank
- AL3 - Not Connected
- AL4 - Other
- AL5 - Septic
- AL6 - Yes Connected

**\*STRUCTURE FEATURES**

- AM1 - Basement
- AM2 - Cable
- AM3 - Cranes
- AM4 - Dock
- AM5 - Elevator, Freight
- AM6 - Elevator, Passenger
- AM7 - Fenced Yard
- AM8 - Fire Alarm
- AM9 - Fire Hydrant Approved
- AM10 - Fire Sprinklers
- AM11 - Gas/Propane
- AM12 - Grade Level Door
- AM13 - Handicap Access
- AM14 - High Dock Door
- AM15 - Lawn Sprinklers
- AM16 - Lighting
- AM17 - On City Bus Route
- AM18 - Overhead Doors
- AM19 - Paved Outside Area
- AM20 - Paved Street
- AM21 - Railroad
- AM22 - Trailer Parking

**\*SUITABLE FOR AGRICULTURE**

- AN1 - Agribusiness
- AN2 - Agriculture
- AN3 - Pasture/Ranch
- AN4 - Timberland
- AN5 - N/A

**\*SUITABLE FOR HEALTH CARE**

- AO1 - Acute Care Hospital
- AO2 - N/A

**\*SUITABLE FOR HOTEL/MOTEL**

- AP1 - Economy/Limited Service
- AP2 - Full Service
- AP3 - N/A

**\*SUITABLE FOR INDUSTRIAL**

- AQ3 - Distribution Warehouse
- AQ4 - Flex Space
- AQ5 - Manufacturing
- AQ6 - Office Showroom
- AQ7 - R&D
- AQ8 - Refrigerated/Cold Storage
- AQ9 - Self/Mini Storage
- AQ10 - Truck/Terminl/Hub/Transit
- AQ11 - Warehouse
- AQ12 - N/A

**\*SUITABLE FOR LAND**

- AR1 - Industrial
- AR2 - Leased Land
- AR3 - Multifamily
- AR4 - Office

- AR5 - Other
- AR6 - Residential
- AR7 - Retail
- AR8 - Retail Pad

**\*SUITABLE FOR MULTIFAMILY**

- AS1 - Duplex/Triplex/Fourplex
- AS2 - Garden/Low Rise
- AS3 - Government Subsidized
- AS4 - Mid/High Rise
- AS5 - Mobile Home/RV Community
- AS6 - N/A

**\*SUITABLE FOR OFFICE**

- AT1 - Business Park
- AT2 - Condo
- AT3 - Creative/Loft
- AT4 - Institutional/Government
- AT5 - Medical Office
- AT6 - Office Building
- AT7 - R&D
- AT8 - Warehouse
- AT9 - Wholesale
- AT10 - N/A

**\*SUITABLE FOR RES. INCOME**

- AU1 - Duplex/Triplex/Fourplex
- AU2 - Single Unit/ SFR-Condo
- AU3 - N/A

**\*SUITABLE FOR RETAIL**

- AV1 - Anchor
- AV2 - Business Park
- AV3 - Day Care Facility
- AV4 - Free Standing Building
- AV5 - Other
- AV6 - Post Office
- AV7 - Restaurant/Bar
- AV8 - Retail Pad
- AV9 - Service/Gas Station
- AV10 - Street Retail
- AV11 - Vehicle Related

**\*SUITABLE FOR SENIOR HOUSING**

- AW1 - Assisted Living Residence
- AW2 - Congregate Senior Housing
- AW3 - N/A

**\*SUITABLE FOR SHOPPING CENTER**

- AX1 - Community Center
- AX2 - Neighborhood Center
- AX3 - Outlet Center
- AX4 - Power Center
- AX5 - Regional Center/ Mall
- AX6 - Specialty Center
- AX7 - Strip Center
- AX8 - Super Regional Center
- AX9 - Theme/Festival Center
- AX10 - N/A

**\*SUITABLE FOR SPECIAL PURPOSE**

- AY1 - Golf Related
- AY2 - Historic District
- AY3 - Hunting
- AY4 - Marina
- AY5 - Other

Features: select all that apply

- AY6 - Recreation
- AY7 - Religious
- AY8 - Theatre/Performing

**USE OPTIONS**

- AZ1 - Apartments
- AZ2 - Automotive
- AZ3 - Flex
- AZ4 - Ground Lease
- AZ5 - Investor-User
- AZ6 - Land
- AZ7 - Lodging
- AZ8 - Manufacturing
- AZ9 - Medical
- AZ10 - Office
- AZ11 - Restaurant
- AZ12 - Retail
- AZ13 - Warehouse

**\*WATER**

- BA1 - Connected
- BA2 - Not Connected
- BA3 - Other
- BA4 - Private
- BA5 - Public

**\*LISTING SERVICES**

- BB1 - Exclusive Agency
- BB2 - Exclusive Right to Sell
- BB3 - Full Service
- BB4 - Limited Service

**\*SHOWING INSTRUCTIONS**

- BC1 - 24-hr Notice
- BC2 - Beware Dog
- BC3 - By Appt. Only
- BC4 - Call Agent
- BC5 - Call Owner
- BC6 - Call Tenant
- BC7 - See Agent Notes
- BC8 - Vacant/Use LB
- BC9 - Combo LB/Call Agent

**GREEN APPLIANCES**

- BD1 - Energy Star Certified
- BD2 - ES Qual Clothes Washer
- BD3 - ES Qual Water Heater
- BD4 - ES Qualified Dishwasher
- BD5 - ES Qualified Freezer
- BD6 - ES Qualified Refrigerator
- BD7 - Heat Pump Water Heater
- BD8 - Hi-Eff/Sealed Water Htr
- BD9 - Solar Water Heater
- BD10 - Tankless Water Heater

**GREEN CONSTRUCTION**

- BE1 - Advanced Framing
- BE2 - Blown Insulation
- BE3 - Forms
- BE4 - ICAT Recessed Lighting
- BE5 - Indigenous Construction
- BE6 - Ins Attic/Crawl Hatch(es)
- BE7 - Insulated Concrete
- BE8 - Insulated Ext Duct-Work
- BE9 - KCMA ESCP Cabinetry
- BE10 - Lead-free paint
- BE11 - Low VOC Insulation
- BE12 - Low VOC paints/finishes
- BE13 - Low Voc wood products
- BE14 - Non-Toxic Materials
- BE15 - Pest-Resistant Materials
- BE16 - Regional Materials
- BE17 - Rigid Insulation
- BE18 - South-facing Living Areas
- BE19 - Spray Foam
- BE20 - Structured Ins Panels

**GREEN COOLING**

- BF1 - Air Purification System
- BF2 - Air Source Heat Pump
- BF3 - Attic Fan
- BF4 - Duct leakage test results
- BF5 - Ducted Mini Split
- BF6 - Ductless Mini Split
- BF7 - Ducts prof. air-sealed
- BF8 - ENERGY STAR Equipment
- BF9 - ENERGY STAR Installation
- BF10 - Evaporative Cooling
- BF11 - Fresh Air Recovery Sys
- BF12 - Ground Source Heat Pump

**GREEN - EXTERIOR**

- BG1 - Awnings/Overhangs
- BG2 - Cement siding
- BG3 - Chimney Caps
- BG4 - ES qual roof shingles
- BG5 - ES qual skylights
- BG6 - ES qual solar light tubes
- BG7 - ES qualified doors
- BG8 - Exterior Blinds
- BG9 - Functional Shutters
- BG10 - Green Roof
- BG11 - Gutter Guard System
- BG12 - Gutters/Downspouts Discon
- BG13 - Radiant Barrier
- BG14 - Rain Barrel/Cistern
- BG15 - Storm windows
- BG16 - White Roof

**GREEN FIREPLACE**

- BH1 - EPA Certified Wood Stove

- BH2 - EPA Qualified Fireplace
- BH3 - Sealed Combustion

**GREEN FLOORING**

- BI1 - CRI GreenLabelPlus Carpet
- BI2 - FloorScore Cert Bamboo
- BI3 - FloorScore Cert Cork
- BI4 - FloorScore Cert Laminate
- BI5 - FloorScore Cert Linoleum
- BI6 - FS Cert Recycled Rubber
- BI7 - FSC or SFI Cert Src Hrdwd
- BI8 - FSC/SFI Cstdy Chain Hrdwd
- BI9 - Reclaimed Wood

**GREEN FOUNDATION**

- BJ1 - Active Radon Mitigation
- BJ2 - Drainage System
- BJ3 - Passive Radon Mitigation
- BJ4 - Pest Prevention Design
- BJ5 - Sealed Foundation
- BJ6 - Sump Pump

**GREEN HEATING**

- BK1 - Air Source Heat Pump
- BK2 - AirPurificationSystem
- BK3 - Duct leakage test results
- BK4 - Ducted Mini Split
- BK5 - Ductless Mini Split
- BK6 - Ducts prof. air-sealed
- BK7 - ENERGY STAR Equipment
- BK8 - ENG YSTAR/ACCA RSI Install
- BK9 - Fresh Air Recovery Sys
- BK10 - Ground Source Heat Pump
- BK11 - Hi-Eff Sealed Combustion
- BK12 - Hydronic Radiant Flooring

**GREEN - INTERIOR**

- BL1 - Dual-flush toilet(s)
- BL2 - ES qual ceiling fan(s)
- BL3 - ES qual exhaust fan(s)
- BL4 - ES qual light fixture(s)
- BL5 - Onsite Recycling Center
- BL6 - WS labeled bath faucets
- BL7 - WS labeled showerhead(s)
- BL8 - WS labeled toilets
- BL9 - WS labeled urinal(s)

**GREEN LOT**

- BM1 - Cert Wildlife Landscape
- BM2 - Gray Water System
- BM3 - Native Plants
- BM4 - North Wind breaks
- BM5 - Permeable Paving
- BM6 - South/West Shading
- BM7 - Used WS Irrgtn Partner
- BM8 - Vegetated Swale
- BM9 - Water Catchment/Recovery
- BM10 - WaterSense Irrgtn Control

- BM11 - Water-Smart Landscaping

**GREEN POOL/SPA**

- BN1 - Energy eff. pool heater
- BN2 - ENERGY STAR pool pump
- BN3 - Pool Cover

**GREEN RATINGS**

- BO1 - AFUE Rating
- BO2 - Cool Roof Rating
- BO3 - DOE Challenge Home
- BO4 - Energy Star Certified
- BO5 - HERS Rating
- BO6 - Home Energy Score
- BO7 - Home Perf w/ENERGY STAR
- BO8 - Indoor airPLUS
- BO9 - LEED Rating
- BO10 - NAHB Rating
- BO11 - NGBS New Construction
- BO12 - NGBS SmallProjects
- Remodel
- BO13 - NGBS Whole-Home
- Remodel
- BO14 - Passive/Net Zero Home
- BO15 - SEER Rating
- BO16 - Upgrade Cert: Improvement
- BO17 - Upgrade Cert: Performance
- BO18 - WaterSense Certified

**GREEN OTHER**

- BP1 - Carbon Monoxide alarm(s)
- BP2 - Direct Vent Fans
- BP3 - Home Energy Mgmt System
- BP4 - HRV/ERV (Recovery Vent)
- BP5 - Programmable Thermostat
- BP6 - Utility smart-meter
- BP7 - WholeHouse AirCleaningSys
- BP8 - WholeHouse Exhaust Vent
- BP9 - WholeHouse Supply Vent

**BUILDING STATUS**

- BQ1 - Build to Suit
- BQ2 - Complete
- BQ3 - Existing Structure
- BQ4 - Raw Land
- BQ5 - Shell
- BQ6 - To Be Built
- BQ7 - Under Construction
- BQ8 - Vanilla Box

**LEASES**

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

REMARKS

REMARKS

Public Remarks: \_\_\_\_\_

Agent Notes: \_\_\_\_\_

AGENT INFORMATION

\*List Agent: \_\_\_\_\_

\*List Office: \_\_\_\_\_

Co-Agent: \_\_\_\_\_

Co-Office: \_\_\_\_\_

Co-Agent2: \_\_\_\_\_

Co-Office2 (on website but not a fillable field)???

\*BA offer direct to Seller: N  Y

\*Variable Rate Commission: N  Y

\*Co-op Broker Compensation: N  Y

Compensation Type: \_\_\_\$ \_\_\_%

LISTING SHOWING

\*List Date: \_\_\_/\_\_\_/\_\_\_

\*Expire Date: \_\_\_/\_\_\_/\_\_\_

\*Occupied By:  Owner  Tenant  Vacant

\*Seller Disclosure: Exempted  Yes

\*CAAR Lockbox: N  Y  \*Serial # \_\_\_\_\_ Lockbox Date: \_\_\_\_\_

Lockbox Location: \_\_\_\_\_

1. Seller(s) has (have) read the foregoing listing form and agree(s) to hold the agent and CAAR Multiple Listing Service Inc. free and harmless from any liability or damage arising from incorrect or undisclosed information provided by them.
2. Execution of this information form confirms that the undersigned seller(s) has (have) concurrently executed an exclusive right to sell listing agreement with the undersigned REALTOR® unless otherwise noted. Seller(s) grant(s) consent to inclusion of the information into the CAAR Multiple Listing Service, Inc.
3. The seller(s) authorization is given if the listing broker wishes to compensate the broker representing prospective purchasers.

Seller's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seller's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MLS Participant or Agent: \_\_\_\_\_ Date: \_\_\_\_\_