

## COMMERCIAL LEASE INPUT FORM

Property Overview				* indicates Required fields
<b>Property Type*</b>				
<input type="checkbox"/> Commercial Lease				
<b>Ownership Type</b>				
<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				
<b>Full Address*</b>		<b>County*</b>		<b>APN#*</b>
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				
<b>Listing Details</b>				
<b>Listing Status*</b>			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*	
<b>Possession Notice</b>				
<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				
<b>Special Listing Condition*</b>				
<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				
<b>Lease Terms*</b>				
<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				

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Commercial Details			* indicates Required fields
<b>Business Type</b>			
<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	
<b>Present Use*</b>			
<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
<b>Approx Ceiling Height (Feet)*</b>		<b>Load Factor</b>	
<b>Facilities*</b>			
<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	
<b>Loading Facility</b>			
<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	
<b>Walls</b>			
<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	
<b>Lease Details</b>			
Minimum SqFt for Lease*	Minimum Length of Lease (in Years)*	Maximum Length of Lease (in Years)	
Security Deposit *	Date Available*	Tenant Improvement Allowance	
<b>Building Details</b>			
Number of Docks	Number of Elevators	Number of Floors	Number of Offices
Number of Restrooms	Number of Tenants	Number of Truck Doors	
<b>Square Footage Details</b>			
Industrial SqFt	MezzanineSqFt	Net Leaseable Sqft*	Office Sqf *
Retail SqFt	Warehouse SqFt*	Yard SqFt*	
<b>Complex Information</b>			
<b>Complex Name</b>	<b># of Buildings</b>	<b>Total Units in Complex</b>	
<b>Complex Restrictions*</b>			
<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	

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Financial Details			* indicates Required fields
<b>Listing Includes*</b>			
<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	
<b>Expenses Tenant*</b>			
<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	
<b>Owner Pays</b>			
<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	
<b>Operating Expenses Include*</b>			
<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
<b>Expenses</b> (enter annual expenses for each category)**				
<b>Annual Tax Amount *</b>	<b>Expense Insurance *</b>	<b>Expense Landscape*</b>	<b>Expense Maintenance*</b>	
<b>Expense Management*</b>	<b>Expenses Other*</b>	<b>Expense Trash*</b>	<b>Expenses Utility*</b>	
** Note: The system will calculate your Total Expenses based on your entries.				
<b>Interior Features</b>				
<b>Accessibility Features*</b>				
<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+)	
<b>Communications</b>				
<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
<b>Cooling*</b>				
<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	
<b>Flooring</b>				
<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			
<b>Heating*</b>				
<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		
<b>Interior Amenities</b>				
<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		
<b>Other Rooms</b>				
<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	
<b>Security Features*</b>			
<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	
<b>Exterior Features</b>			
<b># Garage Spaces*</b>		<b># of Open Parking Spaces*</b>	
<b>Parking Features*</b>			
<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	
<b>Utilities*</b>			
<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	
<b>Water*</b>			
<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	
<b>Sewer*</b>			
<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 <b>less</b> than 500 ft away	<input type="checkbox"/> TBD
<input type="checkbox"/> Existing Septic	<input type="checkbox"/> Septic Standard	<input type="checkbox"/> Sewer Connections <b>more</b> 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
<b>Other Disclosures</b>			
<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 Litigat on - 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
<b>Showing Contact Name:</b>		<b>Showing Contact Phone:</b>	<b>Gate Code (if any):</b>
<b>Showing Contact Type:</b>			
<input type="checkbox"/> Agent	<input type="checkbox"/> Manager	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
<b>Property is Occupied By*</b>			
<input type="checkbox"/> Call Agent	<input type="checkbox"/> Manager	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
<b>Showing Instructions*</b>			
<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 Off ce	<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><b>Signatures:</b> 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