Print Form

Clear Form

# SoCalMLS Commercial Listing Form | Page 1 of 6

Field names with character/selection limits in Tempo contain the limit number in parenthesis (#).
Required fields are listed in Red, and denoted by a superscript R.

**Property Address** _____

**AP Number**R _____ **List Date**R ___ / ___ / ___ **Expiration Date**R ___ / ___ / ___

## MLS INFORMATION

**MLS #** *System Generated* **Property Type**R ☐ Commercial ☐ Industrial **Status** *System Generated*

**Street Number**R _____ **Direction** ☐ E ☐ N ☐ S ☐ W **Street Name**R _____

**Street Type** _____ **Unit #** _____ **City**R _____ **Area**R _____
*(Example: Avenue, Street, Alley, Circle)*

**County**R *(1)*
- ☐ Orange (OR)
- ☐ Los Angeles (LA)
- ☐ Riverside (RI)
- ☐ San Bernardino (SB)
- ☐ San Diego (SD)
- ☐ Ventura (VE)
- ☐ Imperial (IM)
- ☐ Santa Barbara (BA)
- ☐ San Luis Obispo (SO)
- ☐ Kern (KE)
- ☐ Other California County (OT)
- ☐ Other State (OS)
- ☐ Foreign Country (FC)

**State**R ___ **TGNO**R _____
**Zip**R _____ **Zip 4** _____
**Cross Streets**R _____

**List Price**R _____ **AP #**R _____ **Listing Agreement Type**R *(1)*
- ☐ Exclusive Agency
- ☐ Exclusive Right To Sell/Lease
- ☐ Exclusive Right with Exception
- ☐ Net
- ☐ Open
- ☐ Probate

**Service Level**R *(1)*
- ☐ Full Service
- ☐ Limited Service
- ☐ MLS Entry Only

**Have** _____ **Business Park Name** _____

**Total Building SqFt**R _____ **Building Square Feet Source** *(1)*
- ☐ Appraiser
- ☐ Assessor
- ☐ Builder
- ☐ Estimated
- ☐ Landlord/Tenant/Seller
- ☐ Other
- ☐ Plans
- ☐ Survey
- ☐ Taped

**Gross Equity** _____

**Price Per Square Feet** *System Generated*

**Land/Building Features** *(14)*

| | | | | | |
|---|---|---|---|---|---|
| ☐ Air Conditioned | ☐ Ground Level Door | ☐ Master Electric Meter | ☐ Public Sewer | ☐ Security Gate | ☐ Truck Dock |
| ☐ Alley Access | ☐ Handicapped Access | ☐ Master Gas Meter | ☐ Rail Siding | ☐ Security System – Leased | ☐ Truck Doors |
| ☐ Cable TV | ☐ Individual Electric Meter | ☐ Master Water Meter | ☐ Railroad Access | ☐ Security System – Owned | ☐ Truck Well |
| ☐ Display Window | ☐ Individual Gas Meter | ☐ Mezzanine | ☐ Rear Access | ☐ Skylights | |
| ☐ Elevator | ☐ Individual Water Meter | ☐ Natural Gas | ☐ Repair Cosmetic | ☐ Smoke Alarm | |
| ☐ Fenced Yard | ☐ Intercom System | ☐ Outside Lighting | ☐ Repair Major | ☐ Sprinklers/Landscape | |
| ☐ Fire Alarms | ☐ Kitchen Facilities | ☐ Overhead Crane | ☐ Restrooms – Handicapped | ☐ Storage Area | |
| ☐ Floor Drains | ☐ Loading Dock | ☐ Propane | ☐ Restrooms – Public | ☐ Storage Tank | |

**Loan $** _____ **Legal Description** *(16)*

| | | |
|---|---|---|
| ☐ Beach Rights | ☐ Mineral Rights | ☐ Slide Zone |
| ☐ Coastal Commission Restrictions | ☐ Open Space Restrictions | ☐ Tenants in Common – DRE Pink Reports |
| ☐ Coastal Zone | ☐ Pet Restrictions | ☐ Tenants in Common – DRE White Reports |
| ☐ Easements | ☐ Real Estate Owned | ☐ Water Rights |
| ☐ Environmental Restrictions | ☐ Redevelopment Area | |
| ☐ Incorporated | ☐ Senior Community 62+ | |

**Property Description** *(1000 Character Limit)* _____

**Directions**[R] *(250 Character Limit)* _____

_____

_____

## Financial Analysis (Annual)

**Operating Expenses %** ___ **Operating Expenses Amt**[R] _____ **Net Operating Income**[R] _____

**Loan Payment** _____ **Actual Gross Income**[R] _____ **Gross Spendable Income** _____

**Cap Rate** *System Generated* **Gross Multiplier** *System Generated* **Tax Area** _____

**Pre Tax Cash**[R] _____ **Tax Rate Year** _____ **Tax Rate** _____

**Land $** _____ **Land %** _____ **Improvements $** _____

**Improvements %** _____ **Personal Property $** _____ **Personal Property %** _____

**Lot #**[R] _____ **Block #** _____

**Tract #**[R] _____ **Vacancy Allowance** _____ **Gross Operating Income** _____

## Financial Information

**Financial Info as of** ___ / ___ / _____

**Special Conditions**[R] *(6)*

- ☐ None
- ☐ Auction
- ☐ Bankruptcy
- ☐ HUD/Govt Owned
- ☐ In Foreclosure Process
- ☐ Notice of Default
- ☐ Probate
- ☐ Red-Tagged
- ☐ Relocation Company Owned
- ☐ REO/Lender-Owned
- ☐ Short Sale/Subject to Lender Approval
- ☐ Subj to RELO Company Approval
- ☐ Subject to Court Approval

**1st TD Amt** _____ **Loan 1 Payment** _____ **Interest Rate** _____

**Loan Due Date** ___ / ___ / _____ **Lender** _____ **Assumable** ☐ NA ☐ Y ☐ N

**Loan Fee** _____ **Down $** _____ **2nd TD Amt** _____

**Loan 2 Payment** _____ **Interest Rate 2** _____ **Loan 2 Due Date** ___ / ___ / _____

**Lender 2** _____ **Loan Assumable 2** ☐ NA ☐ Y ☐ N **Loan Fee 2** _____

**Terms**[R] *(6)*

- ☐ All Inclusive Trust Deed
- ☐ Assumable with No Restrictions
- ☐ Assumable with Restrictions
- ☐ Cal Vet
- ☐ Cash
- ☐ Cash To Existing Loan
- ☐ Cash To New Loan
- ☐ Concurrent Close
- ☐ Exchange
- ☐ Fannie Mae
- ☐ FHA Loan
- ☐ Fractional Interest
- ☐ Freddie Mac
- ☐ Joint Venture
- ☐ Land Contract
- ☐ Lse-Opt to Buy
- ☐ Owner May Carry
- ☐ Owner Will Carry
- ☐ Owner Will Carry 2nd
- ☐ Real Estate Owned
- ☐ SBA
- ☐ Seller Pays Closing Costs
- ☐ Shared Equity
- ☐ Subject to Estate Ruling
- ☐ Subject to Other
- ☐ Sublease
- ☐ Submit
- ☐ Tenants in Common
- ☐ Trade
- ☐ Trust Conveyance
- ☐ VA Loan
- ☐ VA No Loan
- ☐ VA No No Loan

**Land Lse**[R] *(1)* ☐ Fee ☐ Lease **Lease $** _____ **Lease Time** *(1)* ☐ Month ☐ Year **Year Lease Expires** _____

**Special Study** ☐ NA ☐ Y ☐ N **Flood Zone** ☐ NA ☐ Y ☐ N

**Coastal Zone** ☐ NA ☐ Y ☐ N **Slide Zone** ☐ NA ☐ Y ☐ N

**Monthly Gross Sched Income**[R] _____ **Total Base Income** _____ **Overage Income/Mo** _____

**Gross Scheduled Income**[R] _____ **Private Transfer Taxes**[R] ☐ Y ☐ N

## Building & Land Data

**% of Total Value**[R] _____ **Building Dimensions** _____ **Mezzanine SqFt** _____ **Ceiling Height** _____

**Land SqFt**[R] _____

**Land Dimensions** _____

**Location**[R] *(1)*

- ☐ Business District
- ☐ Corner
- ☐ Downtown
- ☐ East Side of Street
- ☐ Industrial District
- ☐ Interior Block/Ctr
- ☐ Mall
- ☐ North Side of Street
- ☐ Other
- ☐ Professional Center
- ☐ Retail Frontage
- ☐ Shopping Center
- ☐ South Side of Street
- ☐ Stand Alone Location
- ☐ Strip Store Center
- ☐ West Side of Street

**Lot Description** *(20)*

- ☐ Backs to Parkland
- ☐ Back to Trees
- ☐ Bay Front
- ☐ Beach Access
- ☐ BLM/National Forest
- ☐ Canyon Rim
- ☐ Community Mailbox
- ☐ Creek/Stream on Lot
- ☐ Cultivated
- ☐ Curbs-Walks
- ☐ Decorative Pond
- ☐ Desert Back
- ☐ Desert Front
- ☐ Downslope
- ☐ Estuary Front
- ☐ Fruit Trees
- ☐ Heavily Treed Lot
- ☐ Hill
- ☐ Irregular Topography
- ☐ Lagoon Front
- ☐ Lake on Lot
- ☐ Large Tree(s) – over 40 Feet
- ☐ Level Grade
- ☐ Medium Tree(s) – 20-40 Feet
- ☐ Military Land
- ☐ Moderately Treed Lot
- ☐ Mountainous
- ☐ Near Public Transit
- ☐ No Landscaping
- ☐ No Trees
- ☐ Non-Tidal Wetlands
- ☐ Non on Thru Street
- ☐ Ocean Access
- ☐ On Navigable Water
- ☐ Playscape
- ☐ Possible Pool Site
- ☐ Premium Lot
- ☐ Preserve/Public Land
- ☐ Private Beach
- ☐ Private Road
- ☐ Reservoir
- ☐ Rip-Rapped
- ☐ Rolling
- ☐ Room for a Pool
- ☐ Room for Tennis Court
- ☐ Seasonal Creek
- ☐ Seawall
- ☐ Secluded
- ☐ Shade Trees
- ☐ Single Loaded Street
- ☐ Slope – Gentle
- ☐ Slope – Steep
- ☐ Small Tree(s) – Under 20 Feet
- ☐ Some Landscaping
- ☐ Sparsely Treed Lot
- ☐ Stone Retaining Walls
- ☐ Street Dirt
- ☐ Street Paved
- ☐ Street Private
- ☐ Street Public
- ☐ Streetlights
- ☐ Tidal Wetlands
- ☐ Upslope
- ☐ Utilities – Overhead
- ☐ Utilities – Underground
- ☐ Valley
- ☐ Water Access

**Construction** *(2)*

- ☐ Block
- ☐ Brick
- ☐ Concrete
- ☐ Flagstone
- ☐ Frame & Stucco
- ☐ Glass
- ☐ Manufacture
- ☐ Metal
- ☐ Other
- ☐ Siding
- ☐ Steel
- ☐ Stone
- ☐ Stucco/Brick
- ☐ Stucco/Wood
- ☐ Tilt Up
- ☐ Wood

**Roof** *(3)*

- ☐ Asphalt Shingle
- ☐ Bahama
- ☐ Barrel Tile
- ☐ Bitumen
- ☐ Bituthene
- ☐ Common Roof
- ☐ Composition Roll
- ☐ Concrete
- ☐ Concrete Shake
- ☐ Copper
- ☐ Elastomeric
- ☐ Flat Tile
- ☐ Foam
- ☐ Hip
- ☐ Imitation Slate
- ☐ Mansard
- ☐ Metal
- ☐ Metal Shake
- ☐ Other
- ☐ Rock/Stone
- ☐ Rolled/Hot Mop
- ☐ Rubber
- ☐ Shake
- ☐ Shingle
- ☐ Shingle – Asbestos
- ☐ Shingle – Asphalt
- ☐ Shingle – Wood
- ☐ Slag/Built – Up
- ☐ Slate
- ☐ Tile

**Enclosed Yard** *(6)*

- ☐ Automatic Gate
- ☐ Back
- ☐ Barbed Wire Fence
- ☐ Block Wall
- ☐ Brick Wall
- ☐ Cedar Fence
- ☐ Chain Link
- ☐ Cross Fenced
- ☐ Electric Fence
- ☐ Fenced-Rear
- ☐ Front
- ☐ Fully Fenced
- ☐ Glass
- ☐ Goat Type Fence
- ☐ Grapestake
- ☐ Invisible Fence
- ☐ Livestock Fence
- ☐ Masonry Fence
- ☐ No Yard
- ☐ Other Fencing
- ☐ Partially Fenced
- ☐ Pipe Fenced
- ☐ Privacy Fence
- ☐ Redwood
- ☐ Slumpstone
- ☐ Split Rail Fence
- ☐ Stucco Wall
- ☐ Vinyl Fence
- ☐ Wire Fence
- ☐ Wood
- ☐ Wrought Iron
- ☐ Yard

**Security Description** *(9)*

- ☐ Automatic Gate
- ☐ Carbon Monoxide Detector(s)
- ☐ Exterior Cameras
- ☐ Exterior Security Lights
- ☐ Fire Sprinkler System
- ☐ Firewall(s)
- ☐ Motion Detectors
- ☐ Non-Monitored
- ☐ Resident Manager
- ☐ Security System – Leased
- ☐ Security System – Owned

**Fire Sprinklers** ☐ NA ☐ Y ☐ N

**Roof Age** ____ **Minimum Clearance Height** _____ **Span** ____ **Stories** *(1)* ☐ One Level ☐ Three or More Levels ☐ Two Levels

**Floors** *(11)*

- ☐ Adobe
- ☐ Carpet – Partial
- ☐ Clay
- ☐ Combination
- ☐ Concrete Slab
- ☐ Granite
- ☐ Hardwood – Partial
- ☐ Linoleum
- ☐ Other
- ☐ Pavers
- ☐ Raised Foundation
- ☐ Slate
- ☐ Stained Concrete
- ☐ Wood Under Carpet

**Total Floors** ____

**Year Built**[R] _____

**Year Built Source** *(1)*

- ☐ Appraiser
- ☐ Assessor
- ☐ Builder
- ☐ Estimated
- ☐ Landlord/Tenant/Seller
- ☐ Other
- ☐ Seller

**Year Refurbished** _____ **Building Permit** ☐ NA ☐ Y ☐ N **Zoning** _____ **# Buildings** _____ **# Units** _____

**Sewer** *(3)*

- ☐ Aerobic Septic
- ☐ Applied for Permit
- ☐ Assessments
- ☐ Bonds
- ☐ Capping Fill
- ☐ Cesspool
- ☐ Gravity Septic Field
- ☐ Holding Tanks(s)
- ☐ In Street on Bond
- ☐ In Street Paid
- ☐ In, Connected & Paid
- ☐ Lateral/Tap – Off Main
- ☐ Lateral/Tap – On Site
- ☐ Low Pressure Pipe (LPP)
- ☐ Mound System
- ☐ Not Applied for Permit
- ☐ Pressure Dose
- ☐ Public Hookup Available
- ☐ Public Septic
- ☐ Public Sewer
- ☐ Septic Pump
- ☐ Septic Tank
- ☐ Share Septic
- ☐ Site Evaluation on File

**Water** *(3)*

- ☐ District/Public
- ☐ Lateral not Installed/ Must Tap off Main
- ☐ Meter on Property
- ☐ Meter Paid/Not In
- ☐ Other
- ☐ Pond
- ☐ Private
- ☐ Public Hook-Up Available
- ☐ River
- ☐ Shared Spring
- ☐ Spring(s)
- ☐ Storage Tanks(s)
- ☐ Stream
- ☐ Tap Free
- ☐ Well
- ☐ Well – Shared
- ☐ Well Permit Applied For
- ☐ Well Permit Not Applied For
- ☐ Well Permit on File
- ☐ Well/Irrigation Only

**Storage Tank** ☐ NA ☐ Y ☐ N

**Overhead Crane** ☐ NA ☐ Y ☐ N

**ADA Compliant**[R] ☐ Y ☐ N

**Water District**

_____

**Suited For?** *(16)*

- ☐ Automotive/Service Stations
- ☐ Beauty Shop
- ☐ Coin Operated
- ☐ Convenience Market/Dairy/Supermarket
- ☐ Distribution/Wholesale
- ☐ Dry Cleaners
- ☐ Food Services
- ☐ General Office
- ☐ Gift/Florist/Card Shops
- ☐ Liquor Stores
- ☐ Lodging
- ☐ Manufacturing
- ☐ Medical Office
- ☐ Mixed Use
- ☐ Other
- ☐ Professional Office
- ☐ Residential
- ☐ Retail
- ☐ Service
- ☐ Shopping Center
- ☐ Taverns/Cocktail Lounges
- ☐ Video Store
- ☐ Warehouse

## Plant Data

**Plant SqFt** _____ **Amps** _____ **Voltage** _____ **Phase** _____ **Railroad Access** ☐ NA ☐ Y ☐ N

**Heat (Plant)** *(12)*

- ☐ Electric
- ☐ Floor Furnace
- ☐ Forced Air
- ☐ Gravity Heating
- ☐ Heat Pump
- ☐ Other – See Remarks
- ☐ Propane
- ☐ Radiant
- ☐ Solar
- ☐ Space Heater
- ☐ Wall Electric
- ☐ Wall Gas

**Cooling (Plant)** ☐ NA ☐ Y ☐ N **Loading Doors** _____

**# Docks** ____ **# Wells** ____ **# Ground Level Docks** ____

**# Toilets – Men (Plant)** ____ **# Toilets – Women (Plant)** ____ **Foil** ☐ NA ☐ Y ☐ N **Skylights** ☐ NA ☐ Y ☐ N

**Parking Spaces**[R] _____ **Parking Type**[R] *(14)*

**Parking Ratio** *System Generated*

**Fenced SqFt** _____

- ☐ Assigned Parking
- ☐ Community Garage
- ☐ Covered Parking
- ☐ Covered/Subterranean
- ☐ Deck(s)
- ☐ Deeded Parking/Garage
- ☐ Driveway – Brick
- ☐ Driveway – Combination
- ☐ Driveway – Concrete
- ☐ Driveway – Gravel
- ☐ Driveway Pavers
- ☐ Employees
- ☐ Garage – 4+Doors
- ☐ Garage – Extended Length
- ☐ Garage – Front Entry
- ☐ Garage – Rear Entry
- ☐ Garage – Side Entry
- ☐ Garage – Single Entry
- ☐ Garage – Swing-In
- ☐ Garage – Three Door
- ☐ Garage – Two Door
- ☐ Gated Parking
- ☐ Heated Garage
- ☐ Interior Access
- ☐ Off Site Parking
- ☐ Off Street Parking
- ☐ On Street Parking
- ☐ Open
- ☐ Overhead Storage
- ☐ Parking Fee
- ☐ Parking Space Conveys
- ☐ Permit/Decal
- ☐ Pipestem Driveway
- ☐ Public
- ☐ Rotational
- ☐ RV Complex/Park
- ☐ RV Covered
- ☐ RV Enclosed
- ☐ RV Gated
- ☐ RV Hook-Ups
- ☐ Shared Driveway
- ☐ Side by Side Parking
- ☐ Sink in Garage
- ☐ Unassigned Parking
- ☐ Uncovered
- ☐ Under Home Parking
- ☐ Workbench in Garage

## Office Data

**Total Office Square Feet** _____ **# Offices** _____ **# Toilets – Men (Office)** ____ **# Toilets – Women (Office)** ____

**A/C (Office)** ☐ NA ☐ Y ☐ N **Heat (Office)** *(12)*

- ☐ Electric
- ☐ Floor Furnace
- ☐ Forced Air
- ☐ Gravity Heating
- ☐ Heat Pump
- ☐ Other-See Remarks
- ☐ Propane
- ☐ Radiant
- ☐ Solar
- ☐ Space Heater
- ☐ Wall Electric
- ☐ Wall Gas

## Annual Operating Expenses

| | | | | | |
|---|---|---|---|---|---|
| **Taxes (New)** | _____ | **Elevator** | _____ | **Fire Insurance** | _____ |
| **Gardener** | _____ | **Liability Insurance** | _____ | **Parking Lots** | _____ |
| **Gas & Electricity** | _____ | **Trash** | _____ | **Water Exp** | _____ |
| **Janitor** | _____ | **Maintenance %** | _____ | **Common Area Maintenance** | _____ |
| **Association** | _____ | **Management** | _____ | **Accountant** | _____ |
| **Advertising** | _____ | **Contract Services** | _____ | **Debt Services** | _____ |
| **Sewer Expense** | _____ | **Supply Expense** | _____ | **Payroll** | _____ |
| **Reserves** | _____ | **Security** | _____ | **Utilities** | _____ |
| **Vacancy %** | _____ | **Other Expenses Desc** | _____ | **Other Expenses** | _____ |

**Total Expenses**[R] _____ **Source of Annual Expense**[R] *(1)* ☐ Accountant Provided ☐ Owner Provided ☐ Tax Return

## Showing Instructions

**Showing Instructions**[R] *(6)*

- ☐ 24-Hour Notice
- ☐ Agent or Owner to be Present
- ☐ Alarm on Property
- ☐ Animal(s) on Property
- ☐ Appointment Only
- ☐ Appointment with Occupant
- ☐ Appointment with Office
- ☐ BEWARE OF DOG
- ☐ Call First
- ☐ Call Listing Office
- ☐ Day Sleeper
- ☐ Do Not Contact Occupants
- ☐ Drive By
- ☐ Drive By Only
- ☐ Gate Pass
- ☐ Go Direct
- ☐ Key in Listing Office
- ☐ Keybox, Vacant
- ☐ Pet(s) on Premises
- ☐ Registration Required
- ☐ Restricted Access – Call Listing Agent
- ☐ Restricted Days
- ☐ Restricted Hours
- ☐ See Remarks
- ☐ Subject to Inspection

**S/O Comp**[R] _____ **S/O Comp**[R] ☐ $ ☐ % **Dual/Variable Rate Comm**[R] ☐ Yes ☐ No

**Transfer of Possession** *(1)*

- ☐ Close of Escrow
- ☐ COE Plus
- ☐ COE Plus 1
- ☐ COE Plus 2
- ☐ COE Plus 3
- ☐ Negotiable
- ☐ Other – See Remarks

**Lockbox Location**[R] *(1)*

- ☐ Call Listing Office
- ☐ Front Door
- ☐ Front Gate
- ☐ Garage Door
- ☐ Gas Meter
- ☐ No Key Safe
- ☐ Rear Door
- ☐ See Remarks
- ☐ Side Door
- ☐ Side Gate
- ☐ Sign Post
- ☐ Vault
- ☐ Water Pipe

**Lockbox Type**[R] *(2)*

- ☐ Supra iBox
- ☐ Supra-SoCal MLS
- ☐ Supra-SRAR/BAOR
- ☐ Combo-See Remarks
- ☐ No Key Safe
- ☐ Other-See Remarks
- ☐ SentriLock
- ☐ Supra-DAMLS
- ☐ Supra-GSBMLS
- ☐ Supra-MRMLS
- ☐ Supra-Newport
- ☐ Supra Key
- ☐ Multacc

**Sign on Property**[R] ☐ Y ☐ N

**Gate Code** _____

**Showing Phone Number**[R] _____

## List Office/Agent Information

Fields denoted with an asterisk* are "*System Generated*" in Tempo.

**List Office Name*** _____ **List Office ID*[R]** _____

**List Office Phone*** _____ **List Office Fax*** _____

**List Agent Full Name*** _____ **List Agent First Name*** _____

**List Agent Last Name*** _____ **List Agent ID*[R]** _____

**List Agent Preferred Phone**[R] _____ **List Agent Preferred Phone Ext** _____ **List Agent Res Phone** _____

**List Agent Pref Fax** _____ **List Agent Cell Phone** _____ **List Agent Pager** _____

**List Agent Voicemail**[R] _____ **List Agent Voicemail Ext** _____ **List Agent Email** _____

**List Agent Website** _____ **List Agent Blog Website** _____

## Co List Office/Agent Information

**Co List Agent ID*** _____ **Co List Agent Full Name*** _____

**Co List Agent First Name*** _____ **Co List Agent Last Name*** _____

**Co List Agent Preferred Phone** _____ **Co List Agent Preferred Phone Ext** _____ **Co List Agent Res Phone** _____

**Co List Agent Pref Fax** _____ **Co List Agent Pager** _____ **Co List Agent Cell Phone** _____

**Co List Agent Voicemail** _____ **Co List Agent Voicemail Ext** _____ **Co List Office ID** _____

**Co List Agent Email** _____

## Sell Office/Agent Information

**Sell Office Name*** _____ **Sell Office ID*** _____

**Sell Office Phone*** _____ **Sell Office Fax*** _____

**Sell Agent Full Name*** _____ **Sell Agent First Name*** _____

**List Agent Last Name*** _____ **Sell Agent ID*** _____

**Sell Agent Preferred Phone** _____ **Sell Agent Preferred Phone Ext** _____ **Sell Agent Res Phone** _____

**Sell Agent Pref Fax** _____ **Sell Agent Cell Phone** _____ **Sell Agent Pager** _____

**Sell Agent Voicemail** _____ **Sell Agent Voicemail Ext** _____ **Sell Agent Email** _____

**Sell Agent Website** _____ **Sell Agent Blog Website** _____

## Agent Remarks

**Agent Remarks** *(600 Character Limit)* _____

_____

_____

_____

**Agent Remarks** *(Continued)* _____

## Internet Information

**Address on Internet?** [R] ☐ Y ☐ N **IDX** [R] ☐ Y ☐ N

## Listing Activity

**List Date** [R] ____ / ____ / _____ **Expiration Date** [R] ____ / ____ / _____

## Units

| Unit # | Tenant | SqFt | Lse Type *(See Below)* | Lse Length | Lease Exp *(mm/dd/yyyy)* | Monthly Rent |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Available entries for "Lease Type": Full Service Gross, Gross, Modified Gross, Triple Net, Other, Percent.**

## Change to Pending/Backup Offers

**Pending (Projected Sale) Price $** [R] _____ **Projected Close Date** [R] ____ / ____ / _____

*(Listing will Auto-Sell 14 days after the Projected Close Date)*

**Pending Date** [R] ____ / ____ / _____ **Sell Agent** [R] *(Agent ID)* _____ **Co Sell Agent** *(Agent ID)* _____

**Financing** [R] *(1)*

- ☐ All Inclusive Trust Deed
- ☐ Assumed
- ☐ Cal Vet
- ☐ Cash
- ☐ Conventional
- ☐ FHA Loan
- ☐ Land Contract
- ☐ Other – See Remarks – Call Listing Office
- ☐ Owner Carried
- ☐ Private
- ☐ Trust Conveyance
- ☐ VA Loan

**Sold Terms** *(1)*

- ☐ Auction
- ☐ Buyer Concessions
- ☐ Contract Of Sale
- ☐ Exchange/Trade
- ☐ In Foreclosure
- ☐ Lease Option
- ☐ Real Estate Owned
- ☐ Seller Concessions
- ☐ Short Payoff
- ☐ Standard Sale

## Change to Closed *(Required with Change to Pending/Backup Offers)*

**Sell Agent** [R] *(Agent ID)* _____ **Pending Date** [R] ____ / ____ / _____ **Co Sell Agent** *(Agent ID)* _____

**Closed Date** [R] ____ / ____ / _____ **Sales Price** [R] _____

**Financing** [R] *(1)*

- ☐ All Inclusive Trust Deed
- ☐ Assumed
- ☐ Cal Vet
- ☐ Cash
- ☐ Conventional
- ☐ FHA Loan
- ☐ Land Contract
- ☐ Other – See Remarks – Call Listing Office
- ☐ Owner Carried
- ☐ Private
- ☐ Trust Conveyance
- ☐ VA Loan

**Sold Terms** *(1)*

- ☐ Auction
- ☐ Buyer Concessions
- ☐ Contract Of Sale
- ☐ Exchange/Trade
- ☐ In Foreclosure
- ☐ Lease Option
- ☐ Real Estate Owned
- ☐ Seller Concessions
- ☐ Short Payoff
- ☐ Standard Sale

*"The accuracy of all information, including square footage and lot sizes is deemed reliable but not guaranteed and should be independently Verified through personal inspection with the appropriate professionals."*

Signature _____ Date _____ Signature _____ Date _____

Signature _____ Date _____ Signature _____ Date _____

*Revised June 18, 2008*