

# GEORGIA MLS RENTAL COMMERCIAL (RC) INPUT SHEET

Property Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Office Name \_\_\_\_\_  
Office Name (2) \_\_\_\_\_

Listing Number \_\_\_\_\_  
List Date/Expire Date \_\_\_\_\_  
Agent Name \_\_\_\_\_  
Agent Name (2) \_\_\_\_\_

## Location

State<sup>R</sup> \_\_\_\_ County<sup>R</sup> \_\_\_\_\_ Area<sup>R</sup> \_\_\_\_  
Street Number<sup>R</sup> \_\_\_\_\_ Street Name<sup>R</sup> \_\_\_\_\_ Quadrant \_\_\_\_  
(NE,NW,SE,SW)  
Unit/Lot Number \_\_\_\_\_ City<sup>R</sup> \_\_\_\_\_ Zip<sup>R</sup> \_\_\_\_ - \_\_\_\_ Zip 4  
Complex \_\_\_\_\_  
Complex name. If no complex enter NONE  
Anchor Tenant \_\_\_\_\_  
Anchor Tenant

## Terms

**Lease Terms**  
 - Buildout Allowance  
 - Credit Report Req  
 - Deposit Required  
 - Finance Stmts Req  
 - Modified Gross Lease  
 - Other (See Remarks)  
 - Triple Net Lease

List Date<sup>R</sup> \_\_/\_\_/\_\_\_\_ Expire Date<sup>R</sup> \_\_/\_\_/\_\_\_\_ Rental Rate<sup>R</sup> \$ \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy) Total Monthly Rental Rate

Rental Date<sup>R</sup> \_\_/\_\_/\_\_\_\_ Rate Per SQFT \$ \_\_\_\_\_  
Date when property is available for rent Monthly Rental Rate per Square Foot

CAM Fee \_\_\_\_\_ Escalation Type \_\_\_\_\_  
Common Area Maintenance What kind of escalation clauses exist in lease agreement?

Sublease \_\_ Min Rental \_\_\_\_ Max Rental \_\_\_\_ Gross Rental \_\_\_\_  
Sublease? (Y/N) Minimum rental period (months) Maximum rental period (months)

List Broker<sup>R</sup> \_\_\_\_\_ List Agent ID<sup>R</sup> \_\_\_\_\_ List Agent 2 ID \_\_\_\_\_  
Listing broker code Co-listing Agent. Must be valid Georgia MLS agent ID

Owner Name \_\_\_\_\_ Owner Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Owner of record

Commission<sup>R</sup> \_\_\_\_\_  \$  
 %

Variable Rate Commission<sup>R</sup> \_\_\_\_  
Is the commission variable? (Y/N)

## Tax/Legal

Tax ID<sup>R</sup> \_\_\_\_\_  
Tax ID number assigned by county. Also known as Parcel ID or PIN

Land Lot \_\_\_\_ District \_\_\_\_ Section \_\_\_\_ Block \_\_\_\_ Lot \_\_\_\_ Unit \_\_\_\_

Plat Book \_\_\_\_\_ Plat Page \_\_\_\_\_ Deed Book \_\_\_\_\_ Deed Page \_\_\_\_\_

Construction Status  
 New Construction  
 Resale

Current Zoning<sup>R</sup> \_\_\_\_\_ Acreage \_\_\_\_\_  
Estimated total acres

Year Built \_\_\_\_\_ Lot Dimensions \_\_\_\_\_  
Actual year built - see seller's statement

**Acreage\_Source<sup>R</sup>**  
 - Acreage not entered  
 - Agent  
 - Appraiser  
 - Other (see remarks)  
 - Owner / Seller  
 - Public Record

<sup>R</sup> denotes required field

**Interior**

**Accessibility**

- 32" Doors
- Bath Access Wheelchair
- Elevator Access Wheelchair
- Garage Van Access
- Low Door Handles
- Low Kitchen Counters
- Low Switches
- Other (See Remarks)
- Ramps
- Shower Access Wheelchair
- Stepless Entry
- Wide Hall

**Ceiling Height** \_\_

*Height measured from floor to ceiling (feet)*

**Cooling CM<sup>R</sup>**

- Central A/C
- Cooling Towers
- Fans
- Humidity Control
- No A/C
- Office Area Only
- Other (See Remarks)
- Wall Unit
- Window Unit
- Zoned

**Floors** \_\_\_\_

*Total number of floors*

**Energy Related<sup>R</sup>**

- Certified Earthcraft
- Certified Energy Wise
- Certified EnergyStar
- Certified Good Cents
- Double Pane / Thermo
- Geothermal
- HERS Rated
- Insulation - Ceiling
- Insulation - Floors
- LEED Certified
- None
- Programmable Thermostat
- Roof Vent Fans
- Storm Doors
- Storm Windows
- Tankless Water Heater
- Water Heater - Electric
- Water Heater - Gas
- Water Heater - Solar

**Floor Type**

- Brick
- Carpet
- Ceramic Tile
- Concrete Slab / Grade
- Concrete Structural
- Other (See Remarks)
- Reinforced Concrete
- Vinyl / Vinyl Tile
- Wood

**Gross Space** \_\_\_\_\_

*Gross leaseable area (sq. feet)*

**Heating Source<sup>R</sup>**

- Electric
- Gas
- Oil
- Other (See Remarks)
- Propane
- Solar
- Wood

**Heating Type<sup>R</sup>**

- Baseboard
- Ceiling Electric
- Central
- Common
- Floor Furnace
- Floor Radiant
- Forced Air
- Heat Pump
- No Heating
- Office Area Only
- Other (See Remarks)
- Space Heater
- Steam / Hot Water
- Zoned / Dual

**Min Space** \_\_\_\_\_

*Minimum space available (sq. feet)*

**Max Space** \_\_\_\_\_

*Maximum contiguous space available (sq. feet)*

**Square Footage**

- Under 2,000
- 2,000 - 5,000
- 5,000 - 10,000
- 10,000 - 20,000
- 20,000 - 50,000
- 50,000 - 100,000
- 100,000 - 200,000
- 200,000 Plus

**Exterior**

**Business Type<sup>R</sup>**

- Automotive Service
- Building Supplies
- Commercial Farm
- Educational
- Food Service
- Franchise
- Gas Station
- Historical
- Hotel / Motel
- Industrial
- Land / Lot Only
- Laundromat
- Manufacturing
- Marina
- Medical / Dental
- Mobile Home Park
- Office Building
- Other (See Remarks)
- Recreational / Resort
- Religious
- Retail Store
- Warehouse
- Wholesale

**Construction CM**

- Block
- Brick
- Frame
- Front / Other
- Other
- Precast Concrete
- Precast Stone
- Steel / Metal
- Steel and Glass
- Stucco EIFS
- Stucco Real
- Stucco Unspecified

**Entrances** \_\_

*Total number of entrances in complex*

**Spaces Available** \_\_

*Total number of spaces available in complex*

**Farm Buildings**

- Barn
- Chicken House
- Feed Barn
- Garage
- Hay Shed
- House
- Other (See Remarks)
- Packing Shed
- Smoke House
- Stables
- Tractor Shed
- Work Shop

**Frontage Type**

- County / City Road
- Dirt
- Easement
- Gravel
- Interstate Service Road
- None
- Other (See Remarks)
- Pavement
- Private Road
- State Highway
- US Highway

**Location**

- Business Park
- Corner Lot
- Freestanding
- Industrial Park
- Inside City Limits
- Inside Lot
- Office Center
- Other (See Remarks)
- Shopping Center

**Lot Size<sup>R</sup>**

- Less than 1/3 Acre
- 1/3 - 1/2 Acre
- 1/2 - 1 Acre
- 1 - 2 Acres
- 2 - 5 Acres
- 5 - 10 Acres
- 10 - 20 Acres
- 20 - 50 Acres
- 50 - 100 Acres
- 100 Plus Acres

**Parking CM**

- Covered Parking
- Lot Security
- Other (See Remarks)
- Paid Parking
- Paved Lot
- Underground Parking

**Parking Spaces** \_\_\_\_\_

*Total number of parking spaces*

**Number of Buildings** \_\_

*Total number of buildings included in lease*

**Road Frontage** \_\_\_\_\_ FT

**Roof Type**

- Composition
- Concrete
- Copper
- Metal / Steel
- Other (See Remarks)
- Slate
- Tar / Gravel
- Tile
- Tin
- Wood Shingle

**Utilities Available<sup>R</sup>**

- 220 Volt Power
- 3 Phase Electricity
- 440 Volt Power
- Cable TV
- Electricity
- High Speed Internet
- Natural Gas
- None
- Other (See Remarks)
- Propane
- Rail
- Septic
- Sewer Available
- Telephone
- Underground Utilities
- Water
- Well

<sup>R</sup> denotes required field

**Other**

**Documents CM**

- Aerial Photo
- Appraisal
- Cash Flow Analysis
- Copy of Lease
- Demographic Study
- Environmental Study
- Floor Plan
- Legal Description
- Other (See Remarks)
- Perc Test
- Plot Plan / Survey
- Profit & Loss Stmt
- Septic Permit
- Site Plan
- Soil Analysis
- Soil Survey
- Topography Survey

**Industrial Features**

- Additional Bldgs
- Billboard
- Boiler
- Conveyor
- Delivery Door
- Display Window
- Equipment
- Fixtures / Furniture
- Freight Elevator
- Hydrants
- Industrial Outside Storage
- Lifts
- Loading Dock
- Other (See Remarks)
- Partially Fenced
- Passenger Elevator
- Public Transportation
- Rail
- Security Fenced
- Security System
- Semi Turning Available
- Sprinkler System
- Truck Scales

**Lease Includes**

- Building / Business / Land
- Building & Land
- Equipment
- Furnishings
- Land Only
- Other (See Remarks)
- Secretarial Services

**Photo<sup>R</sup>**

- Broker Will Provide Photo
- No Photo Desired By Seller

Owner Initials \_\_\_\_\_

- Under Constructi

**Property Setting**

- Borders US / State Park
- Creek
- Lake
- Mountain
- Ocean / Gulf
- River

**Showing Instructions<sup>R</sup>**

- 24 Hour Access
- 9AM to 10PM
- Appointment Agent
- Appointment Owner
- Appointment Tenant
- Call Agent Only
- Caution Alarm
- Caution Pet
- Courtesy Call - Leave Msg
- Day Sleeper
- Key in Office
- Lockbox GAMLS Compatible
- Lockbox Non - GAMLS Compat  
(See Private Remarks)
- See Remarks
- Special Hours
- Under Construction
- Vacant

**Utilities Included**

- Cable TV
- Electricity
- High Speed Internet
- Maintenance Service
- Natural Gas
- Other (See Remarks)
- Pest Control
- Propane
- Security Service
- Sewer
- Trash Collection
- Water
- Water Individual Meter

Feature Name \_\_\_\_\_

*Name of lake/river/other*

**External References (ER)**

*If this listing is referenced elsewhere you may enter source and reference ID here*

ER1 Source \_\_\_\_\_ ER1 ID \_\_\_\_\_

ER2 Source \_\_\_\_\_ ER2 ID \_\_\_\_\_

*External Reference Source                      External Reference ID*

**Comments**

**Public Remarks<sup>R</sup>** *Comments directed to the general public (4000 character max).*

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**Private Remarks** *Confidential comments viewable only to members (1000 character max).*

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**Private URL** *Additional web address viewable only to members (200 character max).*

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**Office Remarks** *Confidential comments viewable only to members in your office (192 character max).*

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**Directions<sup>R</sup>** *(256 character max)*

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Vow\_Address  (Y/N)      Vow\_Avm  (Y/N)      Vow\_Comments  (Y/N)      Vow\_Included  (Y/N)

**SELLER'S STATEMENT:** Seller herein certifies that the property Seller is offering for sale through the broker was built in the year specified in this document, and Seller has been informed by the broker of the lead-based paint disclosure requirements under The Residential Lead-Based Paint Hazard Reduction Act of 1992, 42 U.S.C. §4851-4856 (the "Act"). Seller agrees to sign all the necessary disclosure forms, of which copies are attached hereto and made a part hereof by reference in order to abide by this Act; and, to disclose in writing to the broker and to prospective purchasers any other physical characteristics of the property that may adversely affect its value. Seller understands and agrees that all the information above will be provided to agents who may represent other parties. Seller hereby waives any claims arising out of disclosure of such information to other parties. Seller agrees above information is true and correct to the best of his/her knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

<sup>R</sup> denotes required field