

COMMERCIAL MULTI-FAMILY INPUT FORM

Property Overview				* indicates Required fields
Property Type*				
<input type="checkbox"/> Five or More Units				
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*	Beds*	
Building Sqft*	Year Built*	Zoning*	Full Baths*	
Lot Sqft*	Lot Acres*	MLS Area # or Code*	Partial Baths	
Land Use	# of Stories			
Elementary School District*		Land Use	# of Stories	
Elementary School Name		High School District*		
Middle School Name		High School Name		
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"/> Coming Soon <input type="checkbox"/> Comp Only			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Active, List Date*	Expiration Date*	List Price*		
If Coming Soon, Pre Market Date	Pre Market 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 Confirmat on May Be Required <input type="checkbox"/> New Subdivision <input type="checkbox"/> Notice of Default <input type="checkbox"/> Short Sale/ Subject to Lender				
Acceptable Financing Terms*				
<input type="checkbox"/> All Inclusive Trust Deed (AITD) <input type="checkbox"/> Cash or Conventional Loan <input type="checkbox"/> Lease Option <input type="checkbox"/> Seller May Pay Closing Costs <input type="checkbox"/> Assumable <input type="checkbox"/> Contract Sale <input type="checkbox"/> Leveraged Buy Out <input type="checkbox"/> Seller May Pay Points <input type="checkbox"/> Assumable by Qualified Ved <input type="checkbox"/> Exchange <input type="checkbox"/> None <input type="checkbox"/> VA Loan <input type="checkbox"/> Cal Vet Loan <input type="checkbox"/> FHA <input type="checkbox"/> Other				

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Multi-Unit Type Details * indicates Required fields			
Number of Buildings*	Number of Total Units*	Number of Units Currently Leased*	
Existing Lease Terms*			
<input type="checkbox"/> 1 Year Lease	<input type="checkbox"/> 4 Years Lease	<input type="checkbox"/> Lease Agreement - Oral	<input type="checkbox"/> More Than 1 Yr
<input type="checkbox"/> 11-15 Years Lease	<input type="checkbox"/> 5 Years Lease	<input type="checkbox"/> Lease Agreement - Written	<input type="checkbox"/> Renewal Option
<input type="checkbox"/> 16+ Years Lease	<input type="checkbox"/> 6-10 Years Lease	<input type="checkbox"/> Lease(s)	<input type="checkbox"/> Res/Comm Rental
<input type="checkbox"/> 2 Years Lease	<input type="checkbox"/> Building Vacant	<input type="checkbox"/> Less Than 1 Yr	<input type="checkbox"/> Security Deposit
<input type="checkbox"/> 3 Years Lease	<input type="checkbox"/> CPI Adjustment	<input type="checkbox"/> Month to Month	<input type="checkbox"/> Sublease <input type="checkbox"/> Other
Unit Type 1	Unit Type 2	Unit Type 3	Unit Type 4
# of Units Like This	# of Units Like This	# of Units Like This	# of Units Like This
<input type="radio"/> 3+ Bath	<input type="radio"/> 3+ Bath	<input type="radio"/> 3+ Bath	<input type="radio"/> 3+ Bath
<input type="radio"/> 4+ Bedrooms	<input type="radio"/> 4+ Bedrooms	<input type="radio"/> 4+ Bedrooms	<input type="radio"/> 4+ Bedrooms
<input type="radio"/> Apartment	<input type="radio"/> Apartment	<input type="radio"/> Apartment	<input type="radio"/> Apartment
<input type="radio"/> Commercial	<input type="radio"/> Commercial	<input type="radio"/> Commercial	<input type="radio"/> Commercial
<input type="radio"/> Flat	<input type="radio"/> Flat	<input type="radio"/> Flat	<input type="radio"/> Flat
<input type="radio"/> Loft	<input type="radio"/> Loft	<input type="radio"/> Loft	<input type="radio"/> Loft
<input type="radio"/> Manager's Unit	<input type="radio"/> Manager's Unit	<input type="radio"/> Manager's Unit	<input type="radio"/> Manager's Unit
<input type="radio"/> Mixed Use	<input type="radio"/> Mixed Use	<input type="radio"/> Mixed Use	<input type="radio"/> Mixed Use
<input type="radio"/> Office	<input type="radio"/> Office	<input type="radio"/> Office	<input type="radio"/> Office
<input type="radio"/> Penthouse	<input type="radio"/> Penthouse	<input type="radio"/> Penthouse	<input type="radio"/> Penthouse
<input type="radio"/> Residential	<input type="radio"/> Residential	<input type="radio"/> Residential	<input type="radio"/> Residential
<input type="radio"/> Store	<input type="radio"/> Store	<input type="radio"/> Store	<input type="radio"/> Store
<input type="radio"/> Studio	<input type="radio"/> Studio	<input type="radio"/> Studio	<input type="radio"/> Studio
<input type="radio"/> Unpermitted	<input type="radio"/> Unpermitted	<input type="radio"/> Unpermitted	<input type="radio"/> Unpermitted
Approximate Sqft	Approximate Sqft	Approximate Sqft	Approximate Sqft
Beds	Beds	Beds	Beds
Full Baths	Full Baths	Full Baths	Full Baths
Partial Bath	Partial Bath	Partial Bath	Partial Bath
Minimum Rent	Minimum Rent	Minimum Rent	Minimum Rent
Maximum Rent	Maximum Rent	Maximum Rent	Maximum Rent

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Multi-Unit Type Details (contn ued)			* indicates Required fields
Unit Type 5	Unit Type 6	Unit Type 7	Unit Type 8
# of Units Like This	# of Units Like This	# of Units Like This	# of Units Like This
<input type="radio"/> 3+ Bath <input type="radio"/> 4+ Bedrooms <input type="radio"/> Apartment <input type="radio"/> Commercial <input type="radio"/> Flat <input type="radio"/> Loft <input type="radio"/> Manager's Unit <input type="radio"/> Mixed Use <input type="radio"/> Office <input type="radio"/> Penthouse <input type="radio"/> Residential <input type="radio"/> Store <input type="radio"/> Studio <input type="radio"/> Unpermitted	<input type="radio"/> 3+ Bath <input type="radio"/> 4+ Bedrooms <input type="radio"/> Apartment <input type="radio"/> Commercial <input type="radio"/> Flat <input type="radio"/> Loft <input type="radio"/> Manager's Unit <input type="radio"/> Mixed Use <input type="radio"/> Office <input type="radio"/> Penthouse <input type="radio"/> Residential <input type="radio"/> Store <input type="radio"/> Studio <input type="radio"/> Unpermitted	<input type="radio"/> 3+ Bath <input type="radio"/> 4+ Bedrooms <input type="radio"/> Apartment <input type="radio"/> Commercial <input type="radio"/> Flat <input type="radio"/> Loft <input type="radio"/> Manager's Unit <input type="radio"/> Mixed Use <input type="radio"/> Office <input type="radio"/> Penthouse <input type="radio"/> Residential <input type="radio"/> Store <input type="radio"/> Studio <input type="radio"/> Unpermitted	<input type="radio"/> 3+ Bath <input type="radio"/> 4+ Bedrooms <input type="radio"/> Apartment <input type="radio"/> Commercial <input type="radio"/> Flat <input type="radio"/> Loft <input type="radio"/> Manager's Unit <input type="radio"/> Mixed Use <input type="radio"/> Office <input type="radio"/> Penthouse <input type="radio"/> Residential <input type="radio"/> Store <input type="radio"/> Studio <input type="radio"/> Unpermitted
Approximate Sqft	Approximate Sqft	Approximate Sqft	Approximate Sqft
Beds	Beds	Beds	Beds
Full Baths	Full Baths	Full Baths	Full Baths
Partial Bath	Partial Bath	Partial Bath	Partial Bath
Minimum Rent	Minimum Rent	Minimum Rent	Minimum Rent
Maximum Rent	Maximum Rent	Maximum Rent	Maximum Rent
Community Information			
Community Name			
Community Amenities			
<input type="checkbox"/> Additional Storage	<input type="checkbox"/> Billiard Room	<input type="checkbox"/> Car Wash Area	<input type="checkbox"/> Community Security Gate
<input type="checkbox"/> Barbecue Area	<input type="checkbox"/> Boat Dock	<input type="checkbox"/> Club House	<input type="checkbox"/> Community TV Antenna
<input type="checkbox"/> Basketball Court - Indoor Half	<input type="checkbox"/> Bowling Alley	<input type="checkbox"/> Common Utility Room	<input type="checkbox"/> Concierge
<input type="checkbox"/> Beach Rights	<input type="checkbox"/> Cabana	<input type="checkbox"/> Community Pool	<input type="checkbox"/> Conference Facilities
<input type="checkbox"/> Door Person	<input type="checkbox"/> Garden/ Greenbelt/ Trails	<input type="checkbox"/> Other	<input type="checkbox"/> RV/ Boat Storage
<input type="checkbox"/> Elevator	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Playground	<input type="checkbox"/> Sauna/ Spa/ Hot Tub
<input type="checkbox"/> Exercise Course	<input type="checkbox"/> Gym/ Exercise Facility	<input type="checkbox"/> Putting Green	<input type="checkbox"/> Tennis Court/Facility
<input type="checkbox"/> Game Court (Indoor)	<input type="checkbox"/> None	<input type="checkbox"/> Recreation Room	<input type="checkbox"/> Trash Chute
<input type="checkbox"/> Game Court (Outdoor)	<input type="checkbox"/> Organized Activit es	<input type="checkbox"/> Roof Deck	

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Community Information (contn ued)		* indicates Required fields	
Community Restrictions*			
<input type="checkbox"/> Age - No Restrictions	<input type="checkbox"/> No Waterbeds	<input type="checkbox"/> Pets - Dogs Permitted	<input type="checkbox"/> Retirement Community
<input type="checkbox"/> Board Approval	<input type="checkbox"/> None	<input type="checkbox"/> Pets - Not Allowed	<input type="checkbox"/> Senior Community
<input type="checkbox"/> Guest Restrictions	<input type="checkbox"/> Other	<input type="checkbox"/> Pets - Number Restrictions	<input type="checkbox"/> Senior Community (1 Resident 55+)
<input type="checkbox"/> Height Restrictions	<input type="checkbox"/> Parking Restrictions	<input type="checkbox"/> Pets - Other	<input type="checkbox"/> Senior Community (55+)
<input type="checkbox"/> HOA Rental Restrictions	<input type="checkbox"/> Pets - Allowed	<input type="checkbox"/> Pets - Restrictions	<input type="checkbox"/> Senior Community (62+)
<input type="checkbox"/> Neighborhood Approval	<input type="checkbox"/> Pets - Cats Permitted	<input type="checkbox"/> Pets - Rules	<input type="checkbox"/> Senior Community (65+)
Is there an HOA?*		If yes, HOA Fee*	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Financial Details			
Financial Data Source*			
<input type="checkbox"/> Accountant	<input type="checkbox"/> Estimated	<input type="checkbox"/> Other	<input type="checkbox"/> Rental Agreement
<input type="checkbox"/> Actual	<input type="checkbox"/> Info Not Available	<input type="checkbox"/> Owner	<input type="checkbox"/> Tax Return
<input type="checkbox"/> Broker	<input type="checkbox"/> None	<input type="checkbox"/> Property Manager	<input type="checkbox"/> Tenant
Listing Includes*			
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Existing Signs	<input type="checkbox"/> Lease Improvement	<input type="checkbox"/> Personal Property
<input type="checkbox"/> Allowance For Improvement	<input type="checkbox"/> Fictitious Name/DBA	<input type="checkbox"/> Leasehold	<input type="checkbox"/> Refrigerator - All Units
<input type="checkbox"/> Building	<input type="checkbox"/> Fixtures and Equipment	<input type="checkbox"/> Leasehold Improvements	<input type="checkbox"/> Refrigerator - Some Units
<input type="checkbox"/> Building On Leased Land	<input type="checkbox"/> Furnished - All Units	<input type="checkbox"/> License(s)	<input type="checkbox"/> Trash Compactor - All Units
<input type="checkbox"/> Business	<input type="checkbox"/> Furnished - Some Units	<input type="checkbox"/> Major Tenant(s)	<input type="checkbox"/> Trash Compactor - Some Units
<input type="checkbox"/> Corporation	<input type="checkbox"/> Goodwill	<input type="checkbox"/> Oven/Range - All Units	<input type="checkbox"/> Updated Bath(s) - All Units
<input type="checkbox"/> Covenant	<input type="checkbox"/> Inventory - At Cost	<input type="checkbox"/> Oven/Range - Some Units	<input type="checkbox"/> Updated Bath(s) - Some Units
<input type="checkbox"/> Dishwasher - All Units	<input type="checkbox"/> Inventory - Available	<input type="checkbox"/> Owner Will Stay	<input type="checkbox"/> Updated Kitchen - All Units
<input type="checkbox"/> Dishwasher - Some Units	<input type="checkbox"/> Land	<input type="checkbox"/> Owner Will Train	<input type="checkbox"/> Updated Kitchen -Some Units
<input type="checkbox"/> Equipment	<input type="checkbox"/> Land Status - Other	<input type="checkbox"/> Permits - Special	<input type="checkbox"/> None <input type="checkbox"/> Other
Expenses Tenant*			
<input type="checkbox"/> All Expenses	<input type="checkbox"/> Maintenance - Interior	<input type="checkbox"/> Services - Gardener/Landscaping	<input type="checkbox"/> Utilites - Hebi ng
<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	
Operating Expenses Include*			
<input type="checkbox"/> Accounting/Legal	<input type="checkbox"/> Fee - Rent/Lease	<input type="checkbox"/> Maintenance - Repair	<input type="checkbox"/> Telephone
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Insurance	<input type="checkbox"/> Miscellaneous/Other	<input type="checkbox"/> Travel/Entertainment
<input type="checkbox"/> Contract Services	<input type="checkbox"/> Loan - Business	<input type="checkbox"/> Reserve Fund	<input type="checkbox"/> Utilite s
<input type="checkbox"/> Depreciation	<input type="checkbox"/> Loan - Interest Only Payment	<input type="checkbox"/> Review with Offer	<input type="checkbox"/> Utilites - Electric
<input type="checkbox"/> Equipment - Purchase	<input type="checkbox"/> Loan - Mortgage	<input type="checkbox"/> Salary Employee(s)	<input type="checkbox"/> Utilites - Gas
<input type="checkbox"/> Equipment/Fixture Rental	<input type="checkbox"/> Loan - Other	<input type="checkbox"/> Salary Owner	<input type="checkbox"/> Utilites - Heat
<input type="checkbox"/> Fee - Association	<input type="checkbox"/> Loan - Principle & Interest	<input type="checkbox"/> Services - Gardener	<input type="checkbox"/> Utilites - Hot Water

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Financial Details (continued)		* indicates Required fields	
Operating Expenses Include* (cont nued)			
<input type="checkbox"/> Fee - License/Advertising	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Services - Janitor	<input type="checkbox"/> Utilites - Water
<input type="checkbox"/> Fee - Other Taxes	<input type="checkbox"/> Maintenance - Capital Improvements	<input type="checkbox"/> Services - On-Site Manager	<input type="checkbox"/> Vacancy Factor
<input type="checkbox"/> Fee - Parking	<input type="checkbox"/> Maintenance - Elevator	<input type="checkbox"/> Services - Security	<input type="checkbox"/> None
<input type="checkbox"/> Fee - Professional Services	<input type="checkbox"/> Maintenance - Exterminator	<input type="checkbox"/> Services - Sewer	<input type="checkbox"/> Other
<input type="checkbox"/> Fee - Property Management	<input type="checkbox"/> Maintenance - Laundry	<input type="checkbox"/> Services - Trash Removal	
<input type="checkbox"/> Fee - Property Tax	<input type="checkbox"/> Maintenance - Pool/Spa	<input type="checkbox"/> Supplies	
Income (enter annual income in each category)**			
Income Annual Rental*	Vacancy Allowance (%)*	Income Other *	
** Note: The system will calculate your Gross Scheduled Income and Gross Annual Income based on these entries.			
Income Includes*			
<input type="checkbox"/> Coin Operated Equip	<input type="checkbox"/> Laundry	<input type="checkbox"/> Other	<input type="checkbox"/> RV/Storage
<input type="checkbox"/> Crop(s)	<input type="checkbox"/> Lease	<input type="checkbox"/> Owners Unit Rental	<input type="checkbox"/> Storage Area
<input type="checkbox"/> Improvements	<input type="checkbox"/> Mgrs Unit Rental	<input type="checkbox"/> Parking	<input type="checkbox"/> Vending Machine(s)
<input type="checkbox"/> Land	<input type="checkbox"/> None	<input type="checkbox"/> Rents	
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. In addition, from Income and Expenses, the system will generate an Est mated Net Income, Cap Rate, and GRM.			
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"/> Fiber Ready	<input type="checkbox"/> None	
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Intercom	<input type="checkbox"/> Other	
<input type="checkbox"/> DSL	<input type="checkbox"/> Networked	<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"/> Unfinished
<input type="checkbox"/> Concrete	<input type="checkbox"/> Marble	<input type="checkbox"/> Sustainable Materials	<input type="checkbox"/> Vinyl/Linoleum
<input type="checkbox"/> Granite	<input type="checkbox"/> Other	<input type="checkbox"/> Tile	
<input type="checkbox"/> Hardwood	<input type="checkbox"/> Slate	<input type="checkbox"/> Travertine	

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Interior Features (continued)			* indicates Required fields
Heating*			
<input type="checkbox"/> Central Forced Air	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Propane	<input type="checkbox"/> Space Heater
<input type="checkbox"/> Central Forced Air - Gas	<input type="checkbox"/> Gas	<input type="checkbox"/> Radiant	<input type="checkbox"/> Stove - Pellet
<input type="checkbox"/> Common	<input type="checkbox"/> No Heating	<input type="checkbox"/> Radiant Floors	<input type="checkbox"/> Stove - Propane
<input type="checkbox"/> Electric	<input type="checkbox"/> Other	<input type="checkbox"/> Solar	<input type="checkbox"/> Stove - Wood
<input type="checkbox"/> Fireplace		<input type="checkbox"/> Solar and Gas	<input type="checkbox"/> Stove Heater
<input type="checkbox"/> Floor Furnace		<input type="checkbox"/> Solar with Backup	<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	
Kitchen			
<input type="checkbox"/> 220 Volt Outlet	<input type="checkbox"/> Countertop - Stone	<input type="checkbox"/> Island	<input type="checkbox"/> Oven Range - Built-In
<input type="checkbox"/> Built-in BBQ Grill	<input type="checkbox"/> Countertop - Synthetic	<input type="checkbox"/> Island with Sink	<input type="checkbox"/> Oven Range - Built-In Gas
<input type="checkbox"/> Cooktop - Electric	<input type="checkbox"/> Countertop - Tile	<input type="checkbox"/> Microwave	<input type="checkbox"/> Oven Range - Electric
<input type="checkbox"/> Cooktop - Gas	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> No Appliances	<input type="checkbox"/> Oven Range - Gas
<input type="checkbox"/> Countertop - Ceramic	<input type="checkbox"/> Dual Fuel	<input type="checkbox"/> None	<input type="checkbox"/> Pantry
<input type="checkbox"/> Countertop - Concrete	<input type="checkbox"/> Exhaust Fan	<input type="checkbox"/> Other	<input type="checkbox"/> Pantry Cabinet
<input type="checkbox"/> Countertop - Formica	<input type="checkbox"/> Freezer	<input type="checkbox"/> Oven - Built-In	<input type="checkbox"/> Refrigerator (s)
<input type="checkbox"/> Countertop - Granite	<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Oven - Double	<input type="checkbox"/> Skylight(s)
<input type="checkbox"/> Countertop - Laminate	<input type="checkbox"/> Hood Over Range	<input type="checkbox"/> Oven - Electric	<input type="checkbox"/> Trash Compactor
<input type="checkbox"/> Countertop - Marble	<input type="checkbox"/> Hookups - Gas	<input type="checkbox"/> Oven - Gas	<input type="checkbox"/> Warming Drawer
<input type="checkbox"/> Countertop - Other	<input type="checkbox"/> Hookups - Ice Maker	<input type="checkbox"/> Oven - Self Cleaning	<input type="checkbox"/> Wine Refrigerator
<input type="checkbox"/> Countertop - Solid/Corian	<input type="checkbox"/> Ice Maker	<input type="checkbox"/> Oven Range	<input type="checkbox"/> Appliances - <i>Varies By Unit</i>
Laundry			
<input type="checkbox"/> Coin Operated	<input type="checkbox"/> Hookups Only	<input type="checkbox"/> Washer/ Dryer	<input type="checkbox"/> Washer/Dryer - Some Units
<input type="checkbox"/> None			
Other Rooms			
<input type="checkbox"/> Artist Studio	<input type="checkbox"/> Basement - Finished	<input type="checkbox"/> Office Area	<input type="checkbox"/> Safe/Panic Room
<input type="checkbox"/> Atrium	<input type="checkbox"/> Laundry Room	<input type="checkbox"/> Other	<input type="checkbox"/> Storage
<input type="checkbox"/> Attic	<input type="checkbox"/> Loft		
Security Features			
<input type="checkbox"/> Closed Circuit Monitoring (24 hr)	<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	

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Exterior Features				* indicates Required fields
Is there a Pool?*		<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Pool Features (if Pool is Yes)				
<input type="checkbox"/> Above Ground	<input type="checkbox"/> Fenced	<input type="checkbox"/> In Ground	<input type="checkbox"/> Sauna or Steam Room	
<input type="checkbox"/> Black Bottom	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Indoor	<input type="checkbox"/> Solar Cover	
<input type="checkbox"/> Cabana/Dressing Room	<input type="checkbox"/> Gunite	<input type="checkbox"/> Lap	<input type="checkbox"/> Spa/Hot Tub	
<input type="checkbox"/> Community Facility	<input type="checkbox"/> Heated	<input type="checkbox"/> None	<input type="checkbox"/> Other	<input type="checkbox"/> Sport
<input type="checkbox"/> Cover	<input type="checkbox"/> Heated - Solar	<input type="checkbox"/> Pool/Spa Combo	<input type="checkbox"/> Sweep	
# Garage Spaces*	# Carport Spaces*	# 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"/> Workshop in Garage	
<input type="checkbox"/> Drive Through	<input type="checkbox"/> Metered or Fee	<input type="checkbox"/> Parking Restrictions	<input type="checkbox"/> Varies By Unit	
<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"/> Other	<input type="checkbox"/> Public Utilities
<input type="checkbox"/> Diesel	<input type="checkbox"/> Individual Gas Meters	<input type="checkbox"/> Other - Not On Site		<input type="checkbox"/> Solar
<input type="checkbox"/> Generator	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Propane On Site		<input type="checkbox"/> Wind
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 <i>less</i> than 500 ft away	<input type="checkbox"/> TBD	
<input type="checkbox"/> Existing Sept c	<input type="checkbox"/> Septic Standard	<input type="checkbox"/> Sewer Connections <i>more</i> 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 MULTI-FAMILY INPUT FORM

Exterior Features (continued)

* indicates Required fields

Construction Type

- | | | | |
|---|---|--|-------------------------------------|
| <input type="checkbox"/> Adobe | <input type="checkbox"/> Log | <input type="checkbox"/> Other | <input type="checkbox"/> Tilt Up |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Low VOC Finishes | <input type="checkbox"/> Rammed Earth | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Brick (Reinforced) | <input type="checkbox"/> Masonry | <input type="checkbox"/> Reclaimed Materials | <input type="checkbox"/> Wood Frame |
| <input type="checkbox"/> Brick (Unreinforced) | <input type="checkbox"/> Metal | <input type="checkbox"/> Steel | |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Modular | <input type="checkbox"/> Steel Frame | |
| <input type="checkbox"/> Concrete Block | <input type="checkbox"/> Nonconforming | <input type="checkbox"/> Stone | |

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"/> Mudsill | <input type="checkbox"/> Post & Pier | | <input type="checkbox"/> Wood Frame |

Lot Description

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Additional Land Available | <input type="checkbox"/> Grade - Hilly | <input type="checkbox"/> Hunting | <input type="checkbox"/> Staked Boundary |
| <input type="checkbox"/> Agricultural Use | <input type="checkbox"/> Grade - Level | <input type="checkbox"/> Land Locked | <input type="checkbox"/> Stream - Seasonal |
| <input type="checkbox"/> Corners Marked | <input type="checkbox"/> Grade - Mostly Level | <input type="checkbox"/> None | <input type="checkbox"/> Stream - Year Round |
| <input type="checkbox"/> Corners Marked - No | <input type="checkbox"/> Grade - Rolling | <input type="checkbox"/> Paved | <input type="checkbox"/> Subdivided |
| <input type="checkbox"/> Farm Animals (Permitted) | <input type="checkbox"/> Grade - Side Slope | <input type="checkbox"/> Pie Shaped | <input type="checkbox"/> Surveyed |
| <input type="checkbox"/> Farm Animals (Restricted) | <input type="checkbox"/> Grade - Sloped Down | <input type="checkbox"/> Pond On Site | <input type="checkbox"/> T Intersection |
| <input type="checkbox"/> Fishing | <input type="checkbox"/> Grade - Sloped Up | <input type="checkbox"/> Possible Lot Split | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Flag Lot | <input type="checkbox"/> Grade - Steep | <input type="checkbox"/> Potential Re-Zone | <input type="checkbox"/> Views |
| <input type="checkbox"/> Grade - Gently Sloped | <input type="checkbox"/> Grade - Varies | <input type="checkbox"/> Private/Secluded | <input type="checkbox"/> Vineyard |
| <input type="checkbox"/> Grade - Hillside | <input type="checkbox"/> Ground Floor | <input type="checkbox"/> Regular | <input type="checkbox"/> Zero Lot Line |

COMMERCIAL MULTI-FAMILY INPUT FORM

For Agents		* indicates Required fields	
Cooperating Broker Commission:		\$ or %	Dual Variable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Listing Service:			
<input type="checkbox"/> Full Service	<input type="checkbox"/> Limited Service	<input type="checkbox"/> MLS Entry Only	<input type="checkbox"/> Restricted
Listing Type:			
<input type="checkbox"/> Open	<input type="checkbox"/> Probate		
<input type="checkbox"/> Exclusive Agency	<input type="checkbox"/> Exclusive Right to Sell	<input type="checkbox"/> Exclusive Right to Sell with Reservations	
Private Remarks (up to 1000 characters):			
Disclosure URL:			
Hazard Disclosures*			
<input type="checkbox"/> Earthquake Disclosure	<input type="checkbox"/> Flood Insurance Required	<input type="checkbox"/> Geological/Flood Report	<input type="checkbox"/> None
<input type="checkbox"/> Fault Zone - See Report	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Hazard Area Map Provided by Seller	<input type="checkbox"/> Seismic Hazard Disclosure
<input type="checkbox"/> Fault Zone - Yes	<input type="checkbox"/> Flood Way	<input type="checkbox"/> Hazardous Waste Area	<input type="checkbox"/> Seismic Zone
<input type="checkbox"/> Fire Zone	<input type="checkbox"/> Flood Zone - See Report	<input type="checkbox"/> Hillside	<input type="checkbox"/> Special Hazards Zone
<input type="checkbox"/> Flood Control Zone	<input type="checkbox"/> Flood Zone - Yes	<input type="checkbox"/> Lead Hazard Disclosure	<input type="checkbox"/> Special Studies Zone
<input type="checkbox"/> Flood Hazard Disclosure	<input type="checkbox"/> Geological Hazard	<input type="checkbox"/> Natural Hazard Disclosure	
Other Disclosures			
<input type="checkbox"/> Access Easement Required	<input type="checkbox"/> Easement(s)	<input type="checkbox"/> Open Space Corridor	<input type="checkbox"/> Subject to 1031 Tax Exchange
<input type="checkbox"/> Agent has Financial Interest	<input type="checkbox"/> Estoppel Certificate	<input type="checkbox"/> Other - Call/See Agent	<input type="checkbox"/> Timber Production Zone - Adjacent
<input type="checkbox"/> Agent has Not Inspected Property	<input type="checkbox"/> Exclusions - See Remarks	<input type="checkbox"/> Pending Litigation - Yes	<input type="checkbox"/> Tree Ordinance
<input type="checkbox"/> Agent Related to Seller	<input type="checkbox"/> First Right of Refusal	<input type="checkbox"/> Redevelopment Zone	<input type="checkbox"/> Underground Tank Commercial Listing Agreement (CLA)
<input type="checkbox"/> Agricultural Zone	<input type="checkbox"/> Geological Restrictions	<input type="checkbox"/> Rent Control	<input type="checkbox"/> Unknown Spec Zone
<input type="checkbox"/> Agricultural Zone - Adjacent	<input type="checkbox"/> Historical District/Preservation Easement	<input type="checkbox"/> Rental Restrictions	<input type="checkbox"/> Unreinforced Masonry
<input type="checkbox"/> Architectural Approval Required	<input type="checkbox"/> Housing Assistance Program	<input type="checkbox"/> Retrofit Required	<input type="checkbox"/> Urban Service Area
<input type="checkbox"/> Building Permit	<input type="checkbox"/> In Foreclosure	<input type="checkbox"/> Road Maintenance Required	<input type="checkbox"/> Use Permit
<input type="checkbox"/> Certain Fixed Real Property Excluded	<input type="checkbox"/> Leased Land	<input type="checkbox"/> Scenic Corridor	<input type="checkbox"/> Use Permit Required
<input type="checkbox"/> Coastal Jurisdiction	<input type="checkbox"/> Manager Occupies 1 Unit	<input type="checkbox"/> School District Under Court Ruling	<input type="checkbox"/> Use/Sales Tax
<input type="checkbox"/> Common Ownership of Amenities	<input type="checkbox"/> Mello-Roos Information	<input type="checkbox"/> Seller is Licensed Real Estate Agent	<input type="checkbox"/> VA Repo
<input type="checkbox"/> Corporate Ownership	<input type="checkbox"/> Moratorium	<input type="checkbox"/> Sewer Lateral Inspection Required	
<input type="checkbox"/> Disclosure Package Available	<input type="checkbox"/> None	<input type="checkbox"/> Spec Study Zone	

COMMERCIAL MULTI-FAMILY INPUT FORM

For Agents		* indicates Required fields	
Showing Contact Name:	\$ or %	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"/> Vacant	<input type="checkbox"/> Manager	<input type="checkbox"/> Owner
<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:			
Listing Contact Info			
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:
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.			
Listing Agent's Signature	Date	Seller's Signature	Date
Broker/Participant's Signature	Date	Seller's Signature	Date