Commercial Sale   CRMLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (*) and conditionally required fields are denoted with a double red asterisk (**).

Basics

Listing Information

*List Price	List Price Low	*Parcel Number

Additional Parcels? □ Yes □ No	Additional Parcels (Separated By Comma)

County/City/Area/Tract

*County	*City

Select an MLS Area

Address Information

*Street #	Str Number Ext	Str Direction Prefix

*Street Name		Str Suffix

Str Suffix Modifier	Str Direction Suffix	Unit #

*State	*Postal Code	Postal Code +4	Country

*Directions

Basic Information

*Property Type
□ Farm/Ranch   □ High Tech-Flex   □ Hotel/Motel   □ Industrial   □ Land/Unimproved
□ Mobile Home Park   □ Multi-Family   □ Office   □ Retail   □ Specialty

Industrial Type
□ High Tech/R&D   □ Manufacturing   □ Warehouse/Distribution   □ Warehouse/Office

Retail Center Type
□ Community/Specialty   □ Grocery Anchor   □ Mixed Use   □ Power   □ Regional Center   □ Unanchored

Investment Property? □ Yes □ No	Office Class □ A □ B □ C

Year Built	Year Built Source

*Building Area Total	Building Area Units

Living Area Source	*Lot Size Area	Lot Size Source

Leasable Area Units	High Tech Flex Sqft

Residential Sqft	Lot Size Type □ Acres □ Sqft

Condo Area	Condo Area Units	Industrial Sqft

Office Sqft	Retail Sqft

Total Building NRA	Largest Contiguous Sqft

Building Name

*Building Status
□ Demolished   □ Existing   □ Land   □ Proposed   □ Under Construction   □ Under Renovation

Builder Name	Current Use

Current Use Comments

Stories Total	Entry Level

Occupancy □ Available □ Occupied □ Vacant	Lease Considered? □ Yes □ No

Total Monthly Rent	Park Name

*Special Listing Conditions
□ Standard   □ Auction
□ In Foreclosure   □ Bankruptcy Listing
□ Notice Of Default   □ Third Party
□ Real Estate Owned   Approval
□ HUD Owned
□ Short Sale
□ Probate Listing

Asset Class
□ Farm/Ranch   □ Land/Unimproved   □ Retail
□ High Tech-Flex   □ Mobile Home Park   □ Specialty
□ Hotel/Motel   □ Multi-Family
□ Industrial   □ Office

Seller's Initials (_____)(_____) Agent/Broker/Participant's Initial (_____)(_____)

Commercial Sale

CRMLS Matrix Listing Input Form

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Basics *(Continued)*

Business Type

□ Accounting	□ Child Care	□ Gift Shop	□ Pet Store
□ Administrative and Support	□ Church	□ Government	□ Photographer
□ Adult Family Home	□ Clothing	□ Grocery	□ Pizza
□ Advertising	□ Commercial	□ Hardware	□ Printing
□ Agriculture	□ Computer	□ Health Food	□ Professional Service
□ Animal Grooming	□ Condominium	□ Health Services	□ Professional/Office
□ Appliances	□ Construction/Contractor	□ Hobby	□ Real Estate
□ Aquarium Supplies	□ Convalescent	□ Home Cleaner	□ Recreation
□ Arts and Entertainment	□ Convenience Store	□ Hospitality	□ Regional Center
□ Athletic	□ Dance Studio	□ Hotel/Motel	□ Rental
□ Auto Body	□ Decorator	□ Ice Cream/Frozen Yogurt	□ Restaurant
□ Auto Dealer	□ Deli/Catering	□ Industrial	□ Retail
□ Auto Glass	□ Dental	□ Jewelry	□ Saddlery/Harness
□ Auto Parts	□ Distribution	□ Landscaping	□ Showroom
□ Auto Rent/Lease	□ Doughnut	□ Laundromat	□ Single-Tenant
□ Auto Repair-Specialty	□ Drugstore	□ Liquor Store	□ Special Use
□ Auto Service	□ Dry Cleaner	□ Live/Work	□ Sporting Goods
□ Auto Stereo/Alarm	□ Education/School	□ Locksmith	□ Stand-Alone
□ Auto Tires	□ Electronics	□ Manufacturing	□ Storage
□ Auto Wrecking	□ Employment	□ Medical	□ Strip Mall
□ Bakery	□ Farm	□ Mixed	□ Toys
□ Bar/Tavern/Lounge	□ Farm/Ranch	□ Mobile/Trailer Park	□ Transportation
□ Barber/Beauty	□ Fast Food	□ Multi-Tenant	□ Travel
□ Bed & Breakfast	□ Financial	□ Music	□ Upholstery
□ Books/Cards/Stationary	□ Fitness	□ Nursing Home	□ Utility
□ Build to Suit	□ Florist/Nursery	□ Office	□ Variety
□ Butcher	□ Food & Beverage	□ Office Supply	□ Video
□ Cabinets	□ Forest Reserve	□ Other	□ Wallpaper
□ Candy/Cookie	□ Franchise	□ Pad(s)	□ Warehouse
□ Car Wash	□ Furniture	□ Paints	□ Wholesale
□ Carpet/Tile	□ Gas Station	□ Parking	

Description

Public Remarks

The Public Remarks may only contain a description of the property, its features, its location or community, specific terms to or exclusions from a sale (or lease). All text must be entered in the English language ONLY. The following are NOT allowed to appear in the property description: Gate/Alarm Codes, Lockbox Combo, FSBO, Vacant, Occupied, Open House Information, Showing Instructions, Email Addresses, Website Addresses, Phone Numbers, Agent, Assistant, Co-Lister or Owner Names, or any language that violates Fair Housing/HUD Guidelines.

Vitural Tour URL Unbranded

The Virtual Tour Field shall contain ONLY a live link to a Virtual Tour of the property. The Virtual Tour may not include such things as: agent/broker photos, agent/broker names, phone numbers, web site addresses, email addresses or advertising other than about the property. No messages or solicitations of any kind. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.

Vitural Tour URL Unbranded 2

The Virtual Tour Field shall contain ONLY a live link to a Virtual Tour of the property. The Virtual Tour may not include such things as: agent/broker photos, agent/broker names, phone numbers, web site addresses, email addresses or advertising other than about the property. No messages or solicitations of any kind. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.

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Syndication Remarks & Branded Virtual Tour

Syndication Remarks

Syndication Remarks may contain information intended specifically for the consumers; this includes contact and other non-confidential information. Syndication Remarks is used in place of the Property Description for syndication display. If left blank during input, syndication websites will continue to receive the text you place in the "Property Description" field.

Virtual Tour URL Branded

This Virtual Tour may include Agent/Office branding and will only be used in our Syndication data feeds. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.

Exclusions

Inclusions

Business URL

Business URL Description

Features

Building Details

*Lot Features:
- ☐ 0-1 Unit/Acre
- ☐ 11-15 Units/Acre
- ☐ 16-20 Units/Acre
- ☐ 21-25 Units/Acre
- ☐ 2-5 Units/Acre
- ☐ 26-30 Units/Acre
- ☐ 31-35 Units/Acre
- ☐ 36-40 Units/Acre
- ☐ 6-10 Units/Acre
- ☐ Agricultural
- ☐ Agricultural - Dairy
- ☐ Agricultural - Other
- ☐ Agricultural - Row/Crop
- ☐ Agricultural - Tree/Orchard
- ☐ Agricultural - Vine/Vineyard
- ☐ Back Yard
- ☐ Bluff Front
- ☐ Close to Clubhouse
- ☐ Corner Lot
- ☐ Corners Established
- ☐ Cul-De-Sac
- ☐ Desert Back
- ☐ Desert Front
- ☐ Down Slope from Street
- ☐ Front Yard
- ☐ Garden
- ☐ Gentle Slope
- ☐ Greenbelt
- ☐ Horse Property
- ☐ Horse Property Improved
- ☐ Horse Property Unimproved
- ☐ Landscaped
- ☐ Lawn
- ☐ Level with Street
- ☐ Lot 10000-19999 Sqft
- ☐ Lot 20000-39999 Sqft
- ☐ Lot 6500-9999
- ☐ Lot Over 40000 Sqft
- ☐ Lot Shape-Flag
- ☐ Lot Shape-Irregular
- ☐ Lot Shape-Rectangular
- ☐ Lot-Level/Flat

- ☐ Misting System
- ☐ Near Public Transit
- ☐ No Landscaping
- ☐ On Golf Course
- ☐ Over 40 Units/Acre
- ☐ Park Nearby
- ☐ Pasture
- ☐ Patio Home
- ☐ Paved
- ☐ Percolate
- ☐ Planned Unit Development
- ☐ Ranch
- ☐ Rocks
- ☐ Rolling Slope
- ☐ Secluded
- ☐ Sprinkler System
- ☐ Sprinklers Drip System
- ☐ Sprinklers In Front
- ☐ Sprinklers In Rear
- ☐ Sprinklers Manual
- ☐ Sprinklers None
- ☐ Sprinklers On Side
- ☐ Sprinklers Timer
- ☐ Steep Slope
- ☐ Tear Down
- ☐ Treed Lot
- ☐ Up Slope from Street
- ☐ Utilities - Overhead
- ☐ Value In Land
- ☐ Walkstreet
- ☐ Yard
- ☐ Zero Lot Line

Construction Materials:
- ☐ Adobe
- ☐ Alcan
- ☐ Aluminum Siding
- ☐ Asbestos
- ☐ Asphalt
- ☐ Block
- ☐ Blown Insulation
- ☐ Board & Batten Siding
- ☐ Brick

- ☐ Cedar
- ☐ Cellulose Insulation
- ☐ Cement Siding
- ☐ Clapboard
- ☐ Concrete
- ☐ Drywall Walls
- ☐ Ducts Professionally Air-Sealed
- ☐ Fiber Cement
- ☐ Fiberglass Siding
- ☐ Flagstone
- ☐ Frame
- ☐ Glass
- ☐ Hardboard
- ☐ HardiPlank Type
- ☐ ICFs (Insulated Concrete Forms)
- ☐ Lap Siding
- ☐ Log
- ☐ Log Siding
- ☐ Masonite
- ☐ Metal Siding
- ☐ Natural Building
- ☐ NES Insulation Pkg
- ☐ Other
- ☐ Plaster
- ☐ Radiant Barrier
- ☐ Rammed Earth
- ☐ Redwood Siding
- ☐ See Remarks
- ☐ Shake Siding
- ☐ Shingle Siding
- ☐ Slump Block
- ☐ Spray Foam Insulation
- ☐ Steel
- ☐ Stone
- ☐ Stone Veneer
- ☐ Straw
- ☐ Stucco
- ☐ Synthetic
- ☐ TVA Insulation Pkg
- ☐ Unknown
- ☐ Veneer
- ☐ Vertical Siding
- ☐ Vinyl Siding

- ☐ Wood Siding

Roof:
- ☐ Asbestos Shingle
- ☐ Asphalt
- ☐ Bahama
- ☐ Barrel
- ☐ Bitumen
- ☐ Bituthene
- ☐ Clay
- ☐ Common Roof
- ☐ Composition
- ☐ Concrete
- ☐ Copper
- ☐ Elastomeric
- ☐ Fiberglass
- ☐ Fire Retardant
- ☐ Flat
- ☐ Flat Tile
- ☐ Foam
- ☐ Green Roof
- ☐ Mansard
- ☐ Membrane
- ☐ Metal
- ☐ Mixed
- ☐ None
- ☐ Other
- ☐ Reflective
- ☐ Ridge Vents
- ☐ Rolled/Hot Mop
- ☐ See Remarks
- ☐ Shake
- ☐ Shingle
- ☐ Slate
- ☐ Spanish Tile
- ☐ Stone
- ☐ Synthetic
- ☐ Tar/Gravel
- ☐ Tile
- ☐ Wood

Commercial Sale

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Features *(Continued)*

Heating:
- □ Central Furnace
- □ Zoned
- □ Baseboard
- □ Floor Furnace
- □ Wall Heater
- □ Space Heater
- □ Forced Air
- □ Gravity Heating
- □ Heat Pump
- □ Radiant
- □ Electric
- □ Natural Gas
- □ Propane
- □ Kerosene
- □ Pellet
- □ Wood
- □ Oil
- □ Solar
- □ Energy Star
- □ High Efficiency
- □ Combination
- □ Fireplace
- □ Humidity Control
- □ Wood Stove
- □ None
- □ See Remarks

Building Features:
- □ Elevators
- □ Living Quarters
- □ Phone System
- □ Rec Room
- □ TV System

Fence:
- □ Average Condition
- □ Barbed Wire
- □ Blockwall

- □ Brick Wall
- □ Chain Link
- □ Cross Fenced
- □ Electric
- □ Excellent Condition
- □ Fair Condition
- □ Glass
- □ Goat Type
- □ Good Condition
- □ Grapestake
- □ Invisible
- □ Livestock
- □ Masonry
- □ Needs Repair
- □ New Condition
- □ None
- □ Partial
- □ Pipe
- □ Poor Condition
- □ Privacy
- □ Redwood
- □ Security
- □ See Remarks
- □ Slumpstone
- □ Split Rail
- □ Stucco Wall
- □ Vinyl
- □ Wire
- □ Wood
- □ Wrought Iron

Cooling:
- □ Central
- □ Dual
- □ Zoned
- □ Wall Window
- □ Evaporative
- □ Heat Pump

- □ Humidity Control
- □ Whole House Fan
- □ Electric
- □ Gas
- □ Energy Star
- □ High Efficiency
- □ SEER Rated 13-15
- □ SEER Rated 16+
- □ None
- □ See Remarks

Security Features:
- □ 24 Hour Security
- □ Automatic Gate
- □ Carbon Monoxide Detector(s)
- □ Card/Code Access
- □ Closed Circuit TV
- □ Fire and Smoke Detection System
- □ Fire Rated Drywall
- □ Fire Sprinklers
- □ Firewall(s)
- □ Gated Community
- □ Gated with Guard
- □ Guarded
- □ Resident Manager
- □ Security Lights
- □ Security System
- □ Smoke Detector
- □ Window Bars
- □ Wired for Alarm System

Waterfront Features:
- □ Across the Road from Lake/Ocean
- □ Bay Front
- □ Beach Access
- □ Beach Front
- □ Channel/Canal Front
- □ Creek

- □ Fishing in Community
- □ Includes Dock
- □ Lagoon Front
- □ Lake
- □ Lake Front
- □ Lake Rights
- □ Marina in Community
- □ Navigable Water
- □ Ocean Access
- □ Ocean Front
- □ Ocean Side of Freeway
- □ Ocean Side Of Highway 1
- □ Pond
- □ Reservoir in Community
- □ River Front
- □ Sea Front
- □ Seawall
- □ Stream
- □ Waterfront With Home Across Road

Utilities

Utilities

□ Cable Available	□ Natural Gas Available	□ Phone Connected	□ Sewer Not Available
□ Cable Connected	□ Natural Gas Connected	□ Phone Not Available	□ Underground Utilities
□ Cable Not Available	□ Natural Gas Not Available	□ Propane	□ Water Available
□ Electricity Available	□ None	□ See Remarks	□ Water Connected
□ Electricity Connected	□ Other	□ Sewer Available	□ Water Not Available
□ Electricity Not Available	□ Phone Available	□ Sewer Connected	

*Water Source

□ Agricultural Well	□ Other	□ See Remarks
□ Cistern	□ Private	□ Shared Well
□ None	□ Public	□ Well

Laundry Equipment Own Lease   □ Lease   □ Own

Electric

□ 220V for Spa	□ 220V Other - See Remarks	□ Electricity - Unknown	□ Photovoltaics Stand-Alone
□ 220V In Garage	□ 220V Throughout	□ Heavy	□ Standard
□ 220V In Kitchen	□ 440 Volts	□ Photovoltaics Leased	
□ 220V In Laundry	□ Electricity - On Bond	□ Photovoltaics on Grid	
□ 220V In Workshop	□ Electricity - On Property	□ Photovoltaics Owned	

Voltage	Amperage	Phase

Clearance Height Min	Clearance Height Max

Commercial Sale

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Features *(Continued)*

Garage and Parking

Parking Total	Carport Spaces
Uncovered Spaces	**Parking Ratio**

Land & Terms

Land Information

Land Use
□ Industrial □ Mobile Home Park □ Multi-Family □ Office □ Other □ Retail

Topography	Lot Dimensions	Lot Dimensions Source	Zoning

Listing Termss
- □ 1031 Exchange
- □ Cash
- □ Cash To Existing Loan
- □ Cash to New Loan
- □ Contract
- □ Land Use Fee

- □ Lease Back
- □ Lease Option
- □ Lien Release
- □ Owner May Carry
- □ Owner Pay Points
- □ Owner Survey

- □ Owner Will Carry
- □ Private Financing Available
- □ Relocation Property
- □ Subject To Court
- □ Subject To Other
- □ Submit

- □ Subordinate
- □ Trade
- □ Trust Conveyance

Current Financing
- □ FHA
- □ VA
- □ Assumable
- □ Cal Vet Loan
- □ Contract

- □ Conventional
- □ Existing Bonds
- □ Fannie Mae
- □ FHA 203(b)
- □ FHA 203(k)

- □ Freddie Mac
- □ Government Loan
- □ None
- □ Other
- □ Private

- □ Trust Deed
- □ USDA
- □ VA No Loan
- □ VA No No Loan

Number of Buildings		Number of Units Leased
Anchors/Co Tenants	**Move In**	

Office & MLS

Listing Information

*Buyer Agency Comp	*Buyer Agency Comp Type □ $ □ % □ See Remarks	*Dual Variable Rate of Commission? □ Yes □ No

Buyer Agency Comp Remarks

*Listing Contract Date	*Expiration Date	Listing Service □ Full Service □ Limited Service □ Entry Only	Sign on Property? □ Yes □ No

*Listing Agreement
□ Exclusive Right To Sell □ Exclusive Agency □ Exclusive Right With Exception □ Probate □ Open

Showing Contact Information

*Showing Contact Type □ Occupant □ Agent □ Owner □ Property Manager	Showing Contact Name	Showing Contact Phone **Ext**

Occupant Information

*Occupant Type □ Owner □ Vacant □ Tenant	Owner Name	Owner Phone

Commercial Sale

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Office & MLS *(Continued)*

Showing Information

*Showing Instructions

*Lock Box Location

*Lock Box Type
- ☐ Call Listing Office
- ☐ See Remarks
- ☐ Combo
- ☐ Seller Providing Access
- ☐ Multacc
- ☐ SentriLock
- ☐ None
- ☐ Supra
- ☐ Risco

Lock Box Version	☐ Supra ☐ Supra BT ☐ Supra BT LE	Lock Box Serial Number

Contact Information

Other Phone Description	Other Phone Number	Ext

Preferred Order of Contact — Select up to 6 contact options using the numbers 1 to 6 to specify the order.

*___ Agent Cell Ph	___ Agent Pager Ph	___ Office Ph	___ Co-Agent Email	___ Co-Agent Toll Free
___ Agent Direct Ph	___ Agent Toll Free	___ Office Fax	___ Co-Agent Fax	___ Co-Agent Voice Mail
___ Agent Email	___ Agent Voice Mail	___ Co-Agent Cell Ph	___ Co-Agent Home Ph	___ Co-Agent Text Message
___ Agent Fax	___ Agent Text Message	___ Co-Agent Direct Ph	___ Co-Agent Pager Ph	___ Other
___ Agent Home Ph				

MLS

Ad Number

Before selecting "No" on any of the below options written authorization from the seller is required.

*Internet Entire Listing Display? ☐ Yes ☐ No	***Internet Address Display?** ☐ Yes ☐ No
*Internet Consumer Comment? ☐ Yes ☐ No	***Internet Automated Valuation Display?** ☐ Yes ☐ No

*Neighborhood Market Report Seller Participant? ☐ Yes ☐ No

Private Remarks

Agent Information

*List Agent MLS ID	**Co-List Agent MLS ID**

*List Agent Email Confidential

Financial Information

General Financial Information

Accounting Type ☐ Actual ☐ Pro Forma	Cap Rate	Tax Rate
Tays Annual Amount	Tax Year	

Annual Expense Information

Expense Year	Real Estate Taxes	Personal Property Amount
Legal Accounting	Advertising	Insurance
Electric	Water/Sewer	Trash
Prof. Management	Building	Maintenance
Resident Manager	Supplies	Other
Total Expenses	Reserves	

Commercial Sale

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Financial Information *(Continued)*

Annual Operating Information

Gross Schedule Income	Vacancy Allowance
Vacancy Allowance Rate	Laundry Income
Other Income	Effective Gross
Operating Expenses	Net Operating Income

Unit Information

# of Units in Community			Max Tot Area Units			Min Total Area Units		
	# Units	# Beds	# Baths	Rent	Area	Area Units	Description	
1						□ Square Feet □ Square Meters		
2						□ Square Feet □ Square Meters		
3						□ Square Feet □ Square Meters		
4						□ Square Feet □ Square Meters		
5						□ Square Feet □ Square Meters		
6						□ Square Feet □ Square Meters		
7						□ Square Feet □ Square Meters		
8						□ Square Feet □ Square Meters		
9						□ Square Feet □ Square Meters		
10						□ Square Feet □ Square Meters		
11						□ Square Feet □ Square Meters		
12						□ Square Feet □ Square Meters		

"The Information contained above is furnished for the sole benefit of Participants of CRMLS. All Information is intended as representative but is not guaranteed to be accurate."

*Agent Signature Date	*Seller's Signature Date
**Broker/Participant's Signature Date	*Seller's Signature Date

Seller's Initials (_____)(_____) Agent/Broker/Participant's Initial (_____)(_____)