

# State-Wide Multiple Listing Service, Inc. Category 5



# Commercial/Investment/Industrial - CII

KEYWORDS: Fill in the Blanks for each keyword, enter information as prompted by the computer. (R)'s denote required entries for adding a listing. Shaded Keywords are explained on Back of Form

(R)Listing Member ID: \_\_\_\_\_ (R)Company Code: \_\_\_\_\_ Showing Associate ID: \_\_\_\_\_ Showing Associate Phone: \_\_\_\_\_

Showing Assoc. Email: \_\_\_\_\_ (R)List Date: \_\_\_/\_\_\_/\_\_\_ (R)Exp Date: \_\_\_/\_\_\_/\_\_\_ (R)List Price: \$ \_\_\_\_\_

(R)Compensation to Coop. Broker: \_\_\_\_\_ (R)Lockbox: \_\_\_\_\_ (R)Photo Instructions: \_\_\_\_\_ Enhanced Photo Service: \_\_\_\_\_

44 CHARACTERS MAX

### Choose Your Internet Display Options:

If the fields below are N, then all other Internet display options will not apply and Seller Opt out form must be completed.

Display Property on Agent/Broker Sites Y/N  
(R)IDX: \_\_\_\_\_

Display Property on Consumer Sites (i.e. RILiving.com) Y/N  
(R)Consumer Sites: \_\_\_\_\_

Allow Property Value Estimates on VOWs Y/N  
Allow AVM: \_\_\_\_\_

(R)Internet Display: \_\_\_\_\_  
(R)Internet Address Display: \_\_\_\_\_

Display Property Address on Agent/Broker Sites Y/N  
(R)IDX Address Display: \_\_\_\_\_

Display Property Address on Consumer Sites (i.e. RILiving.com) Y/N  
(R)Consumer Sites Address Display: \_\_\_\_\_

Allow Property Comments/Reviews on VOWs Y/N  
Allow Comments: \_\_\_\_\_

(R)State: \_\_\_\_\_ (R)County: \_\_\_\_\_ (R)Municipality: \_\_\_\_\_ (R)Street Number: \_\_\_\_\_ - \_\_\_\_\_ (R)Street Name: \_\_\_\_\_  
ADDL ST. # 50 CHARACTERS MAX

(R)Street Suffix: \_\_\_\_\_ (R)Zip: \_\_\_\_\_ - \_\_\_\_\_ (R)Neighborhood: \_\_\_\_\_ (R)Under Construction: \_\_\_\_\_ (R)Year Built: \_\_\_\_\_  
ZIP + 4 22 CHARACTERS MAX Y/N

(R)Assessor's Plat/Map: \_\_\_\_\_ Block: \_\_\_\_\_ (R)Lot/Parcel: \_\_\_\_\_ (R)Assessment: \$ \_\_\_\_\_ (R)Real Estate Taxes: \$ \_\_\_\_\_ (R)Tax Year: \_\_\_\_\_  
TO THE NEAREST \$

(R)Fire District Tax: \_\_\_\_\_ Zoning: \_\_\_\_\_ Business ML#: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_ (R)Approx. Lot Square Ft: \_\_\_\_\_  
Not intended for Legal Use If Applicable

Approx. Lot Acres: \_\_\_\_\_ Foundation Size: \_\_\_\_\_ L x \_\_\_\_\_ W (R)Sign on Property: \_\_\_\_\_ Condo: \_\_\_\_\_ (R)Owner Annual Expenses: \$ \_\_\_\_\_  
Y/N Y/N Minus Real Estate Taxes

Owner Gross Income: \$ \_\_\_\_\_ (R)Profit/Loss Stmt: \_\_\_\_\_ (R)No. of Buildings: \_\_\_\_\_ (R)No. of Levels: \_\_\_\_\_ (R)Vacancy Rate: \_\_\_\_\_ % No. of Efficiencies: \_\_\_\_\_  
Y/N

No. of 1 Beds: \_\_\_\_\_ No. of 2 Beds: \_\_\_\_\_ No. of 3 Beds: \_\_\_\_\_ (R)Onsite Parking Spaces: \_\_\_\_\_ (R)Present Use: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_ (R)Entry Only Listing: \_\_\_\_\_ (R)Subsidized Housing: \_\_\_\_\_ Short Sale: \_\_\_\_\_  
Y/N Y/N Y/N

(R)REO/Lender Owned: \_\_\_\_\_  
Y/N

Showing Instructions: \_\_\_\_\_  
(200 CHAR. MAX)

Compensation Comments: \_\_\_\_\_  
(62 CHARACTERS MAX)

All fields below are (R) required.

	(R)Units	(R)Sq. Ft	(R) Annual Rent
Residential:	_____	_____	\$ _____
Office:	_____	_____	\$ _____
Retail:	_____	_____	\$ _____
Warehouse:	_____	_____	\$ _____
Manufacturing:	_____	_____	\$ _____
Other:	_____	_____	\$ _____

Totals will automatically be computed in Book and Computer

### FEATURES: For "Equipment Feature" choose only those included in list price

- (R)TYPE
- \_\_\_ A. Multi-Family
  - \_\_\_ B. Office
  - \_\_\_ C. Retail
  - \_\_\_ D. Commercial
  - \_\_\_ E. Industrial
  - \_\_\_ F. Hotel/Motel
  - \_\_\_ G. Food/Beverage
  - \_\_\_ H. Mixed
  - \_\_\_ I. Warehouse
  - \_\_\_ J. Bed & Breakfast
  - \_\_\_ Z. Other

- \_\_\_ D. Interstate
- \_\_\_ E. Highway Access
- \_\_\_ F. Hospital
- \_\_\_ G. Rec. Facilities
- \_\_\_ H. Schools
- \_\_\_ I. Rail

- SITE
- \_\_\_ A. Fenced
  - \_\_\_ B. Paved
  - \_\_\_ C. Corner
  - \_\_\_ D. Cul De Sac
  - \_\_\_ E. Waterfront
  - \_\_\_ F. Assoc. Fee
  - \_\_\_ G. Water View
  - \_\_\_ H. Rail Spur

- SUBJECT TO
- \_\_\_ A. Wetlands
  - \_\_\_ B. Flood Plan
  - \_\_\_ C. DEM Approval
  - \_\_\_ D. Deed Res.
  - \_\_\_ E. Leases
  - \_\_\_ F. Easements
  - \_\_\_ G. Mineral Rights
  - \_\_\_ H. Zoning

- (R)LOCATION
- \_\_\_ A. Downtown
  - \_\_\_ B. Urban
  - \_\_\_ C. Suburban
  - \_\_\_ D. Rural
  - \_\_\_ E. Park
  - \_\_\_ F. Shopping Mall
  - \_\_\_ G. Strip
  - \_\_\_ H. Historic
  - \_\_\_ I. Industrial Park
  - \_\_\_ J. Office Park
  - \_\_\_ K. Free Standing

- NEAR
- \_\_\_ A. Shopping
  - \_\_\_ B. Bus
  - \_\_\_ C. Commuter Bus

- (R)ROAD
- \_\_\_ A. None
  - \_\_\_ B. Private

- \_\_\_ C. Municipal
- \_\_\_ D. State
- \_\_\_ E. Unimproved
- \_\_\_ F. Gravel
- \_\_\_ G. Black Tar
- \_\_\_ H. Concrete
- \_\_\_ I. Sidewalks
- \_\_\_ J. Street Lights
- \_\_\_ K. High Traffic

- UTILITIES
- \_\_\_ A. Gas
  - \_\_\_ B. Fiber Optic
  - \_\_\_ C. Telephone
  - \_\_\_ D. Cable TV
  - \_\_\_ E. Underground
  - \_\_\_ F. Janitorial Service
  - \_\_\_ Z. Other

- (R)ELECTRICAL
- \_\_\_ A. 100 Amps
  - \_\_\_ B. 110 Volts
  - \_\_\_ C. 220 Volts
  - \_\_\_ D. 440 Volts
  - \_\_\_ E. +440 Volts
  - \_\_\_ F. 3 Phases
  - \_\_\_ G. Underground
  - \_\_\_ H. Upgradeable
  - \_\_\_ Z. None

- (R)SEWER
- \_\_\_ A. Public Connect
  - \_\_\_ B. Public Available
  - \_\_\_ C. Private
  - \_\_\_ D. Assessment
  - \_\_\_ E. Pre-Treatment
  - \_\_\_ F. Storm
  - \_\_\_ Z. None

- (R)WATER SUPPLY
- \_\_\_ A. Public Connected
  - \_\_\_ B. Public Available
  - \_\_\_ C. Private
  - \_\_\_ D. Assessment
  - \_\_\_ E. Well
  - \_\_\_ Z. None

- HAVE
- \_\_\_ A. Boundary Survey
  - \_\_\_ B. Site Plan
  - \_\_\_ C. Recorded Plan
  - \_\_\_ D. Aerial Photo
  - \_\_\_ E. Topography Survey
  - \_\_\_ F. Soil Survey
  - \_\_\_ G. Environmental Site Assmt
  - \_\_\_ H. Perc Test
  - \_\_\_ I. Ground Water Test
  - \_\_\_ J. Septic Design
  - \_\_\_ K. Invest Analysis
  - \_\_\_ L. Feasibility Study

- \_\_\_ M. Architect Drawings
- \_\_\_ N. Load Stress Analysis
- \_\_\_ O. Liquor License

- (R)BUILDING
- \_\_\_ A. Brick
  - \_\_\_ B. Frame
  - \_\_\_ C. Masonry
  - \_\_\_ D. Steel
  - \_\_\_ E. Pre-Cast
  - \_\_\_ F. Historic
  - \_\_\_ Z. Other

- BLDG FEATURES
- \_\_\_ A. Load Stress
  - \_\_\_ B. Drive-thru
  - \_\_\_ C. Restrooms
  - \_\_\_ D. Cafeteria
  - \_\_\_ E. Computer Facility
  - \_\_\_ F. Laboratory
  - \_\_\_ G. Laundry Room
  - \_\_\_ H. Garage
  - \_\_\_ I. Sprinklers
  - \_\_\_ J. Elevator
  - \_\_\_ K. Security
  - \_\_\_ L. Security Lights
  - \_\_\_ M. Overhead Crane

**FEATURES (continued)**

**(R)BASEMENT**

- A. Slab
- B. Crawl Space
- C. Partial
- D. Full
- E. Concrete
- F. Dirt
- G. Storage Area
- H. Common
- I. Finished
- Z. None

**(R)CEILING HGT**

- A. Less than 7'
- B. 7'-9'
- C. 9'-12'
- D. 12'-15'
- E. 15'-17'
- F. 17'-20'
- G. 20' +

**(R)LOADING DOOR**

- A. None
- B. Less than 6'
- C. 6'-9'
- D. 9'-11'
- E. 11'-14'
- F. + 14'
- G. Ground Level
- H. Truck Level
- I. Potential

**TERMS**

- A. Assumable
- B. Seller 1st
- C. Seller 2nd
- D. Lease Back
- E. Option Avail.
- F. Rent w/ option
- G. Exch. Considered
- H. Joint Venture
- I. Special
- J. Will Sub-divide
- K. Will Lease

**OCCUPANCY**

- A. Immediate
- B. 45 Days
- C. 45-90 Days
- D. Negotiable
- E. Leases
- F. Month to Month
- G. Week to Week
- H. Vacant

**TENANT PAYS**

- A. Taxes
- B. Taxes over Base
- C. Heat
- D. Air Conditioner
- E. Electric
- F. Sewer
- G. Water
- H. Insurance
- I. Janitorial
- J. Trash Service
- K. Snow Removal
- L. Parking
- M. Expenses over Base

- N. Escalator

**OWNER PAYS**

- A. Taxes
- B. Heat
- C. Air Condition
- D. Electric
- E. Sewer
- F. Water
- G. Insurance
- H. Janitorial
- I. Trash Services
- J. Snow Removal
- K. Parking
- L. All Expenses

**HEAT**

- A. Gas
- B. Oil
- C. Electric
- D. Bottle Gas
- E. Coal
- F. Central Steam
- G. Baseboard

- H. Hot Air
- I. Heat Pump
- J. Central
- K. Partial
- L. Zoned
- M. Other
- Z. None

**GAS**

- A. Connected
- B. Available
- Z. None

**COOLING**

- A. Central
- B. Window Units
- C. Office Only
- D. Heat Pump
- E. Partial
- Z. None

Remarks: (250 CHAR. MAX)

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Photo Instructions: (56 CHAR. MAX)

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SELLER(S) AGREE(S) ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE OR AGREE(S) TO CHANGES IN ORIGINAL AGREEMENT. The listing broker has gathered the above information to the best of his/her ability based on information provided from other sources, including but not limited to the seller. This should in no way be a substitution for independent inquiries by the buyer.

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

**Category 5 - Commercial/Industrial/Investment Listing**  
*The Seller must initial any and all crossovers. All owners must sign where indicated.*

<p><b>VOW KEYWORDS</b></p> <p><b>Internet Display =</b> Y/N Does the seller want their listing to appear on the web?  <i>If answer is No, the Seller Opt Out form is required</i></p> <p><b>Internet Address Display =</b> Y/N Does the seller want their address to appear on the web?  <i>If answer is No, the Seller Opt Out form is required</i></p> <p><b>Allow AVM =</b> Y/N Does the seller want automated price estimates to appear on the web?</p> <p><b>Allow Comments =</b> Y/N Does the seller want comments about their property to appear on the web?</p> <p><b>IDX Address Display =</b> Y/N Allow the display of a listing's address to appear on IDX sites?</p> <p><b>Consumer Sites =</b> Y/N Allow the display of a listing to appear on public sites like RILiving?</p> <p><b>Consumer Sites Address Display =</b> Y/N Allow the display of a listing's address to appear on public sites like RILiving?</p>	<p><b>LOCK BOX ABBREVIATIONS</b></p> <table border="1"> <thead> <tr> <th><u>Value</u></th> <th><u>Meaning</u></th> </tr> </thead> <tbody> <tr> <td>N</td> <td>None</td> </tr> <tr> <td>C</td> <td>Company</td> </tr> <tr> <td>O</td> <td>Office</td> </tr> </tbody> </table>	<u>Value</u>	<u>Meaning</u>	N	None	C	Company	O	Office						
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<p><b>COMPENSATION TO COOPERATING BROKER</b></p> <p>MLS cannot accept the listing unless the CB keyword is completed. Specifying the compensation of each listing is necessary because the cooperating Broker has a right to know what the compensation shall be prior to his/her endeavor to sell.</p> <p>The compensation shall be shown in one of the following forms:</p> <ol style="list-style-type: none"> <li>By showing a percentage of the gross selling price</li> <li>By showing a definite dollar amount</li> </ol> <p>If you offer a DUAL OR VARIABLE RATE COMMISSION (i.e. one in which the seller agrees to pay a specified commission if the property is sold by the listing broker without assistance, and a different commission if the sale results through the efforts of a cooperating broker) the listing broker must disclose by either one of the below formats followed by "V".</p> <p><b>EXAMPLE: CB: -%V</b></p> <p>If you take an EXCLUSIVE-RIGHT-TO-SELL contract with Named Prospects Exempted (Reservations) you will denote the compensation in either one of the below formats followed by "R".</p> <p><b>EXAMPLE: CB: -%R</b></p> <p>If you take an EXCLUSIVE AGENCY CONTRACT the standard Exclusive-Right -to-Sell contract cannot be used. Fill in the keywords and features page (reverse side of page) in the usual manner and denote the compensation in either one of the below formats followed by the code "XA".</p> <p><b>EXAMPLE: CB: -%XA</b></p> <p><i>* All compensation offered through MLS to the cooperating company is paid based exclusively on its becoming procuring cause of the purchaser.</i></p> <p><b>Add to Compensation to Cooperating Broker -</b></p> <p>If you list a SHORT SALE property, denote the compensation in one of two forms:      Example: X% SS OR X% of total commission received -SS      This will alert a cooperating broker that the listing is a short sale</p> <p>When disclosed, participants may, at their discretion, advise other participants whether and how any reduction in the gross commission established in the listing contract, required by the lender as a condition of approving the sale, will be apportioned between listing and cooperating participants.</p> <p><b>Deductions</b> from Compensation on non-service related fees or expenses are not allowed. Only fees which are payable to a third party such as MLS Photographer, Home Warranty plan, sharing of a referral fee, etc., are allowed.</p> <p>The amount or percentage that is to be deducted, must specify and describe the deduction.</p>	<p><b>PHOTO INSTRUCTIONS</b></p> <p>In the first field, enter the letter value that corresponds with the meaning. In the second field, enter the number of photos sent in or to be taken by the MLS photographer.</p> <table border="1"> <thead> <tr> <th><u>Value</u></th> <th><u>Meaning</u></th> </tr> </thead> <tbody> <tr> <td>M</td> <td>MLS Exterior Standard (one exterior shot only-no appointment needed).</td> </tr> <tr> <td>O</td> <td>Exterior Rush (1 day turnaround)</td> </tr> <tr> <td>F</td> <td>REALTOR photo to follow</td> </tr> <tr> <td>R</td> <td>REALTOR Photo (s) submitted</td> </tr> <tr> <td>N</td> <td>No photo is to be printed (owners' authorization on contract)</td> </tr> <tr> <td>C</td> <td>Under Construction</td> </tr> </tbody> </table>	<u>Value</u>	<u>Meaning</u>	M	MLS Exterior Standard (one exterior shot only-no appointment needed).	O	Exterior Rush (1 day turnaround)	F	REALTOR photo to follow	R	REALTOR Photo (s) submitted	N	No photo is to be printed (owners' authorization on contract)	C	Under Construction
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<p><b>COMPENSATION COMMENTS</b></p> <p>This field is to be used to explain any deductions or terms from the compensation fields - CB (Compensation to Cooperating Broker) If there are any deductions to be made from compensation, the deduction MUST be stated in the CB field. This is just an additional field to accommodate the explanation.</p>	<p><b>ENHANCED PHOTO SERVICES</b></p> <table border="1"> <tbody> <tr> <td>A</td> <td>Appt. needed - Interior/Exterior Enhanced Photos</td> </tr> <tr> <td>E</td> <td>Supplement Photos</td> </tr> <tr> <td>S</td> <td>"Rush" Supplement Photos</td> </tr> <tr> <td>V</td> <td>Visual Tour</td> </tr> </tbody> </table>	A	Appt. needed - Interior/Exterior Enhanced Photos	E	Supplement Photos	S	"Rush" Supplement Photos	V	Visual Tour						
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	<p><b>STREET NUMBER</b></p> <p>Street number is limited to two sets of six characters. Therefore, in some instances it is necessary to abbreviate information about the type of number that you are using to identify the property. The street number must comply with the 911 system whenever possible. The first six-digit field is required and can be filled with numbers only. The second six character field is not required and should be used for all additional information (i.e. Box #, Pole #, opposite pole, lot, 1/2 ending house #) as shown below:</p> <table border="1"> <thead> <tr> <th><u>EXAMPLE</u></th> <th><u>Street Address</u></th> <th><u>With Additions</u></th> </tr> </thead> <tbody> <tr> <td>123- PL 1957</td> <td>123 Main Street</td> <td>Pole 1957</td> </tr> <tr> <td>123-A</td> <td>123 A Main Street</td> <td></td> </tr> </tbody> </table>	<u>EXAMPLE</u>	<u>Street Address</u>	<u>With Additions</u>	123- PL 1957	123 Main Street	Pole 1957	123-A	123 A Main Street						
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	<p><b>YEAR BUILT</b></p> <p>Year Built is a numeric field (i.e. no alphabetic characters will be accepted). Year Built is the year that the property was built. When the property listed is in new construction, enter as the current year. When the age of the building is unknown, show its age as 9999.</p>														
	<p><b>MLS Entry-Only Listing</b> shall mean a form of listing submitted to the Service under which the listing broker will provide none of the following services: (a) present offers to purchase directly to the seller; (b) advise the seller as to the merits of the offer; (c) assist the seller in developing, communicating or presenting counteroffers; and (d) participate on the seller's behalf in negotiations leading to the sale of the listing property. <b>Indicate by Y (yes) or N (no) in this field.</b></p>														