

State-Wide Multiple Listing Service, Inc. Category 7



Commercial/Industrial Lease - CIL

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)Annual Rent: \$ _____
Per Square Foot

(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)Year Built: _____ Taxes/SqFt.: \$ _____
ZIP + 4 22 CHARACTERS MAX

Operating Expenses/Sq.Ft.: \$ _____ Zoning: _____ (R)Sign on Property: _____ (R)Property For Sale: _____ (R)Lease: _____
Not intended for Legal Use Y/N Y/N Gross or Net? G/N

Will Subdivide: _____ (R)Approx. Lot Square Ft: _____ (R)Min Building/Unit Sq. Ft.: _____ (R)Max Building/Unit Sq. Ft.: _____
Y/N

Lot Frontage: _____ Approx. Lot Acres: _____ (R)Building Levels: _____ Clear Span: _____ (R)Parking Spaces: _____
FEET

(R)Present Use: _____ (R)Entry Only Listing: _____ Short Sale: _____ (R)REO/Lender Owned: _____
Y/N Y/N Y/N

Showing Instructions: _____
(200 CHAR. MAX)

Compensation Comments: _____
(62 CHARACTERS MAX)

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

- (R)TYPE
 A. Office
 B. Retail
 C. Wholesale
 D. Warehouse
 E. Industrial
 F. Hotel/Motel
 G. Recreation
 H. Food/Beverage
 I. Auto Related
 J. Beauty Service
 K. Health Care
 L. Distributor
 M. Liquor Store
 N. Services
 Z. Other

- (R)LOCATION
 A. Downtown
 B. Urban
 C. Suburban
 D. Rural
 E. Park
 F. Shopping Mall
 G. Strip Store
 H. Historic
 I. Free Trade Zone

- EQUIPMENT
 A. Furniture
 B. Carpeting
 C. Elevator
 D. Freight Elevator
 E. Compressor
 F. Fuel Pump
 G. Grease Pit

- H. Overhead Crane
 I. Hydraulic Lift
- NEAR
 A. Shopping
 B. Bus
 C. Commuter Bus
 D. Interstate
 E. Highway Access
 F. Hospital
 G. Rec. Facility

- SITE
 A. Fenced
 B. Paved
 C. Corner

- (R)ROAD
 A. Municipal
 B. State
 C. Sidewalks
 D. Street Lights
 E. High Traffic

- (R)UTILITIES
 A. Gas Connected
 B. Gas Available
 C. Fiber Optic
 D. Telephone
 E. Cable TV
 F. Rail Spur
 G. Underground
 Z. Other

- (R)ELECTRICAL
 A. 100 Amps
 B. 110 Volts
 C. 220 Volts
 D. 440 Volts
 E. + 440 Volts
 F. 3 Phase
 Z. None

- (R)SEWER
 A. Municipal
 B. Private
 C. Connected
 D. Available
 E. Pre-Treatment
 F. Storm
 Z. None

- (R)WATER SUPPLY
 A. Municipal
 B. Private
 C. Connected
 D. Available
 E. Well
 Z. None

- HAVE
 A. Site Plan
 B. Air Photo
 C. Soil Survey
 D. Environmental
 E. Septic Design
 F. Investment Analysis
 G. Feasibility Study

- H. Arch Drawings
 I. Load Stress Analysis
 J. Other Analysis
 K. Liquor License

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

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

- (R)BASEMENT
 A. Slab
 B. Crawl Space
 C. Partial
 D. Full
 E. Concrete
 F. Storage Area
 G. Common
 Z. None

FEATURES (continued)

CEILING HEIGHT

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

OCCUPANCY

- A. Immediate
- B. 1-45 Days
- C. 45-90 Days
- D. Negotiable

TENANTS EXPENSES

- A. Taxes

- B. Tax Over Base
- C. Heat
- D. Air Condition
- E. Electric
- F. Sewer
- G. Water
- H. Insurance
- I. Janitorial
- J. Trash Service
- K. Snow Removal
- L. Parking
- M. Expenses Over Base
- N. Escalator

HEAT

- A. Gas
- B. Oil

- C. Electric
- D. Solar
- E. Bottle Gas
- F. Wood
- G. Coal
- H. Central Steam
- I. Central
- J. Heat Pump
- 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. Partial
- Z. None

SYSTEM

- A. Telephone
- B. Security
- C. Security Lights
- D. Wet Sprinkler
- E. Dry Sprinkler
- F. Conveyor
- Z. None

Remarks: (250 CHAR. MAX)

Photo Instructions: (56 CHAR. MAX)

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: _____

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Seller(s) _____ Date: _____

Category 7 - Commercial Lease Listing

The Seller must initial any and all crossovers. All owners must sign where indicated.

| <p>VOW KEYWORDS</p> <p>Internet Display = 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>Internet Address Display = 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>Allow AVM = Y/N Does the seller want automated price estimates to appear on the web?</p> <p>Allow Comments = Y/N Does the seller want comments about their property to appear on the web?</p> <p>IDX Address Display = Y/N Allow the display of a listing's address to appear on IDX sites?</p> <p>Consumer Sites = Y/N Allow the display of a listing to appear on public sites like RILiving?</p> <p>Consumer Sites Address Display = Y/N Allow the display of a listing's address to appear on public sites like RILiving?</p> | <p>PHOTO INSTRUCTIONS</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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Value</u></th> <th style="text-align: left;"><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>COMPENSATION TO COOPERATING BROKER</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"> 1. By showing a percentage of the gross selling price 2. By showing a definite dollar amount <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>EXAMPLE: CB: -%V</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>EXAMPLE: CB: -%R</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>EXAMPLE: CB: -%XA</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>Add to Compensation to Cooperating Broker -</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>Deductions 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. The amount or percentage that is to be deducted, must specify and describe the deduction.</p> | <p>ENHANCED PHOTO SERVICES</p> <table style="width: 100%; border-collapse: collapse;"> <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>STREET NUMBER</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, ½ ending house #) as shown below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>EXAMPLE</u></th> <th style="text-align: left;"><u>Street Address</u></th> <th style="text-align: left;"><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 | | <p>YEAR BUILT</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> | | | | | |
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| 123- PL 1957 | 123 Main Street | Pole 1957 | | | | | | | | | | | | | |
| 123-A | 123 A Main Street | | | | | | | | | | | | | | |
| <p>COMPENSATION COMMENTS</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>MLS Entry-Only Listing 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. Indicate by Y (yes) or N (no) in this field.</p> | | | | | | | | | | | | | | |
| <p>LOCK BOX ABBREVIATIONS</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Value</u></th> <th style="text-align: left;"><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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