BUSINESS OPPORTUNITY PROFILE SHEET

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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 ○ Retail ○ Special Purpose ○ Other
○ Land for Commercial Use ○ Mobile Home/Campgrounds ○ Services ○ Sports and Entertainment

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

Status* ○ Active ○ Active Under Contract ○ Canceled ○ Closed ○ Coming Soon ○ Pending ○ Temp Off Market ○ Withdrawn

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

Ownership Interest* ○ Leasehold ○ Other

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

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

Acceptable Financing

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

Disclosures

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

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

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

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Tip:You can upload documents to your listing by clicking “Manage Documents”. Check off any you add in the “Documents Available” section.

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	**Historic Designation ID**	**Tax Book Number**
Tax Assessed Value*	**Land Use Code**	**Tax Page Number**
Year Assessed	**Clean Green Assessed** ○ Yes ○ No	**Zoning***
Special Assessment	**Section**	**Zoning Description**
Tax Other Annual Assessment	**Tax Lot**	
Agricultural Tax Due ○ Yes ○ No	**Tax Block**	

Taxes: Tax Bill

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

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	
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	

Construction Materials*

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

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☐ Cast Iron Plumbing ☐ Fiberglass Siding ☐ Masonry ☐ Steel Siding ☐ Other

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

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

Main Entrance Orientation ○ East ○ North ○ Northeast ○ Northwest ○ South ○ Southeast ○ Southwest ○ West

Total Loading Docks*	**Total Levelers***	**Total Drive in Doors***
Elevators Count	**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*			
☐ Mound System	☐ Public Septic	☐ Sewer Tap Fee	
☐ Aerobic Septic	☐ Nitrogen Removal System	☐ Public Sewer	☐ Shallow Place Areas Approved
☐ Applied for Permit	☐ No Septic Approved	☐ Sand Filter Approved	☐ Shared Septic
☐ Approved System	☐ No Septic System	☐ Sand Lime Trench Beds Approved	☐ Shared Sewer
☐ Capping Fill	☐ No Sewer System	☐ Seepage Bed Approved	☐ Site Evaluation on File
☐ 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	

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☐ 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

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

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

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

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Lot Features

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

Tax Opportunity Zone Y/N ○ Yes ○ No

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

Type of Parking*

☐ None	☐ Leased to Off Site	☐ On 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

Remarks - Public (4000 characters)

Remarks - Agent Private

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

Showing Details

Showing Requirements*				
☐ 1 Hour Notice	☐ Call First	☐ Day Sleeper	☐ Lockbox-Sentrilock	☐ See On-Site Manager
☐ 2 Hours Notice	☐ Call First - Alarm Code	☐ Do Not Contact Occupant	☐ Lockbox-Supra	☐ See Remarks
☐ 3 Hours Notice	☐ Call First - Contact	☐ Do Not Show Without Appt	☐ Major Rehab-Cannot Be Occupied	☐ Show Anytime
☐ 4 Hours Notice	☐ Call First - Listing Agent	☐ Drive By	☐ Manager/Recep Desk	☐ Sign on Property
☐ 6 Hours Notice	☐ Call First - Listing Agent 2	☐ Email First-Lister	☐ No Boundary Mark	☐ Smart Home Device Present
☐ 8 Hours Notice	☐ Call First - Listing Agent 3	☐ Gate Pass	☐ No Phone	☐ Subject to Inspection
☐ 12 Hours Notice	☐ Call First - Occupant	☐ Gate/Entr Ctrl	☐ No Sign on Property	☐ Tenant Occupied
☐ 24 Hours Notice	☐ Call First - Office	☐ Key Available	☐ Off-Site Sales	☐ Under Construction
☐ 48 Hours Notice	☐ Call First - Owner	☐ Key at Broker Office	☐ On-Site Sales	☐ Vacant
☐ 60 Hours Notice	☐ Call First - Owner Deaf	☐ Key at Desk	☐ Pet(s) on Premises	☐ Video Monitoring On Premise
☐ Accepted Offer	☐ Call First - Showing Contact	☐ Lister Must Accompany	☐ Plan Avail/No Model	☐ Other
☐ Agent or Owner to be Present	☐ Call First - Showing Service	☐ Lockbox-Combo	☐ Registration Required	
☐ Alarm on Property	☐ Call First - Key	☐ Lockbox-Electronic	☐ Restricted Times	
☐ Appointment Only	☐ Concierge	☐ Lockbox-Front Door	☐ Schedule Online	
☐ Beware of Dog	☐ Confidential	☐ Lockbox-None	☐ Security System	
	☐ Credit Report Required	☐ Lockbox-Other	☐ See Models	

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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

Business Opportunity Details

Business Name	**Year Established**

Business Use*				
☐ 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

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

Seating Capacity	**Total Restrooms**	**Leaseable Square Feet**
Retail Square Feet	**Warehouse Square Feet**	**Office Square Feet**

Annual Lease Price per SQFT

Building Features				
☐ Auto Bay	☐ Day Care Facility	☐ Guard System	☐ Paint Booth	☐ Showers
☐ Basement	☐ Display Window	☐ Gym	☐ Private Restrooms	☐ Showroom
☐ Cafeteria	☐ Elevator	☐ Implosion Room	☐ Public Restrooms	☐ Signage Allowed
☐ Ceiling Fans	☐ Escalator	☐ Janitorial Service	☐ Reception Area	☐ Sprinkler System
☐ Clear Span	☐ Exhaust System	☐ Kitchen	☐ Recreational Facility	☐ Storage
☐ Column Spacing	☐ Fencing	☐ Locker Room	☐ Refrigerator(s)	☐ Walk-In Box
☐ Compressor	☐ Fire Alarm	☐ Meeting Rooms	☐ Safe/Vault	☐ Other
☐ Computer Room	☐ Fire Escape	☐ Office	☐ Security Lighting	
☐ Conveyor	☐ Fire-Resistance Rating	☐ Oven/Range(s)	☐ Security System	

Overhead Door Count

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

Purchase Optional ○ Yes ○ No	**Units Leased Count**	**Number of Units Vacant**

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

Current Use*					
☐ Agriculture	☐ Clothing	☐ Funeral Home	☐ Marina	☐ Recreation	☐ Telecommunications Site
☐ Apartments	☐ Commercial	☐ Golf Course	☐ Medical Offices	☐ Residential	☐ Timber
☐ Auto Dealer/Service	☐ Convenience Store	☐ Hotel/Motel	☐ Mixed	☐ Restaurant	☐ Vacant
☐ Automotive	☐ Double-Wide	☐ Hunting	☐ Mobile/Trailer Park	☐ Retail	☐ Warehouse
☐ Bar	☐ Drive-Thru	☐ Industrial	☐ Multi Residential	☐ Sand/Gravel/Dirt	☐ Wholesale
☐ Barber/Beauty	☐ Driving Range	☐ Investment	☐ Office	☐ School	☐ Other
☐ Beer/Wine/Liquor	☐ Dry Cleaner	☐ Land/Lot Only	☐ Parking	☐ Senior Assisted/Day Care	
☐ Car Wash	☐ Financial	☐ Livestock	☐ Printing	☐ Spa	

Possible Use*					
☐ Agriculture	☐ Commercial	☐ Food & Beverage	☐ Livestock	☐ Professional Service	☐ Telecommunications Site

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☐ 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	

Fuel Expense	**Topography Description**

Business Opportunity: Income & Expenses

Gross Scheduled Income	**Gross Income**
Net Operating Income	**Cap Rate**

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

Lease Amount | **Lease Amount Frequency** ☐ Unknown ☐ Annually ☐ Monthly ☐ One Time ☐ Quarterly ☐ Semi-Annually

Operating Expense Includes

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

Operating Expense	**Maintenance Expense**	**Insurance Expense**
Licenses Expense	**Trash Expense**	**Professional Mgmt Expense**
Electric Expense	**Annual Gross Expense**	**Annual Heating Expense**

Pest Control Expense	**Other Expense**	**Financial Data Source** ☐ Accountant ☐ Owner ☐ Property Manager

Annual Rental Income

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