COMMERCIAL SALE PROFILE SHEET

bright MLS

Required fields marked with (*) ○ = Choose one only ☐ = Can choose multiple

Submitted by	Entered by	MLS #
Date Received	**Date Entered**	**Tax ID***

Address*

Directions*

Property Sub Type* ○ Industrial ○ Mixed Use ○ Office ○ Services ○ Sports and Entertainment ○ Five or More Units ○ Land for Commercial Use ○ Mobile Home/Campgrounds ○ Retail ○ Special Purpose ○ Other

Ownership Interest* ○ Condominium ○ Cooperative ○ Fee Simple ○ Ground Rent ○ Land Lease ○ Leasehold ○ Other

Status* ○ Active ○ Active Under Contract ○ Canceled ○ Closed ○ Coming Soon ○ Pending ○ Temp Off Market ○ Withdrawn

Listing Agreement Type* ○ Exclusive Agency ○ Exclusive Right | **Expiration Date***

Comparable* ○ Yes ○ No | **List Price***

Short Sale* ○ Yes ○ No | **REO (Real Estate Owned)*** ○ Yes ○ No

Sale Type* ☐ Auction ☐ Bankruptcy ☐ HUD Owned ☐ In Foreclosure ☐ Notice of Default ☐ Probate Listing ☐ Standard ☐ Third Party Approval ☐ Other

Acceptable Financing

☐ Assumption ☐ Bank Portfolio ☐ Cash ☐ Contract ☐ Conventional ☐ Exchange ☐ Farm Credit Service
☐ FHA ☐ FHA 203(b) ☐ FHA 203(k) ☐ FHA Energy Efficient Mortgage Qualified ☐ FHLMC ☐ FHVA ☐ FHLMC
☐ FHVA ☐ FMHA ☐ FNMA ☐ Industrial Dev Authority ☐ Installment Sale ☐ Joint Venture ☐ Lease Purchase
☐ Negotiable ☐ Pennsylvania Housing Finance Agency ☐ PHFA ☐ Private ☐ Rural Development ☐ Seller Financing ☐ State GI Loan
☐ USDA ☐ VA ☐ Variable ☐ VHDA ☐ Wrap ☐ Other

Disclosures

☐ None ☐ Agent has Financial Interest ☐ Agent Related to Owner ☐ Build to Suit ☐ Buried Fuel Tanks ☐ Conserv Area ☐ Contract Pending Release ☐ Contract Purchaser ☐ CPRA Fee ☐ Division Potential ☐ ECRA Approval ☐ Encumbrances ☐ Exempt - Disclosure/Disclaimer ☐ Federal State Wetland ☐ Flood Insurance Required ☐ Flood Zone
☐ Geo Haz Zone ☐ High Intensity Line ☐ Historic Property ☐ House Code - Current License ☐ House Code - Inspected ☐ House Code - L&I Approval ☐ House Code - Not Inspected ☐ House Code - Other ☐ Infra Fee Due at Settlement ☐ Land Preservation Easement ☐ Land Trust ☐ Lead Based Paint - Federal ☐ Lead Based Paint - State ☐ Lead Inspection Cert Available ☐ MD Dept Nat Res ☐ Mineral Lease
☐ Mineral Resource Zone ☐ Mineral Rights ☐ Off-site Required ☐ One Unit-Owner Occupied ☐ Other Known Enviro Hazards ☐ Owner RE Licensee ☐ Pinelands Credit ☐ Pipeline ☐ Proffers ☐ Prop Disclaimer ☐ Prop Disclosure ☐ Rental Permits ☐ Room Addition w/o Permit ☐ Sell Entirely ☐ Sewer Debt Fee Not Retired ☐ Special Permits
☐ Subject to a Potential Short Sale ☐ Subject to Agricultural Conser Easement ☐ Subject to Auction ☐ Subject to Condo/HOA Docs ☐ Subject to VA POA ☐ Surface Lease ☐ Under Lease ☐ Underground Storage Tank ☐ Use and Occupancy Permit ☐ Utility Retirement Fee Not Paid ☐ Water Debt Fee Not Retired ☐ Winterized ☐ Zoning Issues ☐ Other

Close Date*

Agreement of Sale Date*

Prospects Excluded* ○ Yes ○ No | **Listing Service Type*** ○ Entry Only ○ Full Service ○ Limited Service

Dual Agency* ○ Yes ○ No

Inclusions

Exclusions

Other Equipment ☐ None ☐ Negotiable ☐ See Remarks ☐ Some | **Lease Considered** ○ Yes ○ No

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Possession*	☐ 61-90 Days CD	☐ 181-365 Days	☐ Delay Settlement	☐ Pre-settlement	☐ Subject to Existing Lease
☐ 0-30 Days CD	☐ 90-120 Days CD	☐ 1+ Year	☐ Immediate	☐ Seller Rent Back	☐ Subject to Home Choice
☐ 31-60 Days CD	☐ 120-180 Days	☐ Coin w/Sell Sett	☐ Negotiable	☐ Settlement	☐ Other

Concessions Offered

Seller Concessions ○ Yes ○ No	$ ☐ Or % ☐	Concession Amount:	

Compensation

Buyer Agent Compensation Selection*	Compensation:	$ ☐	And ☐	Or	% ☐	of Base ☐	of Gross
Sub-Agency Compensation Selection*	Compensation:	$ ☐	And ☐	Or	% ☐	of Base ☐	of Gross
Transaction Broker Compensation Selection*	Compensation:	$ ☐	And ☐	Or	% ☐	of Base ☐	of Gross
Remarks - Compensation							
Dual Variable Compensation* ○ Yes ○ No							

Transaction Participants

Listing an auction, Ground Rent, or Land Lease? Add as much detail as you can. Download and use the Auction/Ground Rent/Land Lease Addendum.

List Agent*	Co List Agent	Owner Name	Owner Phone

Locations

MLS Area*	**Municipality**
Subdivision/Neighborhood	**School District Name***
Cross Street	**High School**
Building Name	**Middle/Junior School**
Election District	**Elementary School**

Taxes: Assessment

Listing an HOA/Condo/Coop Association? Add as much detail as you can. Download and use the HOA /Condo/Coop Association addendum.

Automatically Update Tax Values* ○ Yes ○ No	**Agricultural District**	**Tax Phase**
Improvement Assessed Value	**Historic** ○ Yes ○ No	**Tax Map Number**
Land Assessed Value	**Land Use Code**	**Tax Book Number**
Tax Assessed Value*	**Clean Green Assessed** ○ Yes ○ No	**Tax Page Number**
Year Assessed	**Section**	**Zoning***
Special Assessment	**Tax Lot**	**Zoning Description**
Tax Other Annual Assessment	**Tax Block**	
Agricultural Tax Due ○ Yes ○ No		
Transfer Development Rights ○ Unknown ○ Private ○ Public		

Taxes: Tax Bill

† In City Limits and City/Town Tax is Required if not PA and NJ.

Front Foot Fee	**Front Foot Fee Frequency**	○ Unknown	○ Annually	○ Semi-Annually	○ Quarterly	○ Monthly	○ One Time
In City Limits † ○ Yes ○ No							
City/Town Tax †	**City/Town Tax Payment Frequency**	○ Unknown	○ Annually	○ Semi-Annually	○ Quarterly	○ Monthly	○ One Time
School Tax	**School Tax Payment Frequency**	○ Unknown	○ Annually	○ Semi-Annually	○ Quarterly	○ Monthly	○ One Time
County Tax	**County Tax Payment Frequency**	○ Unknown	○ Annually	○ Semi-Annually	○ Quarterly	○ Monthly	○ One Time
Municipal Trash ○ Yes ○ No	**Refuse Fee**		**Tax Year***				
Tax Annual Amt*	**Total Tax Payment Frequency**	○ Unknown	○ Annually	○ Semi-Annually	○ Quarterly	○ Monthly	○ One Time

Building & Utilities: Construction Details

†Where Construction Completed Yes/No, Year Built is Not Required

New Construction*	Construction Completed*	Year Built†	Year Built Source*	Year Major Reno/Remodel
○ Yes ○ No	○ Yes ○ No		○ Assessor ○ Estimated	

Common Walls	Unit Building Type
☐ 1 Common Wall ☐ 2+ Common Walls ☐ No One Above ☐ No One Below	○ Garden 1-4 Floors ○ Mid-Rise 5-8 Floors ○ High-Rise 9+ Floors

Construction Materials*

☐ Advanced Framing	☐ Cedar	☐ Frame	☐ Metal Siding	☐ Stick Built
☐ Aluminum Siding	☐ Cement Siding	☐ Galvanized Plumbing	☐ Mixed	☐ Stone

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☐ Asbestos	☐ Combination	☐ Glass	☐ Mixed Plumbing	☐ Structural Insulated Panel System (SIPS)
☐ Asphalt	☐ Composition	☐ HardiPlank Type	☐ Modular/Manufactured	☐ Stucco
☐ Batts Insulation	☐ Concrete	☐ Lead Plumbing	☐ Rigid Insulation	☐ Synthetic Stucco
☐ Block	☐ Copper Plumbing	☐ Log	☐ Rock	☐ T-1-11
☐ Blown-In Insulation	☐ Corrugated Siding	☐ Log Siding	☐ Rough-In Plumbing	☐ Tile
☐ Brick	☐ CPVC/PVC	☐ Low VOC Insulation	☐ Shake Siding	☐ Trombe Wall
☐ Brick Front	☐ Dryvit	☐ Low VOC Products/Finishes	☐ Shingle Siding	☐ Vinyl Siding
☐ Brick Veneer	☐ Fiber Cement	☐ Masonite	☐ Spray Foam Insulation	☐ Wood Siding
☐ Cast Iron Plumbing	☐ Fiberglass Siding	☐ Masonry	☐ Steel Siding	☐ Other

Roof						
☐ Unknown	☐ Asphalt	☐ Concrete	☐ Flat	☐ Pitched	☐ Slate	☐ Wood
☐ Architectural Shingle	☐ Built-Up	☐ Cool/White	☐ Foam	☐ Rubber	☐ Tar/Gravel	☐ Other
☐ Asbestos Shingle	☐ Check for Warranty	☐ Copper	☐ Hip	☐ Shake	☐ Tile	
	☐ Composite	☐ Fiberglass	☐ Metal	☐ Shingle	☐ Vegetated	

Flooring Type					
☐ 3000+ PSI	☐ Concrete	☐ Heated	☐ Luxury Vinyl Plank	☐ Rough-In	☐ Tile/Brick
☐ Bamboo	☐ Dirt	☐ Heavy Duty	☐ Luxury Vinyl Tile	☐ Slate	☐ Vinyl
☐ Carpet	☐ Engineered Wood	☐ Laminated Plank	☐ Marble	☐ Solid Hardwood	☐ Wood
☐ Ceramic Tile	☐ Fully Carpeted	☐ Laminated	☐ Partially Carpeted	☐ Stone	☐ Other
	☐ Hardwood	☐ Load Restrictions	☐ Raised	☐ Terrazzo	

Property Condition

☐ Excellent	☐ Good	☐ Below Average
☐ Very Good	☐ Average	☐ Major Rehab Needed

Building Winterized Y/N	○ Yes ○ No	**Building Allowance Y/N**	○ Yes ○ No
Building Classification	○ Class A ○ Class B ○ Class C		
Building Units Total		**Building Level Count**	
Main Entrance Orientation	○ East ○ North ○ Northeast ○ Northwest ○ South ○ Southeast ○ Southwest ○ West		
Unit Entry Floor		**Elevators Count**	
Total Loading Docks*	**Total Levelers***	**Total Drive in Doors***	
Drive in Door Height	☐ 6’ to 8’ ☐ 8’ to 12’ ☐ 12’ to 15’ ☐ 15’ to 20’ ☐ Over 20’		
Builder Name		**Architect Name**	

Building & Utilities: Utilities

Listing a Manufactured or Mobile home? Add as much detail as you can. Download and use the Manufactured/Mobile Home Addendum.

Utilities

☐ None	☐ Cable TV	☐ Fiber Optics Available	☐ Phone Available	☐ Propane-Community
☐ (C) Other	☐ Cable TV Available	☐ Multiple Phone Lines	☐ Phone Connected	☐ Sewer Available
☐ Above Ground	☐ DSL Available	☐ Natural Gas Available	☐ Phone Not Available	☐ Under Ground
☐ Butane	☐ Electric Available	☐ Phone	☐ Propane	☐ Water Available

Internet Services

☐ Broadband	☐ DSL	☐ Fixed Wireless	☐ LTE
☐ Cable	☐ Fiber Optic	☐ Satellite	☐ Other

Water Source*

☐ None	☐ Grey Water	☐ Public	☐ Tap Fee	☐ Well Required
☐ Cistern	☐ Holding Tank	☐ Public Hook-up Available	☐ Well	☐ Well-Shared
☐ Community	☐ Lateral Not Installed/Must Tap Off Main	☐ Rainwater Harvesting	☐ Well Permit Applied For	☐ Within 50 FT
☐ Conditioner	☐ Private	☐ Shared Spring	☐ Well Permit Not Applied For	☐ Other
☐ Filter	☐ Private/Community Water	☐ Spring	☐ Well Permit on File	

Sewer Septic*			
☐ Aerobic Septic	☐ Mound System	☐ Public Septic	☐ Sewer Tap Fee
☐ Applied for Permit	☐ Nitrogen Removal System	☐ Public Sewer	☐ Shallow Place Areas Approved
☐ Approved System	☐ No Septic Approved	☐ Sand Filter Approved	☐ Shared Septic
☐ Capping Fill	☐ No Septic System	☐ Sand Lime Trench Beds Approved	☐ Shared Sewer
	☐ No Sewer System	☐ Seepage Bed Approved	☐ Site Evaluation on File

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☐ Cess Pool ☐ Not Applied for Permit ☐ Septic < # of BR ☐ Spray Irrigation
☐ Gravity Sept Fld ☐ On Site Septic ☐ Septic = # of BR ☐ Standard Trench Approved
☐ Grinder Pump ☐ Perc Approved Septic ☐ Septic > # of BR ☐ Sub-Surface
☐ Holding Tank ☐ Pressure Dose ☐ Septic Exists ☐ Within 50 FT
☐ Lateral/Tap Off Main ☐ Private Sewer ☐ Septic Permit Issued ☐ Other
☐ Lateral/Tap on Site ☐ Public/Community Septic Tank ☐ Septic Pump
☐ Low Pressure Pipe (LPP) ☐ Public Hook/Up Available ☐ Serial District Approved

Electric Service ☐ 150 Amps ☐ 440 Volts ☐ Generator ☐ Photovoltaics Third-Party Owned ☐ Other
☐ 100 Amp Service ☐ 200+ Amp Service ☐ 60 Amp Service ☐ Knob and Tube ☐ Single Phase
☐ 110 Volts ☐ 220 Volts ☐ Circuit Breakers ☐ Less than 60 Amp Service ☐ Transformer
☐ 120/240V ☐ 3 Phases ☐ Fuses ☐ Photovoltaics Seller Owned ☐ Underground

Hot Water* ☐ 60+ Gallon Tank ☐ Coal ☐ Instant Hot Water ☐ Natural Gas ☐ Propane ☐ Solar ☐ Wood
☐ None ☐ Bottled Gas ☐ Electric ☐ Multi-tank ☐ Oil ☐ S/W Changeover ☐ Tankless ☐ Other

Cooling Type* ☐ Dehumidifier ☐ Multi Units ☐ Wall Unit
☐ None ☐ Ductless/Mini-Split ☐ Programmable Thermostat ☐ Whole House Exhaust Ventilation
☐ Air Purification System ☐ Energy Star Cooling System ☐ Roof Mounted ☐ Whole House Fan
☐ Attic Fan ☐ Fresh Air Recovery System ☐ Solar Attic Fan ☐ Whole House Supply Ventilation
☐ Ceiling Fan(s) ☐ Geothermal ☐ Solar Off Grid ☐ Window Unit(s)
☐ Central A/C ☐ Heat Pump(s) ☐ Solar On Grid ☐ Zoned
☐ Convector ☐ HRV/ERV ☐ Solar Rough-In ☐ Other

Cooling Fuel* ☐ Bottled Gas ☐ Geothermal ☐ Oil ☐ Solar Photovoltaic ☐ Other
☐ None ☐ Electric ☐ Natural Gas ☐ Renewable ☐ Wind Turbine Power

Heating Type* ☐ Convector ☐ Hot Water ☐ Solar - Passive ☐ Wall Unit
☐ None ☐ Energy Star Heating System ☐ Hot Water & Baseboard-Electric ☐ Solar Off Grid ☐ Wood Burn Stove
☐ 90% Forced Air ☐ Forced Air ☐ Humidifier ☐ Solar On Grid ☐ Zoned
☐ Baseboard-Electric ☐ Heat Pump - Electric BackUp ☐ Programmable Thermostat ☐ Solar Rough-In ☐ Other
☐ Baseboard-Hot Water ☐ Heat Pump - Gas BackUp ☐ Radiant ☐ Space Heater
☐ Ceiling ☐ Heat Pump - Oil BackUp ☐ Radiator ☐ Steam
☐ Central ☐ Heat Pump(s) ☐ Solar - Active ☐ Summer/Winter Changeover

Heating Fuel* ☐ Central ☐ Geo-Thermal ☐ Oil ☐ Renewable ☐ Wood
☐ None ☐ Coal ☐ Natural Gas ☐ Propane-Leased ☐ Solar ☐ Other
☐ Bio Fuel ☐ Electric ☐ Natural Gas Available ☐ Propane-Owned ☐ Wind Turbine/Power

Water/Sewer Hookup Fee | **Electric Avg/Month**

Building & Utilities: Basement & Foundation

Foundation Details
☐ None ☐ Brick/Mortar ☐ Flood Vent ☐ Pilings ☐ Stone
☐ Active Radon Mitigation ☐ Concrete Perimeter ☐ Passive Radon Mitigation ☐ Pillar/Post/Pier ☐ Wood
☐ Block ☐ Crawl Space ☐ Permanent ☐ Slab ☐ Other

Building & Utilities: Measurements

Price Per SQFT* | **Building Total SQFT** | **Building Total SQFT Source*** ☐ Assessor ☐ Estimated

Features & Rooms: Interior Features

Door Features ☐ Double Entry ☐ Insulated ☐ Sliding Glass ☐ ENERGY STAR Qualified Door(s)
☐ Atrium ☐ French ☐ Six Panel ☐ Storm

Accessibility Features* *A list of the accessibility features included in the sale/lease.*
☐ None ☐ Chairlift ☐ Grab Bars Mod ☐ Mobility Improvements ☐ Vehicle Transfer Area
☐ 2+ Access Exits ☐ Doors - Lever Handle(s) ☐ Hearing Mod ☐ No Stairs ☐ Visual Mod
☐ 32\"+ Wide Doors ☐ Doors - Recede ☐ Kitchen Mod ☐ Other Bath Mod ☐ Wheelchair Height Mailbox
☐ 36\"+ Wide Halls ☐ Doors - Swing In ☐ Level Entry - Main ☐ Ramp - Main Level ☐ Wheelchair Height Shelves
☐ 48\"+ Halls ☐ Elevator ☐ Low Bathroom Mirrors ☐ Roll-in Shower ☐ Wheelchair Mod
☐ >84\" Garage Door ☐ Entry Slope<1' ☐ Low Closet Rods ☐ Roll-under Vanity ☐ Other
☐ Accessible Switches/Outlets ☐ Flooring Mod ☐ Low Pile Carpeting ☐ Thresholds <5/8\"

Security Features ☐ Doorman ☐ Intercom ☐ Non-Monitored ☐ Smoke Detector
☐ 24 hour security ☐ Electric Alarm ☐ Main Entrance Lock ☐ Resident Manager ☐ Sprinkler System - Indoor
☐ Carbon Monoxide Detector(s) ☐ Exterior Cameras ☐ Monitored ☐ Security Gate ☐ Surveillance System
☐ Desk in Lobby ☐ Fire Detection System ☐ Motion Detectors ☐ Security System ☐ Window Grills

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Lot & Parking: Lot Measurements

Listing Green Features? Add as much detail as you can. Download and use the Green Features addendum.

Lot Size SQFT*	Lot Size Acres*	Lot Size Dimensions
Lot Size Source*	○ Assessor ○ Estimated	Lot Dimensions Source ○ Assessor ○ Estimated

Lot Features

☐ Additional Lot(s)	☐ Corner	☐ Irregular	☐ Open	☐ Rented Lot	☐ Subdivision Possible
☐ Adjoins - Game Land	☐ Crops Reserved	☐ Landlocked	☐ Partly Wooded	☐ Rip-Rapped	☐ Tidal Wetland
☐ Adjoins - Open Space	☐ Cul-de-sac	☐ Landscaping	☐ Pipe Stem	☐ Road Frontage	☐ Trees/Wooded
☐ Adjoins - Public Land	☐ Fishing Available	☐ Level	☐ Pond	☐ Rural	☐ Unrestricted
☐ Backs - Open Common Area	☐ Flag	☐ Marshy	☐ Poolside	☐ Secluded	☐ Vegetation Planting
☐ Backs - Parkland	☐ Flood Plain	☐ Mountainous	☐ Premium	☐ Side Yard(s)	☐ Year Round Access
☐ Backs to Trees	☐ Front Yard	☐ No Through Street	☐ Private	☐ Ski in/Ski out	☐ Zero Lot Line
☐ Bulkheaded	☐ Hunting Available	☐ Non-Tidal Wetland	☐ PUD	☐ Sloping	☐ Other
☐ Cleared	☐ Interior	☐ Not In Development	☐ Rear Yard	☐ Stream/Creek	

Lot & Parking: Lot Description

Views	☐ Courtyard	☐ Harbor	☐ Mountain	☐ Pasture	☐ Street	☐ Other
☐ Bay	☐ Creek/Stream	☐ Lake	☐ Ocean	☐ Pond	☐ Trees/Woods	
☐ Canal	☐ Garden/Lawn	☐ Limited	☐ Panoramic	☐ River	☐ Valley	
☐ City	☐ Golf Course	☐ Marina	☐ Park/Greenbelt	☐ Scenic Vista	☐ Water	

Location Type	☐ Downtown	☐ Out Parcel	☐ Upper Level
☐ Business District	☐ Free Standing	☐ Pad Site	☐ Urban
☐ Business Park	☐ Highway	☐ Rural	☐ Other
☐ Corner Lot/Unit	☐ Industrial Park	☐ Suburban	

Tax Opportunity Zone Y/N ○ Yes ○ No

Soil Type	☐ Loam	☐ Soil Study Available	☐ Urban Land-Galestown-Rumford
☐ Alluvial	☐ Luka-Lindside-Cordorus	☐ TopSoilOvrOt	☐ Urban Land-Manor-GLENELG
☐ Chillum-Urban Land Complex	☐ Manor-GLENELG	☐ Udorthents	☐ Urban Land Not Rated
☐ Clay	☐ Mixed	☐ Unknown	☐ Urban Land-Sassafras-Chillum
☐ Gravel	☐ Neshaminy-Urban Land	☐ Urban Land-Beltsville-Chillum	
☐ LandFill	☐ Rocky	☐ Urban Land-Brandywine	
☐ Limestone/Shale	☐ Sandy	☐ Urban Land-Cristiana-Sunnysider	

Fencing Y/N ○ Yes ○ No

Road Frontage Length

Road Surface Type	☐ Access - On Grade	☐ Concrete	☐ Paved	☐ Tar and Chip
☐ None	☐ Alley	☐ Dirt	☐ Process for Approval	☐ Unimproved
☐ Access - Above Grade	☐ Approved	☐ Gravel	☐ Railroad	☐ US highway/Interstate
☐ Access - Below Grade	☐ Black Top	☐ Oiled	☐ Stone	☐ Other

Road Responsibility	☐ City/County	☐ Private	☐ Road Maintenance Agreement
☐ Boro/Township	☐ Easement/Right of Way	☐ Public	☐ State

Lot & Parking: Parking

Listing Green Features? Add as much detail as you can. Download and use the Green Features addendum

Type of Parking*

☐ None	☐ Leased to Off Site	☐ Off Street	☐ Private Garage	☐ Other
☐ Driveway	☐ Off Site	☐ Parking Lot	☐ Public Garage	

Parking Features

☐ Attendant	☐ Handicap Parking	☐ Private	☐ Surface
☐ Electric Vehicle Charging Station(s)	☐ Lighted Parking	☐ Public	☐ Unassigned
☐ Fenced	☐ Paved Parking	☐ Security/Monitored	

Truck/Trailer Parking Spaces*	Car Parking Spaces
Total Parking Spaces *(Autocalculated)*	

Photos & Tours

Photo Option* ○ Lister Will Upload All ○ No Photo per Seller	TIP: Click Manage Photos to upload pictures of your listing, and click the Manage Virtual Tours to add URLs of your virtual tours.

Remarks & Internet Settings

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Remarks - Public (4000 characters)

Remarks - Agent Private

Remarks - Office Private

Seller Authorizes The Listing on the Internet*	○ Yes ○ No	**Seller Authorizes AVM***	○ Yes ○ No
Seller Authorizes Address on the Internet*	○ Yes ○ No	**Seller Authorizes Consumer Comments***	○ Yes ○ No

Documents

Documents Available

- ☐ 12 Month Utility History
- ☐ Aerial Photo
- ☐ AI Green & EE Addendum
- ☐ Appraisal
- ☐ Blower Door Test Results on File
- ☐ Boundary Line Survey
- ☐ Building Plan
- ☐ CAFRA
- ☐ Certificate of Occupancy
- ☐ Combustion Safety Test on File
- ☐ Conditions
- ☐ Construction Drawings
- ☐ Contracts on Services
- ☐ Covenants
- ☐ Deed
- ☐ Demographic Study
- ☐ Easements
- ☐ Electrical Information
- ☐ Elevation Letter
- ☐ ENERGY STAR - ACCA Installation
- ☐ Energy Star Certification
- ☐ Engineer
- ☐ Environmental Test
- ☐ Feasibility Study
- ☐ Financial Statements
- ☐ Fixture List
- ☐ Furnishings List
- ☐ Government Approved
- ☐ HERS Insulation Grading
- ☐ HOA-Condo Docs in Broker Office
- ☐ House Plans Available
- ☐ Inspection Result Available
- ☐ Insulation Above DOE Levels
- ☐ Inventory List
- ☐ Investment Analysis
- ☐ L&I Drawings
- ☐ Lead Paint Disclosure
- ☐ Leases
- ☐ Leases
- ☐ Legal Description
- ☐ Licenses
- ☐ NFRC Window Rating
- ☐ Perc Report
- ☐ Permits
- ☐ Pinelands
- ☐ Plans Available
- ☐ Plat
- ☐ Plot Plan
- ☐ Public Offering
- ☐ Public Works Agreement
- ☐ Radon Test Result
- ☐ Rent Roll
- ☐ Resale Package Available
- ☐ Restrictions
- ☐ Rights of Way
- ☐ Rural Residential Agreement
- ☐ Section 8 Approved
- ☐ Seller's Property Disclosure
- ☐ Site Plan
- ☐ Soil Ground Report
- ☐ Soil Survey
- ☐ Survey - Stake
- ☐ Survey - Tree
- ☐ Survey House Location
- ☐ Tax Return
- ☐ Third-Party Eco-friendly Certification
- ☐ Timber Cruise
- ☐ Topographic Maps
- ☐ Traffic Counts
- ☐ Water Agreement
- ☐ Well Test
- ☐ Wetlands
- ☐ Other

Showing Details

Showing Requirements*

- ☐ 1 Hour Notice
- ☐ 2 Hours Notice
- ☐ 3 Hours Notice
- ☐ 4 Hours Notice
- ☐ 6 Hours Notice
- ☐ 8 Hours Notice
- ☐ Call First
- ☐ Call First - Alarm Code
- ☐ Call First - Contact
- ☐ Call First - Listing Agent
- ☐ Call First - Listing Agent 2
- ☐ Call First - Listing Agent 3
- ☐ Call First - Occupant
- ☐ Day Sleeper
- ☐ Do Not Contact Occupant
- ☐ Do Not Show Without Appt
- ☐ Drive By
- ☐ Email First-Lister
- ☐ Gate Pass
- ☐ Gate/Entr Ctrl
- ☐ Lockbox-Sentrilock
- ☐ Lockbox-Supra
- ☐ Major Rehab-Cannot Be Occupied
- ☐ Manager/Recep Desk
- ☐ No Boundary Mark
- ☐ No Phone
- ☐ No Sign on Property
- ☐ See On-Site Manager
- ☐ See Remarks
- ☐ Show Anytime
- ☐ Sign on Property
- ☐ Smart Home Device Present
- ☐ Subject to Inspection
- ☐ Tenant Occupied

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☐ 12 Hours Notice	☐ Call First - Office	☐ Key Available	☐ Off-Site Sales	☐ Under Construction
☐ 24 Hours Notice	☐ Call First - Owner	☐ Key at Broker Office	☐ On-Site Sales	☐ Vacant
☐ 48 Hours Notice	☐ Call First - Owner Deaf	☐ Key at Desk	☐ Pet(s) on Premises	☐ Video Monitoring On Premise
☐ 60 Hours Notice	☐ Call First - Showing Contact	☐ Lister Must Accompany	☐ Plan Avail/No Model	☐ Other
☐ Accepted Offer	☐ Call First - Showing Service	☐ Lockbox-Combo	☐ Registration Required	
☐ Agent or Owner to be Present	☐ Call First - Key	☐ Lockbox-Electronic	☐ Restricted Times	
☐ Alarm on Property	☐ Concierge	☐ Lockbox-Front Door	☐ Schedule Online	
☐ Appointment Only	☐ Confidential	☐ Lockbox-None	☐ Security System	
☐ Beware of Dog	☐ Credit Report Required	☐ Lockbox-Other	☐ See Models	

Showing: Showing Contact

Showing Method* ○ In-Person Only ○ In-Person and Live Video

Showing Contact Type* ○ Go and Show-No Showing Contact ○ Showing Contact 1 ○ Showing Contact 2 ○ Owner ○ Agent ○ Occupant ○ Property Manager ○ Service

Showing Contact Name* | **Showing Contact Phone***

Occupant Type ○ Owner ○ Tenant ○ Vacant

Showing: Lockbox

Lockbox Type* ☐ None ☐ Call Listing Office ☐ Combo ☐ See Remarks ☐ SentriLock ☐ Supra

Lockbox Location

Commercial Details

Business Use*	☐ Convenience Store/Gas	☐ Institutional	☐ Parking Lot	☐ Truck Maintenance Facility
☐ Apartment Building	☐ Day Care Facility	☐ Manufacturing	☐ Professional	☐ Vet/Kennel
☐ Auto Related	☐ Equestrian Center	☐ Marina	☐ Recreation	☐ Warehouse
☐ Banquet Facility/Lodge	☐ Flex	☐ Medical	☐ Religious Facility	
☐ Bed and Breakfast	☐ Funeral Home	☐ Mining/Quarry	☐ Restaurant/Bar	
☐ Big Box Retail	☐ Garden Center	☐ Mobile Home Park	☐ School	
☐ Bowling Alley	☐ Hair Salon and Spa	☐ Other	☐ Shopping Center	
☐ Campground	☐ Health Club	☐ Other/General Retail	☐ Storage	
☐ Car Wash/Truck Wash	☐ Hotel/Motel	☐ Pad Site	☐ Supermarket-Grocery Store	
☐ Cold Storage	☐ Ice Skating Rink	☐ Parking Garage	☐ Theatre	

Property Use ○ Investment ○ Owner User | **Potential Tenancy*** ○ Single ○ Multiple

Present Licenses ☐ None ☐ Beer/Wine ☐ Food ☐ Liquor ☐ Other

Possible Use*	☐ Clothing	☐ Florist/Nursery	☐ Liquor Store	☐ Printing	☐ Storage Yard
☐ Agriculture	☐ Commercial	☐ Food & Beverage	☐ Livestock	☐ Professional Service	☐ Telecommunications Site
☐ Apartment Building	☐ Convenience Store	☐ Food Market	☐ Manufacturing	☐ Recreational	☐ Timber
☐ Apartments	☐ Day Care	☐ Funeral Home	☐ Marina	☐ Residential	☐ Vacant
☐ Automotive	☐ Development	☐ Golf Course	☐ Medical/Dental	☐ Restaurant	☐ Warehouse
☐ Bar/Tavern/Lounge	☐ Distribution	☐ Hotel/Motel	☐ Mini-Storage	☐ Retail	☐ Wholesale
☐ Barber/Beauty	☐ Double-Wide	☐ Hunting	☐ Mixed Use	☐ Sand/Gravel/Dirt	☐ Other
☐ Bed & Breakfast	☐ Drive-Thru	☐ Industrial	☐ Mobile/Trailer Park	☐ School	
☐ Beer/Wine/Liquor	☐ Driving Range	☐ Institutional	☐ Multi-Family	☐ Senior Assisted/Daycare	
☐ Campground	☐ Dry Cleaner	☐ Investment	☐ Office	☐ Shopping Center	
☐ Car Wash	☐ Financial	☐ Land/Lot Only	☐ Parking	☐ Spa	
☐ Church	☐ Flex Space	☐ Laundromat	☐ Poultry	☐ Special Purpose	

Net Square Feet* | **Total Restrooms**

Clear Span Ceiling Height ☐ Under 8' ☐ 8' to 10' ☐ 10' to 12' ☐ 12' to 15' ☐ 15' to 18' ☐ 18' to 24' ☐ Over 24'

Load	☐ 6 - 10 Loading Docks	☐ Dock Leveler(s)	☐ Ground Level	☐ Open Dock	☐ Tailgate
☐ 1 - 5 Grade	☐ 11+ Grade	☐ Drive-In Door	☐ Hydraulic	☐ Overhead Crane	☐ Truck Well(s)
☐ 1 - 5 Loading Docks	☐ 11+ Loading Docks	☐ Enclosed Dock(s)	☐ Loading Facilities	☐ Railroad Siding	☐ Waterfront
☐ 6 - 10 Grade	☐ Dock High Door	☐ Freight Elevator	☐ More than 1 Dock	☐ Railroad Spur	☐ Other

Annual Common Area Maintenance (CAM) | **Topography Description**

Development Status	☐ Curb/Gutter	☐ Master Plan	☐ Preliminary Plan Review	☐ Site Plan	☐ Utilities at Site
☐ Bonded	☐ Drainfield Permit(s)	☐ One Building Lot	☐ Raw Land	☐ Site Plan Approved	☐ Zoned
☐ Building Permit(s)	☐ Engineer Drawings	☐ Plat Approved	☐ Ready to Bond	☐ Site Plan Recorded	
☐ Curb Cuts	☐ Finished Lots	☐ Plat Recorded	☐ Road Permits Required	☐ Utilities W/I 50'	

Building Permits	☐ Application Pending	☐ Impact Fee	☐ No to Obtain	☐ On Hand
☐ Unknown	☐ Cost to Obtain	☐ No Building Permits	☐ Not Obtainable	☐ Other

Details: Units

† When entering information on any one unit, Type is required. Please choose the Type and Lease Type from the lists below

Type*	Level	Finished SQFT	Occupied Y/N	Contiguous Space Y/N	Features	Lease Type	Lease Exp Date	Security Deposit	Actual Monthly Rent	Projected Monthly Rent
Unit 1			Yes	Yes						
Unit 2			Yes	Yes						
Unit 3			Yes	Yes						
Unit 4			Yes	Yes						
Unit 5			Yes	Yes						
Unit 6			Yes	Yes						
Unit 7			Yes	Yes						
Unit 8			Yes	Yes						
Unit 9			Yes	Yes						
Unit 10			Yes	Yes						
Unit 11			Yes	Yes						
Unit 12			Yes	Yes						

Type	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10

Lease Type								
	None	Double Net	Gross	Ground Lease	Month to Month	Owner Occupied	Weekly	
	Absolute Net	Escalate Clause	Gross with Expense Stop	Long Term	Net	Triple Net	Yearly	

Income & Expenses

Operating Expense Includes

☐ Advertising	☐ Heating/Cooling	☐ Management Fees	☐ Repair Maintenance	☐ Trash
☐ Cable TV	☐ Insurance	☐ Parking	☐ Sewer	☐ Water
☐ Electric	☐ Landscaping	☐ Pest Control	☐ Snow Removal	☐ Other

Owner Pays				
☐ None	☐ Cable TV	☐ Lawn/Shrub Care	☐ Reserves For Replacement	☐ Taxes - Personal Property
☐ Accounting/Legal	☐ Common Area Maintenance	☐ Management	☐ Services (All)	☐ Taxes - Real Estate
☐ Advertising/Licenses/Permits	☐ Electricity	☐ Miscellaneous	☐ Sewer	☐ Trash Collection
☐ Air Conditioning	☐ Gas	☐ Parking Fee	☐ Sewer Maintenance	☐ Water
☐ All Utilities	☐ Heat	☐ Payroll	☐ Snow Removal	☐ Other
☐ Association Fees	☐ Heater Maintenance Contract	☐ Pest Control	☐ Staff Apartment	
	☐ Insurance	☐ Repairs	☐ Supplies	

Operating Expense	**Financial Data Source** ☐ Accountant ☐ Owner ☐ Property Manager

Annual Gross Expense	**Annual Heating Expense**	**Electric Expense**
Fuel Expense	**Trash Expense**	**Maintenance Expense**
Association Expense	**Professional Mgmt Expense**	**Insurance Expense**
Other Expense		

Income Includes ☐ Apartment Rentals ☐ Concessions ☐ Laundry ☐ Parking ☐ Professional Offices ☐ Shop Rentals ☐ Other

Traffic Count ☐ Less than 1000 ☐ 1000-4900 ☐ 5000-9999 ☐ 10000-14999 ☐ 15000-19999 ☐ 20000-29999 ☐ > 30000

Gross Scheduled Income	**Vacancy Allowance Rate**	**Gross Income**
Net Operating Income	**Cap Rate**	**Annual Rental Income**