

 Commercial Building Listing Sheet	Listing Agent 1	
	Listing Agent 2	
	Listing Agent 3	
<b>TYPE, STATUS, &amp; PRICING</b>		
Property Type		
Sale/Rental?	Sale / Rent / Auction	
Listing Price	\$	
<b>LOCATION</b>		
State		
County		
Street Info	Street #	Street Name
Unit #		
Display Address		
City		
Zip Code		
Hamlet		
Township		
School District		
Neighborhood		
Zone		
Property Class		
Tax/Parcel ID		
<b>LISTING INFORMATION</b>		
Listing Type		
Listing Date (mm/dd/yyyy)		
Expiration Date (mm/dd/yyyy)		
<b>LISTING VISIBILITY</b>		
Listing Syndication	ListHub (60+ Sites)	Realtor.com
	Zillow	Trulia
	Homes.com	HomeFinder.com
	International	Juwai
	IDX	
<b>SHOWING INFORMATION</b>		
Showing Instructions		
Showing Sign Posted?		
Additional Showing Sign Notes		
Showing Key Combo		
Showing Key Location		
Showing Alarm Code		
Showing Alarm Location		
Showing Phone # on Prem		
<b>COMMISSION INFORMATION</b>		
Total Commission		
You must enter at least one of the commission fields below		
Broker's Agent Commission		
Buyer's Agent Commission		
Sub Agent's Commission		
Bonus Amount		
<b>OWNER INFORMATION</b>		
Owner Name 1		
Owner Name 2		
Company		
Address 1		
Address 2		
City		
State		
Postal Code		
Country		
Primary Phone		
Business Phone		
International Phone		
Alternate Phone		
Fax		
Mobile Phone 1		
Mobile Phone 2		
Email		
Owner Notes		

TYPE OF SALE		
Type of Sale	Typical	Bank Owned
	Foreclosure	Pre-Foreclosure
	Short Sale	Relocating
	Willing to Hold Paper	Estate
	Handyman	1031 Exchange
	Auction	
COMMERCIAL DETAILS		
Business Name		
Commercial Class		
Commercial Uses		
# Buildings		
# Passenger Elevators		
# Freight Elevators		
# Loading Docks		
Sprinklers?	Yes / No	
# Parking Spaces		
INCOME & EXPENSES		
Capitalization Rate %		
Gross Income		
Net Income		
Operating Expense		
Management Expense		
Maintenance Expense		
Legal Expense		
Insurance Expense		
Heat Expense		
Electric Expense		
Water / Sewer Expense		
Parking Expense		
Misc. Expense		
Total Expenses		
Utilities Paid by Landord	Electric	Heat
	Gas	Water
	HVAC	Cleaning
	Insurance	Parking
	Ord. Maintenance	Struct. Maintenance
	Ground Maintenance	
BASIC INFORMATION		
Date Available (mm/dd/yyyy)		
Residential Style		
Year Built		
Renovation Year (yyyy)		
Renovation Comments		
Lot Size	ACRES	or SQ FT
Total # Bedrooms		
# Full Bathrooms (above ground)		
# Half Bathrooms (above ground)		
# Stories		
Total Finished Above	Sq.Ft.	
INTERIOR FEATURES		
Flooring Type	Hardwood	Carpet
	Vinyl	Linoleum
	Laminate	Ceramic Tile
	Marble	Granite
	Stone	
Heat Type	Baseboard	Hot Water
	Forced Air	Geo-Thermal
	Heat Pump	Hydro Forced Air
	Radiant	Steam Radiators
	No Heat	
# Heat/AC Zones		
Heat Fuel	Coal	Electric
	Kerosene	Natural Gas
	Gas	Oil
	Propane	Solar
	Wood	
Natural Gas Available?	Yes / No	
Central AC?	Yes / No	
Wall/Window AC?	Yes / No	
Sprinklers?	Yes / No	
Basement / Foundation	Full / Partial / Crawl / Slab	
Basement Area (Sq. Ft.)		
Basement Beds		
Basement Baths		
Basement Features	Unfinished	Finished
	Partly Finished	Garage Access
	Walk Out	Bilco Doors
	No Access	Kitchen

EXTERIOR FEATURES		
Construction Type		
Water Source		
Sewer Type		
Garage Type		
# Garage Spaces		
Building / Complex Name		
Subdivision		
Handicap Features?	Yes / No	
New Construction?	Yes / No	
Near Bus?	Yes / No	
Near Train?	Yes / No	
Siding Type	Brick	Vinyl
	Wood	T1-11
	Aluminum	Cement Board
	Asbestos	Hardi-Board
	Stucco	Masonry
	Stone	Log
Roof Surface Type	Cedar Clapboard	Cedar Shake
	Asphalt Shingles	Slate
	Tile	Cedar
	Metal	Rubber
Pool	Yes/No	
Waterfront	Yes / No	
Waterfront Type	Stream	Pond
	Kill	Creek
	Lake	Bay
	River	Ocean
	Harbor	Sound
	Inlet	Canal
	Access	Beach Rights
	Dock Rights	Dock
Deep Water Dock		
Body of Water Name		
Water Frontage		
Dock Depth		
View	Street	Water
	Pond	Lake
	Ocean	Bay
	Creek	Inlet
	Canal	Mountain
	Private	Scenic
	City	Stream
	Sound	River
	Wooded	Harbor
Park		
UNIT INFORMATION		
Unit	<b>Unit 1</b>	<b>Unit 2</b>
Unit Type	Res./Office/Retail/Industrial/Warehouse/Other	Res./Office/Retail/Industrial/Warehouse/Other
# of Units		
Gross Area (Sq. Ft.)		
Net Leasable Area (Sq. Ft.)		
Monthly Rent Price		
# Bedrooms		
# Full Baths		
# Half Baths		
Is Occupied?	Yes / No	Yes / No
Unit	<b>Unit 3</b>	<b>Unit 4</b>
Unit Type	Res./Office/Retail/Industrial/Warehouse/Other	Res./Office/Retail/Industrial/Warehouse/Other
# of Units		
Gross Area (Sq. Ft.)		
Net Leasable Area (Sq. Ft.)		
Monthly Rent Price		
# Bedrooms		
# Full Baths		
# Half Baths		
Is Occupied?	Yes / No	Yes / No

COMMUNITY/BUILDING FEATURES		
Building Complex Name		
Building Style		
Building Features	Laundry in Building	Gym
	Rec Room	Pool
	Tennis Court	Attended Lobby
	Pets Allowed	Smoking Allowed
	Parking Garage	Elevator
	Rooftop Access	Screening Room
	Basement Access	Storage Available
	Bike Storage	Pre War Building
	Post War Building	Concierge
	Golf	Security
	Gated	Clubhouse
	Unit Features	Corner Unit
Terrace		Garden
Central Vac		Fire Escape
Intercom		Laundry in Unit
Ground Floor		
Is HOA?	Yes / No	
Monthly Fee	\$	
HOA Name		
HOA Contact Phone #		
HOA Development Name		
Tax & Fee Information		
School Tax		
Town / County Tax		
City Tax		
Village Tax		
Exemptions Included?	Yes / No	
Tax Year		
Tax Total		