# COMMERCIAL SALE PROFILE SHEET

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

bright MLS

| 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

**Comparable*** ○ Y ○ N **List Price***

**Status*** ○ Active ○ Active Under Contract ○ Cancelled ○ Closed ○ Coming Soon ○ Pending ○ Temp Off Market ○ Withdrawn

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

**Short Sale*** ○ Y ○ N **REO (Real Estate Owned)*** ○ Y ○ N

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

**Acceptable Financing**

| | | | | |
|---|---|---|---|---|
| ☐ Assumption | ☐ Exchange | ☐ FHVA | ☐ Lease Purchase | ☐ USDA |
| ☐ Bank Portfolio | ☐ Farm Credit Service | ☐ FMHA | ☐ Negotiable | ☐ VA |
| ☐ Cash | ☐ FHA | ☐ FNMA | ☐ Private | ☐ Variable |
| ☐ Contract | ☐ FHA 203(b) | ☐ Industrial Dev Authority | ☐ Rural Development | ☐ VHDA |
| ☐ Conventional | ☐ FHA 203(k) | ☐ Instalment Sale | ☐ Seller Financing | ☐ Wrap |
| | ☐ FHLMC | ☐ Joint Venture | ☐ State GI Loan | ☐ Other |

**Disclosures**

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

**Listing Terms**

| | | | |
|---|---|---|---|
| ☐ All Negotiation Thru Lister | ☐ Builder - Hold Earnest | ☐ Local Association Contract | ☐ Special Addendum Required |
| ☐ As Is Condition | ☐ Builder - Write Contract | ☐ No Extended Warranty | ☐ Special Contract Required |
| ☐ Builder - Choice/Use Own | ☐ Builder Warranty | ☐ No Home Sale Contract | ☐ Tax Free Exchange Language Required |
| ☐ Builder Exclusive | ☐ Call LA-Contingent Info | ☐ Registration Required | ☐ Other |
| | ☐ Home Warranty | ☐ Relo/Bank Addendum | |

**Close Date***

**Agreement of Sale Date***

**Prospects Excluded*** ○ Y ○ N **Listing Service Type*** ○ Entry Only ○ Full Service ○ Limited Service

**Dual Agency*** ○ Y ○ N

**Inclusions**

**Exclusions**

**Other Equipment** ☐ None ☐ Negotiable ☐ See Remarks ☐ Some

**Lease Considered** ○ Y ○ N

**Possession***

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

## 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*** ○ Y ○ N |

## 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 a HOA/Condo/Coop Association? Add as much detail as you can. Download and use the HOA/Condo/Coop Association addendum.*

| | | |
|---|---|---|
| **Automatically Update Tax Values*** ○ Y ○ N | **Agricultural District** | **Tax Phase** |
| **Improvement Assessed Value** | **Historic** ○ Y ○ N | **Tax Map Number** |
| **Land Assessed Value** | **Land Use Code** | **Tax Book Number** |
| **Tax Assessed Value*** | **Clean Green Assessed** ○ Y ○ N | **Tax Page Number** |
| **Year Assessed** | **Section** | **Zoning*** |
| **Special Assessment** | **Tax Lot** | **Zoning Description** |
| **Tax Other Annual Assessment** | **Tax Block** | |
| **Agricultural Tax Due** ○ Y ○ N | **Transfer Development Rights** ○ Unknown ○ Private ○ Public | |

## Taxes: Tax Bill

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

| | | | |
|---|---|---|---|
| **Front Foot Fee** | **Front Foot Fee Payment Frequency** ○ Unknown ○ Annually ○ Monthly ○ One time ○ Quarterly ○ Semi-Annually | | |
| **In City Limits†** ○ Y ○ N | | | |
| **City/Town Tax†** | **City/Town Tax Payment Frequency** ○ Unknown ○ Annually ○ Monthly ○ One time ○ Quarterly ○ Semi-Annually | | |
| **School Tax** | **School Tax Payment Frequency** ○ Unknown ○ Annually ○ Monthly ○ One time ○ Quarterly ○ Semi-Annually | | |
| **County Tax** | **County Tax Payment Frequency** ○ Unknown ○ Annually ○ Monthly ○ One time ○ Quarterly ○ Semi-Annually | | |
| **Municipal Trash** ○ Y ○ N | **Refuse Fee** | **Tax Year*** | |
| **Tax Annual Amt*** | **Total Taxes Payment Freq** ○ Unknown ○ Annually ○ Monthly ○ One time ○ Quarterly ○ Semi-Annually | | |

## Building & Utilities: Construction Details

| | | |
|---|---|---|
| **New Construction*** ○ Y ○ N | **Construction Completed*** ○ Y ○ N | **Year Built*** |
| **Year Built Source*** ○ Assessor ○ Estimated | | **Year Major Reno/Remodel** |

**Construction Materials***

| | | | | |
|---|---|---|---|---|
| ☐ Advanced Framing | ☐ Cedar | ☐ Frame | ☐ Metal Siding | ☐ Stick Built |
| ☐ Aluminium 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 |
| ☐ Cast Iron Plumbing | ☐ Fiberglass Siding | ☐ Masonry | ☐ Steel Siding | ☐ Other |

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

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

**Property Condition**
☐ Excellent ☐ Very Good
☐ Good ☐ Average
☐ Below Average ☐ Major Rehab Needed

| | |
|---|---|
| **Building Winterized Y/N** ○ Yes ○ No | **Buildout 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** |

## 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 ☐ (c) Other ☐ Above Ground
☐ Butane ☐ Cable TV ☐ Cable TV Available
☐ DSL Available ☐ Electric Available ☐ Fiber Optics Available
☐ Multiple Phone Lines ☐ Natural Gas Available ☐ Phone
☐ Phone Available ☐ Phone Connected ☐ Phone Not Available
☐ Sewer Available ☐ Under Ground ☐ Water Available

**Internet Services**
☐ Broadband ☐ Cable
☐ DSL ☐ Fiber Optic
☐ Fixed Wireless ☐ Satellite
☐ LTE ☐ Other

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

**Sewer Septic***
☐ Aerobic Septic ☐ Applied for Permit ☐ Approved System ☐ Capping Fill ☐ Cess Pool ☐ Gravity Sept Fld ☐ Grinder Pump ☐ Holding Tank ☐ Lateral/Tap Off Main ☐ Lateral/Tap on Site ☐ Low Pressure Pipe (LPP)
☐ Mound System ☐ Nitrogen Removal System ☐ No Septic Approved ☐ No Septic System ☐ No Sewer System ☐ Not Applied for Permit ☐ On Site Septic ☐ Perc Approved Septic ☐ Pressure Dose ☐ Private Sewer ☐ Private/Community Septic Tank ☐ Public Hook/Up Available
☐ Public Septic ☐ Public Sewer ☐ Sand Filter Approved ☐ Sand Lime Trench Beds Approved ☐ Seepage Bed Approved ☐ Septic < # of BR ☐ Septic = # of BR ☐ Septic > # of BR ☐ Septic Exists ☐ Septic Permit Issued ☐ Septic Pump ☐ Serial District Approved
☐ Sewer Tap Fee ☐ Shallow Place Areas Approved ☐ Shared Septic ☐ Shared Sewer ☐ Site Evaluation on File ☐ Spray Irrigation ☐ Standard Trench Approved ☐ Sub-Surface ☐ Within 50 FT ☐ Other

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

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

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

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

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

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

**Water/Sewer Hookup Fee**

**Electric Avg/Month**

## Building & Utilities: Basement & Foundation

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

## Building & Utilities: Measurements

**Price Per SQFT**

**Building Total SQFT***

**Building Total SQFT Source*** ☐ Assessor ☐ Estimated

## Features & Rooms: Interior Features

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

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

**Security Features**
☐ 24 hour security
☐ Carbon Monoxide Detector(s)
☐ Desk in Lobby
☐ Doorman
☐ Electric Alarm
☐ Exterior Cameras
☐ Fire Detection System
☐ Intercom
☐ Main Entrance Lock
☐ Monitored
☐ Motion Detectors
☐ Non-Monitored
☐ Resident Manager
☐ Security Gate
☐ Security System
☐ Smoke Detector
☐ Sprinkler System - Indoor
☐ Surveillance 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)
☐ Backs - Open Common Area
☐ Backs - Parkland
☐ Backs to Trees
☐ Bulkheaded
☐ Cleared
☐ Corner
☐ Crops Reserved
☐ Cul-de-sac
☐ Flag
☐ Flood Plain
☐ Front Yard
☐ Interior
☐ Irregular
☐ Landlocked
☐ Landscaping
☐ Level
☐ Marshy
☐ Mountainous
☐ No Thru Street
☐ Non-Tidal Wetland
☐ Not In Development
☐ Open
☐ Partly Wooded
☐ Pipe Stem
☐ Pond
☐ Poolside
☐ Premium
☐ Private
☐ PUD
☐ Rear Yard
☐ Rented Lot
☐ Rip-Rapped
☐ Road Frontage
☐ Rural
☐ Secluded
☐ Side Yard(s)
☐ Ski in/Ski out
☐ Sloping
☐ Stream/Creek
☐ Subdivision Possible
☐ Tidal Wetland
☐ Trees/Wooded
☐ Unrestricted
☐ Vegetation Planting
☐ Zero Lot Line
☐ Other

## Lot & Parking: Lot Description

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

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

**Tax Opportunity Zone Y/N** ○ Yes ○ No

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

**Fencing Y/N** ○ Yes ○ No

**Road Frontage Length**

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

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

## Lot & Parking: Parking

**Type of Parking***
☐ None ☐ Driveway ☐ Leased to Off Site ☐ Off Site ☐ On Street ☐ Parking Lot ☐ Private Garage ☐ Public Garage ☐ Other

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

**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 |
|---|
| |
| |
| |
| |
| |
| |
| **Remarks - Office Private** |
| |
| |
| |
| |

| | |
|---|---|
| **Seller Authorizes The Listing on the Internet*** ○ Y ○ N | **Seller Authorizes AVM*** ○ Y ○ N |
| **Seller Authorizes Address on the Internet*** ○ Y ○ N | **Seller Authorizes Consumer Comments*** ○ Y ○ N |

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

## Showing: Showing Contact

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

**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***

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

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

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

**Possible Use**

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

| **Net SQFT*** | **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**

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

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

**Development Status**

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

**Building Permits**

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

## Details: Units

*Use the space provided to write in the details of each unit.*

*Listing additional units? Add as much detail as you can. Download and use the Commercial Units addendum.*

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
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| | | | | | | | | | | |

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

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

## Income & Expenses

**Operating Expense Includes**

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

**Owner Pays**

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

| **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 ☐ 1000-4999 ☐ 5000-9999 ☐ 10000-14999 ☐ 15000-19999 ☐ 20000-29999 ☐ Greater than 30000

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