

COMMERCIAL LEASE INPUT FORM

Property Overview				* indicates Required fields
Property Type*				
<input type="checkbox"/> Commercial Lease				
Ownership Type				
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Other Business Ownership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation - Subchapter S <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Franchise <input type="checkbox"/> Limited Partnership				
Full Address*		County*		APN#*
City*	State*	Zip*	<i>If applicable, Unit #:</i>	
Building Sqft*	Year Built*	Zoning*		
Lot Sqft*	Lot Acres*	MLS Area # or Code*		
Land Use	# of Stories			
Is property within City Limits?*		Is property in an Incorporated area?*		Cross Street
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Directions				
Listing Details				
Listing Status*			City Transfer Tax?*	
<input type="checkbox"/> Active <input type="checkbox"/> Comp Only			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Active, List Date*	Expiration Date*	List Price*		
If Comp Only, COE Date	Sale Price	# of Offers	Buyer Financing*	
Possession Notice				
<input type="checkbox"/> COE <input type="checkbox"/> Immediate <input type="checkbox"/> Other <input type="checkbox"/> Uniform Commercial Code (UCC) Filing Date <input type="checkbox"/> COE + 30 Days <input type="checkbox"/> Negotiable <input type="checkbox"/> Seller Rent Back <input type="checkbox"/> Upon Completion <input type="checkbox"/> COE + 3-5 Days <input type="checkbox"/> None <input type="checkbox"/> Tenant Rights				
Special Listing Condition*				
<input type="checkbox"/> Action <input type="checkbox"/> HUD Owned <input type="checkbox"/> Not Applicable <input type="checkbox"/> REO/ Bank Owned Property <input type="checkbox"/> Court Confirmation May Be Required <input type="checkbox"/> New Subdivision <input type="checkbox"/> Notice of Default <input type="checkbox"/> Short Sale/ Subject to Lender				
Lease Terms*				
<input type="checkbox"/> Credit Report Required <input type="checkbox"/> Deposit - Fixed Amount <input type="checkbox"/> Month to Month <input type="checkbox"/> Other Lease Terms <input type="checkbox"/> Daily <input type="checkbox"/> Deposit Required <input type="checkbox"/> Option to Renew <input type="checkbox"/> Sublease				

COMMERCIAL LEASE INPUT FORM

Commercial Details

* indicates Required fields

Business Type

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Cleaning/Laundry | <input type="checkbox"/> Historical | <input type="checkbox"/> Photographer |
| <input type="checkbox"/> Animal Grooming | <input type="checkbox"/> Clothing | <input type="checkbox"/> Hobby | <input type="checkbox"/> Pizza |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Commercial | <input type="checkbox"/> Home Cleaners | <input type="checkbox"/> Pool/Patio/Spa |
| <input type="checkbox"/> Aquarium Supplies | <input type="checkbox"/> Computer | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Auto Body | <input type="checkbox"/> Condominium | <input type="checkbox"/> Ice Cream/Frozen Yogurt | <input type="checkbox"/> Professional Service |
| <input type="checkbox"/> Auto Dealer-New/Used | <input type="checkbox"/> Convalescent Care | <input type="checkbox"/> Industrial - Heavy | <input type="checkbox"/> Recreational |
| <input type="checkbox"/> Auto Glass | <input type="checkbox"/> Convalescent Home | <input type="checkbox"/> Industrial - Light | <input type="checkbox"/> Rental |
| <input type="checkbox"/> Auto Parts | <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Industrial/Warehouse | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> Auto Rent/Lease/Limo | <input type="checkbox"/> Dance Studio | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Auto Repair-General | <input type="checkbox"/> Decorator | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Auto Repair-Speclyt | <input type="checkbox"/> Deli/Catering | <input type="checkbox"/> Laundromat | <input type="checkbox"/> Saddlery/Harness |
| <input type="checkbox"/> Auto Retail | <input type="checkbox"/> Doughnut | <input type="checkbox"/> Leased Investment | <input type="checkbox"/> School |
| <input type="checkbox"/> Auto Stereo/Alarm/Phone | <input type="checkbox"/> Drugstore | <input type="checkbox"/> Liquor Store | <input type="checkbox"/> Service |
| <input type="checkbox"/> Auto Tires | <input type="checkbox"/> Dry Cleaning/Laundry | <input type="checkbox"/> Locksmith | <input type="checkbox"/> Service - Misc |
| <input type="checkbox"/> Auto Wrecking | <input type="checkbox"/> Educational | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Service Station |
| <input type="checkbox"/> Auto/Service Stations | <input type="checkbox"/> Electronics | <input type="checkbox"/> Manufacturing - Heavy | <input type="checkbox"/> Shopping Center |
| <input type="checkbox"/> Automotive Sales | <input type="checkbox"/> Employment | <input type="checkbox"/> Manufacturing - Light | <input type="checkbox"/> Some Residential Units |
| <input type="checkbox"/> Automotive Service | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Meats | <input type="checkbox"/> Sporting Goods |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Fast Food | <input type="checkbox"/> Medical/Dental | <input type="checkbox"/> Storage Tank |
| <input type="checkbox"/> Bar | <input type="checkbox"/> Fitness | <input type="checkbox"/> Mini Storage | <input type="checkbox"/> Strip Center |
| <input type="checkbox"/> Barber/Beauty | <input type="checkbox"/> Florist | <input type="checkbox"/> Mobile Home Park | <input type="checkbox"/> Tavern/Bar |
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Food Services | <input type="checkbox"/> Music | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Books | <input type="checkbox"/> Franchise | <input type="checkbox"/> No Business Type | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Books/Cards/Stationary | <input type="checkbox"/> Furniture | <input type="checkbox"/> Nursery | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Breeder | <input type="checkbox"/> Garage/Auto | <input type="checkbox"/> Office Building | <input type="checkbox"/> Upholstery |
| <input type="checkbox"/> Business Service | <input type="checkbox"/> Gift Shops | <input type="checkbox"/> Office Supply | <input type="checkbox"/> Utility |
| <input type="checkbox"/> Cabinets | <input type="checkbox"/> Gift/Bout que | <input type="checkbox"/> Other | <input type="checkbox"/> Vacant Land |
| <input type="checkbox"/> Candy/Cookies | <input type="checkbox"/> Grocery | <input type="checkbox"/> Outdoor Storage | <input type="checkbox"/> Variety |
| <input type="checkbox"/> Car Wash | <input type="checkbox"/> Hardware | <input type="checkbox"/> Paints | <input type="checkbox"/> Video |
| <input type="checkbox"/> Carpet/Linoleum/Tile | <input type="checkbox"/> Health Food | <input type="checkbox"/> Pet Hospital/Kennel | <input type="checkbox"/> Wallpaper |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Health Retail | <input type="checkbox"/> Pet Shop | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Church | <input type="checkbox"/> Health Services | <input type="checkbox"/> Pets | <input type="checkbox"/> Wholesale |

COMMERCIAL LEASE INPUT FORM

Commercial Details (continued)		* indicates Required fields	
Present Use*			
<input type="checkbox"/> 2nd Unit Possible	<input type="checkbox"/> Horses	<input type="checkbox"/> Medical/Dental	<input type="checkbox"/> Ranch
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Farm/Ranch	<input type="checkbox"/> Mini Storage	<input type="checkbox"/> Recreational
<input type="checkbox"/> Agricultural Preserve	<input type="checkbox"/> Fishery	<input type="checkbox"/> Mixed	<input type="checkbox"/> Required Zoning Change
<input type="checkbox"/> Agricultural/Residential	<input type="checkbox"/> Food Service	<input type="checkbox"/> Modular Hms/Trailers	<input type="checkbox"/> Research & Development
<input type="checkbox"/> Automotive	<input type="checkbox"/> Forestry Preserve	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Residential
<input type="checkbox"/> Bare Land	<input type="checkbox"/> Grazing	<input type="checkbox"/> Multiple Dwelling	<input type="checkbox"/> Retail
<input type="checkbox"/> Business/Professional	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Native Grass	<input type="checkbox"/> Right of Way
<input type="checkbox"/> Church	<input type="checkbox"/> Highway/Tourist Service	<input type="checkbox"/> Non-Comforming	<input type="checkbox"/> Row Crops
<input type="checkbox"/> Commercial	<input type="checkbox"/> Horses	<input type="checkbox"/> None	<input type="checkbox"/> Service
<input type="checkbox"/> Dairy	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Nursery	<input type="checkbox"/> Single Family
<input type="checkbox"/> Educational	<input type="checkbox"/> Industrial	<input type="checkbox"/> Office	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Family Care	<input type="checkbox"/> Industrial - Heavy	<input type="checkbox"/> Orchard	<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Farm	<input type="checkbox"/> Industrial - Light	<input type="checkbox"/> Other	<input type="checkbox"/> Timber
<input type="checkbox"/> Farm/Ranch	<input type="checkbox"/> Industrial - Marine	<input type="checkbox"/> Pasture	<input type="checkbox"/> Tree Farm
<input type="checkbox"/> Fishery	<input type="checkbox"/> Kennels	<input type="checkbox"/> Permanent Crops	<input type="checkbox"/> Under Construction
<input type="checkbox"/> Food Service	<input type="checkbox"/> Live / Work	<input type="checkbox"/> Personal Family Care	<input type="checkbox"/> Vacant
<input type="checkbox"/> Forestry Preserve	<input type="checkbox"/> Livestock	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Vineyard
<input type="checkbox"/> Grazing	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Plantable	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Manufacturing - Heavy	<input type="checkbox"/> Poultry	<input type="checkbox"/> Wholesale
<input type="checkbox"/> Highway/Tourist Service	<input type="checkbox"/> Manufacturing - Light	<input type="checkbox"/> Public Right Of Way	<input type="checkbox"/> Zone Change Possible
Approx Ceiling Height (Feet)*		Load Factor	
Facilities*			
<input type="checkbox"/> 1 Restroom Per Unit	<input type="checkbox"/> Janitorial	<input type="checkbox"/> Office	<input type="checkbox"/> Roof Sign
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Other	<input type="checkbox"/> Security Building
<input type="checkbox"/> Carpeting	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Outside Sign	<input type="checkbox"/> Showroom
<input type="checkbox"/> Cold Storage	<input type="checkbox"/> Living Quarters	<input type="checkbox"/> Overhead Crane	<input type="checkbox"/> Signage
<input type="checkbox"/> Conference Room	<input type="checkbox"/> Loading Dock	<input type="checkbox"/> Pole Sign	<input type="checkbox"/> Storage
<input type="checkbox"/> Conference/Meeting Room	<input type="checkbox"/> Loading Zone	<input type="checkbox"/> Reception Room	<input type="checkbox"/> Storage - Additional
<input type="checkbox"/> Exercise Room	<input type="checkbox"/> Manager's Office	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Toxic Waste Storage
<input type="checkbox"/> Front Sign	<input type="checkbox"/> Meeting Facilities	<input type="checkbox"/> Restroom(s)	<input type="checkbox"/> Trade Fixtures
<input type="checkbox"/> Gas Tanks and Pumps	<input type="checkbox"/> Multi-Tenant Building	<input type="checkbox"/> Restrooms-Private	
<input type="checkbox"/> Incinerator	<input type="checkbox"/> None	<input type="checkbox"/> Restrooms-Public	

COMMERCIAL LEASE INPUT FORM

Commercial Details (continued)		* indicates Required fields	
Loading Facility			
<input type="checkbox"/> 12' Roll Up Door	<input type="checkbox"/> Clearance Under 8'	<input type="checkbox"/> Elevator(s) - Passenger	<input type="checkbox"/> None
<input type="checkbox"/> 14' Roll Up Door	<input type="checkbox"/> Conveyor System	<input type="checkbox"/> Elevator(s) - Sidewalk	<input type="checkbox"/> Off Street
<input type="checkbox"/> 16' Roll Up Door	<input type="checkbox"/> Cross Dock	<input type="checkbox"/> Freight Elevator(s)	<input type="checkbox"/> Other
<input type="checkbox"/> Adj Height Dock	<input type="checkbox"/> Delivery Area	<input type="checkbox"/> Front Door Loading Only	<input type="checkbox"/> Overhead Crane
<input type="checkbox"/> Alley Loading	<input type="checkbox"/> Dock High	<input type="checkbox"/> Load Leveler	<input type="checkbox"/> Private
<input type="checkbox"/> Basement Loading	<input type="checkbox"/> Dock(s)	<input type="checkbox"/> Loading Dock(s)	<input type="checkbox"/> Railroad Siding
<input type="checkbox"/> Clearance 13'-16'	<input type="checkbox"/> Door - Delivery	<input type="checkbox"/> Loading-Conveyor System	<input type="checkbox"/> Railroad Spur/Access
<input type="checkbox"/> Clearance 17'-20'	<input type="checkbox"/> Door - Roll Up	<input type="checkbox"/> Loading-Overhead Crane	<input type="checkbox"/> Stationary Dock
<input type="checkbox"/> Clearance 8'-12'	<input type="checkbox"/> Door - Truck	<input type="checkbox"/> Loading-Railroad Siding	<input type="checkbox"/> Truck Route
<input type="checkbox"/> Clearance over 12'	<input type="checkbox"/> Door(s) - Drive-In	<input type="checkbox"/> No Loading Door(s)	<input type="checkbox"/> Waterfront
<input type="checkbox"/> Clearance Over 20'	<input type="checkbox"/> Elevator(s) - Freight	<input type="checkbox"/> No Truck Door	
Walls			
<input type="checkbox"/> Common Wall	<input type="checkbox"/> Metal	<input type="checkbox"/> Plaster	<input type="checkbox"/> Wood
<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Other	<input type="checkbox"/> Sheet Rock	
<input type="checkbox"/> Expins	<input type="checkbox"/> Panelled	<input type="checkbox"/> Unfinished	
Lease Details			
Minimum SqFt for Lease*	Minimum Length of Lease (in Years)*	Maximum Length of Lease (in Years)	
Security Deposit *	Date Available*	Tenant Improvement Allowance	
Building Details			
Number of Docks	Number of Elevators	Number of Floors	Number of Offices
Number of Restrooms	Number of Tenants	Number of Truck Doors	
Square Footage Details			
Industrial SqFt	MezzanineSqFt	Net Leaseable Sqft*	Office Sqf *
Retail SqFt	Warehouse SqFt*	Yard SqFt*	
Complex Information			
Complex Name		# of Buildings	Total Units in Complex
Complex Restrictions*			
<input type="checkbox"/> Board Approval	<input type="checkbox"/> None	<input type="checkbox"/> Parking Restrictions	<input type="checkbox"/> Senior Community
<input type="checkbox"/> Neighborhood Approval	<input type="checkbox"/> Other	<input type="checkbox"/> Retirement Community	

COMMERCIAL LEASE INPUT FORM

Financial Details				* indicates Required fields
Listing Includes*				
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Dishwasher - Some Units	<input type="checkbox"/> Land	<input type="checkbox"/> Other	
<input type="checkbox"/> Allowance For Improvement	<input type="checkbox"/> Equipment	<input type="checkbox"/> Land Status - Other	<input type="checkbox"/> Owner Will Stay	
<input type="checkbox"/> Building	<input type="checkbox"/> Existing Signs	<input type="checkbox"/> Lease Improvement	<input type="checkbox"/> Owner Will Train	
<input type="checkbox"/> Building On Leased Land	<input type="checkbox"/> Fictitious Name/DBA	<input type="checkbox"/> Leasehold	<input type="checkbox"/> Permits - Special	
<input type="checkbox"/> Business	<input type="checkbox"/> Fixtures and Equipment	<input type="checkbox"/> Leasehold Improvements	<input type="checkbox"/> Personal Property	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Goodwill	<input type="checkbox"/> License(s)	<input type="checkbox"/> Refrigerator - All Units	
<input type="checkbox"/> Covenant	<input type="checkbox"/> Inventory - At Cost	<input type="checkbox"/> Major Tenant(s)	<input type="checkbox"/> Refrigerator - Some Units	
<input type="checkbox"/> Dishwasher - All Units	<input type="checkbox"/> Inventory - Available	<input type="checkbox"/> None		
Expenses Tenant*				
<input type="checkbox"/> All Expenses	<input type="checkbox"/> Maintenance - Interior	<input type="checkbox"/> Services - Gardener/Landscaping	<input type="checkbox"/> Utilites - Heating	
<input type="checkbox"/> Fee - Association	<input type="checkbox"/> Miscellaneous/Other	<input type="checkbox"/> Services - Sewer	<input type="checkbox"/> Utilites - Hot Water	
<input type="checkbox"/> Fee - Parking	<input type="checkbox"/> None	<input type="checkbox"/> Services - Trash Removal	<input type="checkbox"/> Utilites - Water	
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Other	<input type="checkbox"/> Utilites - Electric		
<input type="checkbox"/> Maintenance - Exterior	<input type="checkbox"/> Rent Only	<input type="checkbox"/> Utilites - Gas		
Owner Pays				
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Insurance - Glass	<input type="checkbox"/> Maintenance - Roof	<input type="checkbox"/> Sewer	
<input type="checkbox"/> Electric	<input type="checkbox"/> Insurance - Liability	<input type="checkbox"/> Maintenance - Site	<input type="checkbox"/> Tax Increases	
<input type="checkbox"/> Garbage	<input type="checkbox"/> Maintenance - Common Area	<input type="checkbox"/> None	<input type="checkbox"/> Taxes	
<input type="checkbox"/> Gas	<input type="checkbox"/> Maintenance - Elevator	<input type="checkbox"/> Other	<input type="checkbox"/> Water	
<input type="checkbox"/> Heating	<input type="checkbox"/> Maintenance - Exterior	<input type="checkbox"/> Pool Service		
<input type="checkbox"/> Hot Water	<input type="checkbox"/> Maintenance - HVAC	<input type="checkbox"/> Services - Gardener/Landscaping		
<input type="checkbox"/> Insurance - Fire	<input type="checkbox"/> Maintenance - Interior	<input type="checkbox"/> Services - Janitor		
Operating Expenses Include*				
<input type="checkbox"/> Accounting/Legal	<input type="checkbox"/> Fee - Rent/Lease	<input type="checkbox"/> Maintenance - Repair	<input type="checkbox"/> Services - Trash Removal	
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Insurance	<input type="checkbox"/> Miscellaneous/Other	<input type="checkbox"/> Supplies	
<input type="checkbox"/> Contract Services	<input type="checkbox"/> Loan - Business	<input type="checkbox"/> None	<input type="checkbox"/> Telephone	
<input type="checkbox"/> Depreciation	<input type="checkbox"/> Loan - Interest Only Payment	<input type="checkbox"/> Other	<input type="checkbox"/> Travel/Entertainment	
<input type="checkbox"/> Equipment - Purchase	<input type="checkbox"/> Loan - Mortgage	<input type="checkbox"/> Reserve Fund	<input type="checkbox"/> Utilities	
<input type="checkbox"/> Equipment/Fixture Rental	<input type="checkbox"/> Loan - Other	<input type="checkbox"/> Review with Offer	<input type="checkbox"/> Utilites - Electric	
<input type="checkbox"/> Fee - Association	<input type="checkbox"/> Loan - Principle & Interest	<input type="checkbox"/> Salary Employee(s)	<input type="checkbox"/> Utilites - Gas	
<input type="checkbox"/> Fee - License/Advertising	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Salary Owner	<input type="checkbox"/> Utilites - Heat	
<input type="checkbox"/> Fee - Other Taxes	<input type="checkbox"/> Maintenance - Capital Improvements	<input type="checkbox"/> Services - Gardener	<input type="checkbox"/> Utilites - Hot Water	
<input type="checkbox"/> Fee - Parking	<input type="checkbox"/> Maintenance - Elevator	<input type="checkbox"/> Services - Janitor	<input type="checkbox"/> Utilites - Water	
<input type="checkbox"/> Fee - Professional Services	<input type="checkbox"/> Maintenance - Exterminator	<input type="checkbox"/> Services - On-Site Manager	<input type="checkbox"/> Vacancy Factor	
<input type="checkbox"/> Fee - Property Management	<input type="checkbox"/> Maintenance - Laundry	<input type="checkbox"/> Services - Security		
<input type="checkbox"/> Fee - Property Tax	<input type="checkbox"/> Maintenance - Pool/Spa	<input type="checkbox"/> Services - Sewer		

COMMERCIAL LEASE INPUT FORM

Financial Details (continued)				* indicates Required fields
Expenses (enter annual expenses for each category)**				
Annual Tax Amount *	Expense Insurance *	Expense Landscape*	Expense Maintenance*	
Expense Management*	Expenses Other*	Expense Trash*	Expenses Utility*	
** Note: The system will calculate your Total Expenses based on your entries.				
Interior Features				
Accessibility Features*				
<input type="checkbox"/> Bathroom Features	<input type="checkbox"/> Flashing Warnings	<input type="checkbox"/> Lower Light Switches	<input type="checkbox"/> Parking	
<input type="checkbox"/> Elevator / Lift	<input type="checkbox"/> Grab Bars	<input type="checkbox"/> None	<input type="checkbox"/> Wheelchair Access	
<input type="checkbox"/> Flashing Doorbell Warning	<input type="checkbox"/> Kitchen Features	<input type="checkbox"/> Other	<input type="checkbox"/> Wide Halls/Doors (3 ft+)	
Communications				
<input type="checkbox"/> Audio/Video Prewired	<input type="checkbox"/> DSL	<input type="checkbox"/> Intercom	<input type="checkbox"/> Networked	
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Fiber Ready	<input type="checkbox"/> None	<input type="checkbox"/> Other	<input type="checkbox"/> Satellite Dish
Cooling*				
<input type="checkbox"/> Ceiling Fan	<input type="checkbox"/> Central Forced Air - Gas	<input type="checkbox"/> None	<input type="checkbox"/> Whole House Fan	
<input type="checkbox"/> Central Forced Air	<input type="checkbox"/> Multi-Zone	<input type="checkbox"/> Other	<input type="checkbox"/> Window/Wall Unit	
Flooring				
<input type="checkbox"/> Carpet	<input type="checkbox"/> Laminate	<input type="checkbox"/> Stone	<input type="checkbox"/> Travertine	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Marble	<input type="checkbox"/> Sustainable Materials	<input type="checkbox"/> Unfinished	
<input type="checkbox"/> Granite	<input type="checkbox"/> Other	<input type="checkbox"/> Tile	<input type="checkbox"/> Vinyl/Linoleum	
<input type="checkbox"/> Hardwood	<input type="checkbox"/> Slate			
Heating*				
<input type="checkbox"/> Central Forced Air	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Radiant Floors	<input type="checkbox"/> Space Heater	
<input type="checkbox"/> Central Forced Air - Gas	<input type="checkbox"/> Gas	<input type="checkbox"/> Solar	<input type="checkbox"/> Stove - Pellet	
<input type="checkbox"/> Common	<input type="checkbox"/> None/ No Heating	<input type="checkbox"/> Solar and Gas	<input type="checkbox"/> Stove - Propane	
<input type="checkbox"/> Electric	<input type="checkbox"/> Other	<input type="checkbox"/> Solar with Backup	<input type="checkbox"/> Stove - Wood	
<input type="checkbox"/> Fireplace	<input type="checkbox"/> Propane			
<input type="checkbox"/> Floor Furnace	<input type="checkbox"/> Radiant	<input type="checkbox"/> Wall Furnace		
Interior Amenities				
<input type="checkbox"/> Air Purifier	<input type="checkbox"/> Inverted Floor Plan	<input type="checkbox"/> Security Gate	<input type="checkbox"/> Walk-in Closet	
<input type="checkbox"/> Dumbwaiter	<input type="checkbox"/> None	<input type="checkbox"/> Skylight(s)	<input type="checkbox"/> Wet Bar	
<input type="checkbox"/> Floor Drain	<input type="checkbox"/> Open Beam Ceiling	<input type="checkbox"/> Vaulted Ceiling		
<input type="checkbox"/> High Ceiling	<input type="checkbox"/> Other	<input type="checkbox"/> Video/Audio System		
Other Rooms				
<input type="checkbox"/> Artist Studio	<input type="checkbox"/> Basement - Finished	<input type="checkbox"/> None	<input type="checkbox"/> Safe/Panic Rom	
<input type="checkbox"/> Atrium	<input type="checkbox"/> Laundry Room	<input type="checkbox"/> Office Area	<input type="checkbox"/> Storage	
<input type="checkbox"/> Attic	<input type="checkbox"/> Loft	<input type="checkbox"/> Other		

COMMERCIAL LEASE INPUT FORM

Interior Features (continued)		* indicates Required fields	
Security Features*			
<input type="checkbox"/> Closed Circuit Monitoring	<input type="checkbox"/> None	<input type="checkbox"/> Security Fence	<input type="checkbox"/> Vault
<input type="checkbox"/> Controlled/Secured Access	<input type="checkbox"/> Other	<input type="checkbox"/> Security Gate w/Guard	<input type="checkbox"/> Video/Audio System
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Panic Alarm	<input type="checkbox"/> Security Guard	<input type="checkbox"/> Window Bars
<input type="checkbox"/> Fire Escape	<input type="checkbox"/> Secured Garage/Parking	<input type="checkbox"/> Security Lights	<input type="checkbox"/> Window Bars w/Quick Release
<input type="checkbox"/> Fire System - Sprinkler	<input type="checkbox"/> Security Alarm	<input type="checkbox"/> Security Service	
<input type="checkbox"/> Fire System - Suppression	<input type="checkbox"/> Security Building	<input type="checkbox"/> Varies by Unit	
Exterior Features			
# Garage Spaces*		# of Open Parking Spaces*	
Parking Features*			
<input type="checkbox"/> Assigned Spaces	<input type="checkbox"/> Electric Gate	<input type="checkbox"/> No Parking	<input type="checkbox"/> Tandem Parking
<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Off-Site Parking	<input type="checkbox"/> Unassigned Spaces
<input type="checkbox"/> Boat Dock	<input type="checkbox"/> Gate/Door Opener	<input type="checkbox"/> Off-Street Parking	<input type="checkbox"/> Uncovered Parking
<input type="checkbox"/> Carport	<input type="checkbox"/> Golf Cart	<input type="checkbox"/> On Street	<input type="checkbox"/> Underground Parking
<input type="checkbox"/> Common Parking Area	<input type="checkbox"/> Guest / Visitor Parking	<input type="checkbox"/> Other	<input type="checkbox"/> Undersized
<input type="checkbox"/> Covered Parking	<input type="checkbox"/> Leased Parking	<input type="checkbox"/> Parking Area	<input type="checkbox"/> Valet Parking
<input type="checkbox"/> Detached	<input type="checkbox"/> Lighted Parking Area	<input type="checkbox"/> Parking Deck	<input type="checkbox"/> Varies by Unit
<input type="checkbox"/> Drive Through	<input type="checkbox"/> Metered or Fee	<input type="checkbox"/> Parking Restrictions	<input type="checkbox"/> Workshop in Garage
<input type="checkbox"/> Electric Car Hookup	<input type="checkbox"/> No Garage	<input type="checkbox"/> Room for Oversized Vehicle	
Utilities*			
<input type="checkbox"/> Available - Not On Site	<input type="checkbox"/> Individual Electric Meters	<input type="checkbox"/> On Pole	<input type="checkbox"/> Solar
<input type="checkbox"/> Communication Wiring	<input type="checkbox"/> Individual Gas Meters	<input type="checkbox"/> Other	<input type="checkbox"/> Wind
<input type="checkbox"/> Diesel	<input type="checkbox"/> Master Meter(s)	<input type="checkbox"/> Other - Not On Site	
<input type="checkbox"/> Garbage Collection	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Propane On Site	
<input type="checkbox"/> Generator	<input type="checkbox"/> None/ No Utilities	<input type="checkbox"/> Public Utilities	
Water*			
<input type="checkbox"/> Irrigation Connected	<input type="checkbox"/> Public	<input type="checkbox"/> Stream - Seasonal	<input type="checkbox"/> Water Rights Not Included
<input type="checkbox"/> Irrigation Water Available	<input type="checkbox"/> Reservoir	<input type="checkbox"/> Stream - Year Round	<input type="checkbox"/> Water Softener
<input type="checkbox"/> None	<input type="checkbox"/> River	<input type="checkbox"/> Unknown	<input type="checkbox"/> Water Treatment System
<input type="checkbox"/> Other	<input type="checkbox"/> Spring	<input type="checkbox"/> Untreated	<input type="checkbox"/> Well
<input type="checkbox"/> Private Co-op	<input type="checkbox"/> Stock Water	<input type="checkbox"/> Water Available at Street	
<input type="checkbox"/> Private/Mutual	<input type="checkbox"/> Storage Tank	<input type="checkbox"/> Water On Site	
Sewer*			
<input type="checkbox"/> Cesspool	<input type="checkbox"/> Septic - Plans Approved	<input type="checkbox"/> Sewer - Private	<input type="checkbox"/> Sewer Not Connected
<input type="checkbox"/> Community Sewer/Septic	<input type="checkbox"/> Septic Abandoned	<input type="checkbox"/> Sewer - Public	<input type="checkbox"/> Sewer on Bond
<input type="checkbox"/> Drainage - None	<input type="checkbox"/> Septic Connected	<input type="checkbox"/> Sewer Available	<input type="checkbox"/> Special
<input type="checkbox"/> Drainage - Other	<input type="checkbox"/> Septic Engineered	<input type="checkbox"/> Sewer Available at Site	<input type="checkbox"/> Storage Tank
<input type="checkbox"/> Drainage - Public Storage	<input type="checkbox"/> Septic Perc Test Required	<input type="checkbox"/> Sewer Connected	<input type="checkbox"/> Sump Pump
<input type="checkbox"/> Drainage - Sump	<input type="checkbox"/> Septic Required	<input type="checkbox"/> Sewer Connections less than 500 ft away	<input type="checkbox"/> TBD
<input type="checkbox"/> Existing Septic	<input type="checkbox"/> Septic Standard	<input type="checkbox"/> Sewer Connections more than 500 ft away	<input type="checkbox"/> Unknown
<input type="checkbox"/> None	<input type="checkbox"/> Septic System Vested	<input type="checkbox"/> Sewer in Street	
<input type="checkbox"/> Other	<input type="checkbox"/> Septic Tank/Pump	<input type="checkbox"/> Sewer Not Available	

COMMERCIAL LEASE INPUT FORM

Exterior Features (continued)

* indicates Required fields

Energy Saving Features

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Attic Fan | <input type="checkbox"/> Green/ Efficient Features | <input type="checkbox"/> Smart Home System | <input type="checkbox"/> Solar Power Off Grid |
| <input type="checkbox"/> Ceiling Insulation | <input type="checkbox"/> Low Flow Shower | <input type="checkbox"/> Smart Vent Foundation | <input type="checkbox"/> Solar Power On Grid |
| <input type="checkbox"/> Double Pane Windows | <input type="checkbox"/> Low Flow Toilet | <input type="checkbox"/> Smart Vent Roof | <input type="checkbox"/> Solar Screens |
| <input type="checkbox"/> Energy Star Appliances | <input type="checkbox"/> None | <input type="checkbox"/> Solar Heating | <input type="checkbox"/> Tankless Water Heater |
| <input type="checkbox"/> Energy Star HVAC | <input type="checkbox"/> Other | <input type="checkbox"/> Solar Heating - Pool | <input type="checkbox"/> Thermostat Controller |
| <input type="checkbox"/> Energy Star Lighting | <input type="checkbox"/> Passive Solar | <input type="checkbox"/> Solar Power | <input type="checkbox"/> Triple Pane Windows |
| <input type="checkbox"/> Geothermal Energy Source | <input type="checkbox"/> Skylight(s) | <input type="checkbox"/> Solar Power Battery Backup | <input type="checkbox"/> Whole House Fan |

Exterior Amenities

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Back Yard | <input type="checkbox"/> Dog Run/Kennel | <input type="checkbox"/> Low Maintenance | <input type="checkbox"/> Porch(s) - Enclosed |
| <input type="checkbox"/> Balcony/Patio | <input type="checkbox"/> Drought Tolerant Plants | <input type="checkbox"/> None | <input type="checkbox"/> Sprinkler(s) - Auto |
| <input type="checkbox"/> Barbecue Area | <input type="checkbox"/> Fenced | <input type="checkbox"/> Other | <input type="checkbox"/> Sprinkler(s) - Lawn |
| <input type="checkbox"/> Boat Dock | <input type="checkbox"/> Fire Pit | <input type="checkbox"/> Outdoor Fireplace | <input type="checkbox"/> Storage Shed/Structure |
| <input type="checkbox"/> Courtyard | <input type="checkbox"/> Gazebo | <input type="checkbox"/> Outdoor Kitchen | <input type="checkbox"/> Tennis Court(s) |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Gray Water System | <input type="checkbox"/> Outdoor Misting System | |

Foundation*

- | | | | | |
|---|--|--|--------------------------------|---|
| <input type="checkbox"/> Brick | <input type="checkbox"/> Concrete Perimeter and Slab | <input type="checkbox"/> None | <input type="checkbox"/> Other | <input type="checkbox"/> Quake Bracing |
| <input type="checkbox"/> Brick/Mortar Perimeter | <input type="checkbox"/> Concrete Slab | <input type="checkbox"/> Not Permanent | | <input type="checkbox"/> Raised |
| <input type="checkbox"/> Capped Brick | <input type="checkbox"/> Crawl Space | <input type="checkbox"/> Permanent | | <input type="checkbox"/> Reinforced Concrete |
| <input type="checkbox"/> Combination | <input type="checkbox"/> Foundation Moisture Barrier | <input type="checkbox"/> Piling | | <input type="checkbox"/> Sealed Crawlspace |
| <input type="checkbox"/> Concrete Block | <input type="checkbox"/> Foundation Pillars | <input type="checkbox"/> Pillars/Posts/Piers | | <input type="checkbox"/> Steel Frame |
| <input type="checkbox"/> Concrete Grid | <input type="checkbox"/> Masonry Perimeter | <input type="checkbox"/> Post & Beam | | <input type="checkbox"/> Unreinforced Masonry |
| <input type="checkbox"/> Concrete Perimeter | <input type="checkbox"/> Mud sill | <input type="checkbox"/> Post & Pier | | <input type="checkbox"/> Wood Frame |

Meters*

- | | | | | |
|--|---|--|---|---|
| <input type="checkbox"/> Master Electric | <input type="checkbox"/> Master Water | <input type="checkbox"/> Separate Electric | <input type="checkbox"/> Separate Other | |
| <input type="checkbox"/> Master Gas | <input type="checkbox"/> Separate Common Area | <input type="checkbox"/> Separate Gas | <input type="checkbox"/> None | <input type="checkbox"/> Separate Water |

Roof*

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Aluminum Over Tar | <input type="checkbox"/> Concrete | <input type="checkbox"/> Metal | <input type="checkbox"/> Shake |
| <input type="checkbox"/> Barrel/Truss | <input type="checkbox"/> Elastomeric | <input type="checkbox"/> None | <input type="checkbox"/> Shingle |
| <input type="checkbox"/> Bitumen | <input type="checkbox"/> Fiberglass | <input type="checkbox"/> Other | <input type="checkbox"/> Slate |
| <input type="checkbox"/> Bituthene | <input type="checkbox"/> Flat/Low Pitch | <input type="checkbox"/> Polyurethane | <input type="checkbox"/> Tar and Gravel |
| <input type="checkbox"/> Clay | <input type="checkbox"/> Foam | <input type="checkbox"/> Rock | <input type="checkbox"/> Tile |
| <input type="checkbox"/> Composition | <input type="checkbox"/> Mansard | <input type="checkbox"/> Rolled Composition | <input type="checkbox"/> Wood Shakes/Shingles |

COMMERCIAL LEASE INPUT FORM

For Agents (continued)		* indicates Required fields	
Other Disclosures			
<input type="checkbox"/> Access Easement Required	<input type="checkbox"/> Corporate Ownership	<input type="checkbox"/> Other - Call/See Agent	<input type="checkbox"/> Spec Study Zone
<input type="checkbox"/> Agent has Financial Interest	<input type="checkbox"/> Disclosure Package Available	<input type="checkbox"/> Owners Assoc. Mandatory	<input type="checkbox"/> Special Permits Required
<input type="checkbox"/> Agent has Not Inspected Property	<input type="checkbox"/> Easement(s)	<input type="checkbox"/> Pending Litigation - Yes	<input type="checkbox"/> Subject to 1031 Tax Exchange
<input type="checkbox"/> Agent Related to Seller	<input type="checkbox"/> Estoppel Certificate	<input type="checkbox"/> Redevelopment Zone	<input type="checkbox"/> Timber Production Zone - Adjacent
<input type="checkbox"/> Agricultural Zone	<input type="checkbox"/> Exclusions - See Remarks	<input type="checkbox"/> Rent Control	<input type="checkbox"/> Tree Ordinance
<input type="checkbox"/> Agricultural Zone - Adjacent	<input type="checkbox"/> First Right of Refusal	<input type="checkbox"/> Rental Restrictions	<input type="checkbox"/> Underground Tank Commercial Listing Agreement (CLA)
<input type="checkbox"/> Architectural Approval Required	<input type="checkbox"/> Geological Restrictions	<input type="checkbox"/> Retrofit Required	<input type="checkbox"/> Unknown Spec Zone
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Historical District/Preservation Easement	<input type="checkbox"/> Road Maintenance Required	<input type="checkbox"/> Urban Service Area
<input type="checkbox"/> Business Opportunity For Sale	<input type="checkbox"/> Leased Land	<input type="checkbox"/> Scenic Corridor	<input type="checkbox"/> Use Permit
<input type="checkbox"/> Certain Fixed Real Property Excluded	<input type="checkbox"/> Moratorium	<input type="checkbox"/> Seller is Licensed Real Estate Agent	<input type="checkbox"/> Use Permit Required
<input type="checkbox"/> Coastal Jurisdiction	<input type="checkbox"/> None	<input type="checkbox"/> Seller Retaining Real Estate Ownership	<input type="checkbox"/> Use/Sales Tax
<input type="checkbox"/> Common Ownership of Amenities	<input type="checkbox"/> Open Space Corridor	<input type="checkbox"/> Sewer Lateral Inspection Required	<input type="checkbox"/> VA Repo
Showing Contact Name:		Showing Contact Phone:	Gate Code (if any):
Showing Contact Type:			
<input type="checkbox"/> Agent	<input type="checkbox"/> Manager	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Property is Occupied By*			
<input type="checkbox"/> Call Agent	<input type="checkbox"/> Manager	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Showing Instructions*			
<input type="checkbox"/> 24-Hour Notice Required	<input type="checkbox"/> Do Not Disturb Occupants	<input type="checkbox"/> Lockbox	<input type="checkbox"/> None
<input type="checkbox"/> Appointment Only	<input type="checkbox"/> Do Not Go Direct	<input type="checkbox"/> Lockbox Location - See Remarks	<input type="checkbox"/> Other
<input type="checkbox"/> Call 1st	<input type="checkbox"/> Do Not Show	<input type="checkbox"/> Lockbox - None	<input type="checkbox"/> Pets-See Remarks
<input type="checkbox"/> Call Listing Agent	<input type="checkbox"/> Gate Code - Call LA	<input type="checkbox"/> Lockbox - Other	<input type="checkbox"/> Restricted Hours
<input type="checkbox"/> Call Manager	<input type="checkbox"/> Go Directly	<input type="checkbox"/> Lockbox - Supra iBox	<input type="checkbox"/> Security System
<input type="checkbox"/> Call Owner	<input type="checkbox"/> Key in Listing Office	<input type="checkbox"/> Lockbox - Supra iBox Bluetooth	<input type="checkbox"/> See Remarks
<input type="checkbox"/> Call Tenant	<input type="checkbox"/> LA Must Be Present	<input type="checkbox"/> No Sign	<input type="checkbox"/> Subject to Inspection
<input type="checkbox"/> CBS Restricted - Call LA	<input type="checkbox"/> Leave Card	<input type="checkbox"/> NonDisclosure Required	
Additional Showing Instructions:			



COMMERCIAL LEASE INPUT FORM

Listing Contact Info			* indicates Required fields
Listing Agent First & Last Name*	License #*	Phone*	
Listing Agent Email*			
Listing Office Name*	List Office Code:	Office Phone*	
Co-Listing Agent First & Last Name (if applicable):	Co-Agent License #:	Co-Agent Phone:	
Co-Listing Agent Email:			
Co-Listing Office Name:	Co-List Office Code:	Co-List Office Phone:	
If Comp Only, Selling Agent First & Last Name:	Selling Agent License #:	Selling Agent Phone:	
Selling Agent Email:			
Selling Office Name:	Selling Office Code:	Selling Office Phone:	
<p>Signatures: Broker hereby certifies that she/he has a valid written listing agreement pertaining to the above property executed by all of the sellers and which meets all the requirements of law including the California Civil Code Sections 1086 - 1090.</p>			
Listing Agent's Signature	Date	Seller's Signature	Date
Broker/Participant's Signature	Date	Seller's Signature	Date