



Commercial Lease Listing Form



General

*Required

Agent/ Office Info

*List Agent Name _____ *List Agent MLS ID _____ *List Agent Phone _____

*Office ID _____ *List Office Name _____

*Contact Name _____ Contact Phone _____ *Contact Phone Ext. Only _____

Co-Agent Info

Co-List Agent Name _____ Co-List Agent MLS ID _____ *Co-List Agent Phone _____

Co-List Office ID _____ Co-List Office Name _____

Property Type

*Property Sub Type (Select at most 1) Business and Real Estate Real Estate Only

Address

*County _____ *Property ID _____

*Street # _____ Pre Direction _____ *Street Name _____ Street Type _____

Post Direction _____ Unit/ Suite # _____

*City/ Village/ Twp _____ *Municipality Name _____

*Mailing City Name _____ *State _____ *Zip Code _____ Zip +4 _____

Listing

*Price _____

<p>*Access Maximum 1 choice</p> <p><input type="checkbox"/> Appointment Only</p> <p><input type="checkbox"/> Appointment/ Key</p> <p><input type="checkbox"/> Appointment/ Lockbox</p> <p><input type="checkbox"/> Key In Office</p> <p><input type="checkbox"/> Lockbox</p> <p><input type="checkbox"/> See Remarks</p>	<p>Lockbox Location Maximum 1 choice</p> <p><input type="checkbox"/> Call Listing Agent</p> <p><input type="checkbox"/> Front Door</p> <p><input type="checkbox"/> Garage Door</p> <p><input type="checkbox"/> No Key Safe</p> <p><input type="checkbox"/> See Remarks</p> <p><input type="checkbox"/> Side Gate</p> <p><input type="checkbox"/> Vault</p>	<p><input type="checkbox"/> Call Listing Office</p> <p><input type="checkbox"/> Front Gate</p> <p><input type="checkbox"/> Gas Meter</p> <p><input type="checkbox"/> Rear Door</p> <p><input type="checkbox"/> Side Door</p> <p><input type="checkbox"/> Sign Post</p> <p><input type="checkbox"/> Water Pipe</p>	<p>*Ownership Status Maximum 4 choice</p> <p><input type="checkbox"/> Agent Owned</p> <p><input type="checkbox"/> Corporate/ Relocation</p> <p><input type="checkbox"/> Fannie MAE/ Freddie MAC</p> <p><input type="checkbox"/> Government Owned</p> <p><input type="checkbox"/> Real Estate Owned</p> <p><input type="checkbox"/> Standard</p>	<p>*Occupant Type Maximum 1 choice</p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Tenant</p> <p><input type="checkbox"/> Vacant</p>
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***Possession**

At Close Close Plus 1 Day Close Plus 2 Days Close Plus 3 to 5 Days Close Plus 6 to 15 Days Close Plus 16 to 29 Days Close Plus 30 Days Close Plus 31 to 60 Days Negotiable Rental Agreement See Remarks Seller Rent Back Subject to Tenant Rights

***Signatures On File (Select at most 1)** No Yes

Location and Tax

*Area # _____ Side of Street _____ *Cross Streets _____

***Directions**

***Legal Description**

Subdivision _____

School District _____

Lot

*Lot Dimensions _____

*Road Frontage Feet _____

*Acres _____

***Road (No Maximum)**

- Alley
- Class B
- Class D
- Dirt
- Highway
- Private Road
- Class A
- Class C
- Cul-De-Sac
- Gravel
- Paved
- Other

***Water (Select at most 2)**

- 3rd Party Unknown
- Community
- Public
- Separate Meters
- Water at Street
- Well
- None
- Other

***Sewer (Select at most 2)**

- Public Sewer
- Retention Pond
- Separate Meters
- Septic Tank
- Sewer at Street
- Shared Septic
- Storm Drain
- Unknown

Water Facilities & Features (Select at most 14)

- Across the Road Water Frontage
- Beach Front
- Canal Front
- Dock Facilities
- Lake Privileges
- No Motor Lake
- Private Water Frontage
- Seawall
- Waterfront
- All Sports Lake
- Boat Facilities
- Creek
- Lagoon
- Loading Crane
- Ocean Front
- River Access
- Shared Water Frontage
- Beach Access
- Canal Access
- Direct Water Frontage
- Lake Front
- Navigable Water
- Pond
- River Front
- Stream

Body of Water Name _____

Water Frontage Feet _____

Fencing

- Fenced
- Fencing Allowed
- Fencing Not Allowed
- Perimeter

Other Structures (i.e. Out Buildings)

- Arena
- Dairy Barn
- Grain Storage
- Kennel/ Dog Run
- Pole Barn
- Shed(s)
- Stable(s)
- Barn(s)
- Garage(s)
- Hay Barn
- Outbuilding(s) Allowed
- Poultry Coop
- Shed(s) Allowed
- Other

***Zoning (Select at most 4)**

- Agricultural
- Heavy Industry
- Multi-Family
- Office
- Residential
- Commercial
- Light Industry
- Multiple
- Recreation

***Current Use**

- Automotive
- Convenience Store
- Mini-Storage
- Multi-Family
- Place of Worship
- Restaurant
- Service
- Warehouse
- Commercial
- Medical/Dental
- Mixed Use
- Office
- Residential
- Retail
- Vacant
- Other

Other Current Use Description

Disclosures

- Annual Property Op. Data Avail.
- Conforms to Zoning
- Encroachment
- Exclusion(s) Exist
- Inventory Included
- Inventory List Available
- Legal Rental Certified
- Restrictions
- Annual Property Op. Data Not Avail.
- Non-Conforming Zoning
- No Encroachment
- Exclusion(s) Do Not Exist
- No Inventory Included
- No Inventory List Available
- No Legal Rental Certification
- No Restrictions

Soil Type _____

Distance to Airport _____

Distance to Interstate _____

Distance to Railroad _____

Distance to Waterway _____

Exterior Features

*Year Built _____ Year Remodeled _____ *Above Grade Finished SqFt _____ *Source Bldg Sq Ft _____ Main Bldg SqFt _____

Business Type

- Agriculture
- Commercial
- Hotel/Motel
- Manufacturing
- Mixed
- Recreation
- Retail
- Warehouse
- Apartments
- Gas Station
- Industrial
- Medical
- Professional/Office
- Residential
- Service
- Wholesale

*Levels (Required for Business & Real Estate)

- One
- One and One Half
- Two
- Three
- 4-10 Story
- 11+ Story
- Multi/Split

- Appraiser
- Assessor
- Builder
- Estimated
- Measured
- Owner
- Plans
- Prior Listing
- Public Records
- See Remarks
- Other

Office Area SqFt _____

*Exterior

- Aluminum Siding
- Asphalt
- Brick
- Cedar
- Metal Siding
- Steel Siding
- Stucco
- Wood Siding
- Asbestos
- Block
- Brick Veneer
- Concrete
- Shingle Siding
- Stone
- Vinyl Siding
- Other

Security Features

- 24 Hour Security
- Carbon Monoxide Detector(s)
- Exterior Video Surveillance
- Fire Escape
- Firewall(s)
- Security Fence
- Security System
- Other
- Building Security
- Closed Circuit Camera(s)
- Fire Alarm
- Fire Sprinkler System
- Gated Community
- Security Patrol
- Smoke Detector(s)

Electric

- > 440V Available
- 3 Phase Power
- Bus Duct
- Energy Management System
- Generator
- 220 Volts
- 440 Volts
- Circuit Breakers
- Fuses
- Utility Smart Meter

Building Features (Select at most 33)

- Air Cleaner
- Doors 10-15 ft
- Dual-Flush Toilets
- ES Qualified Exhaust Fan(s)
- ES Qualified Window(s)
- Intercom
- Outside Lighting
- Rain Barrel/Cistern(s)
- Used WaterSense Irrig. Partner
- WaterSense Labeled Toilet(s)
- Awning/Overhang(s)
- Doors 16-20 ft
- Elevator(s)
- ES Qualified Light Fixture(s)
- Gutter Guard System
- Levelers
- Overhead Doors
- Satellite Dish
- WaterSense Labeled Faucet(s)
- WaterSense Labeled Urinal(s)
- Chimney Caps
- Doors Over 20 ft
- Employee Lunch/Lounge
- ES Qualified Skylights
- Hoist
- Loading Dock/Grade
- Permeable Paving
- Sidewalks
- WaterSense Labeled Irrig. Cntrl.
- Other
- De-Humidifier
- Doors Under 10 ft
- ENERGY STAR Qualified Door(s)
- ES Qualified Solar Light Tubes
- Humidifier
- Loading Dock/Well
- Programmable Thermostat
- Sprinkler(s)
- WaterSense Labeled Showerhead(s)

Garage and Parking Features

- Garage
- Assigned
- Leased
- On Site
- Parking Lot
- Secured
- Alley Access
- Electric Vehicle Charging Station(s)
- Lighted
- On Street
- Parking Structure
- Other

Roof Material

- Asphalt
- Composition
- Green Roof
- Rubber
- Tile
- Wood
- Built-Up
- ENERGY STAR Shingles
- Metal
- Slate
- White Roof
- Other

Utilities

- Above Ground
- Cable Connected
- Underground

Interior Features

Accessibility Features (select at most 15)

- Accessible Approach with Ramp
- Accessible Common Area
- Accessible Entrance
- Accessible Kitchen
- Adaptable Bathroom Walls
- Common Area
- Exterior Wheelchair Lift
- Smart Technology
- Visitable
- Accessible Bedroom
- Accessible Doors
- Accessible for Hearing-Impairment
- Accessible Kitchen Appliances
- Adaptable For Elevator
- Customized Wheelchair Accessible
- Grip-Accessible Features
- Stair Lift
- Visitor Bathroom
- Accessible Central Living Area
- Accessible Elec. & Enviro. Cntrls.
- Accessible Full Bath
- Accessible Stairway
- Ceiling Track
- Elec. Environmental Controls
- Reinforced Floors
- Standby Generator
- Walker-Accessible Stairs
- Accessible Closets
- Accessible Elevator Installed
- Accessible Hallway(s)
- Accessible Washer/Dryer
- Central Living Area
- Enhanced Accessible
- Safe Emergency Egress from Home
- Therapeutic Whirlpool
- Other Accessibility Features

Water Heater Fuel (select at most 2)

- Common
- Electric
- ES Qualified Water Heater
- Geothermal
- Heat Pump
- High-Efficiency/Sealed Water Heater
- Natural Gas
- Oil
- Propane
- Solar
- Tankless

Cooling (Select at most 4)

- Central Air
- ES Qualified Ceiling Fan(s)
- ES Qualified Equipment
- Evaporative Cooling
- Heat Pump
- Wall/ Window Unit(s)

*Heating (Select at most 4; Choose heating delivery method and fuel type (i.e. Radiant,Propane)

- Baseboard
- Forced Air
- Heat Pump
- Hot Water
- Radiant
- Steam
- Zoned
- Coal
- Geothermal
- Oil
- Solar
- ES Qualified Furnace Equipment
- Gravity
- High Efficiency Sealed Combust.
- Packaged Heat/Cool
- Space Heater
- Wall Furnace
- Other Heating Source
- Electric
- Natural Gas
- Propane
- Wood

Office Heating & Cooling (Select at most 4)

- Baseboard
- ES Qualified A/C Equipment
- ES Qualified Furnace Equipment
- Exhaust Fan
- Forced Air
- Heat Pump
- Hot Water
- Space Heater
- Water Cooler
- Zoned
- Central Air
- ES Qualified Ceiling Fan(s)
- Evaporative Cooling
- Floor Furnace
- Gravity
- High-Efficiency Sealed Combust.
- Radiant
- Steam
- Window/Wall Unit
- Other

Plant Heating & Cooling (Select at most 4)

- Baseboard
- ES Qualified A/C Equipment
- ES Qualified Furnace Equipment
- Exhaust Fan
- Forced Air
- Heat Pump
- Hot Water
- Space Heater
- Water Cooler
- Zoned
- Central Air
- ES Qualified Ceiling Fan(s)
- Evaporative Cooling
- Floor Furnace
- Gravity
- High-Efficiency Sealed Combust.
- Radiant
- Steam
- Window/Wall Unit
- Other

Foundation

***Foundation Details**

If Business & Real Estate, select the Foundation type and material (i.e. Basement, Poured)

- Basement
- Heavy Duty Footings
- Pillar/Post/Pier
- Block
- Poured
- Wood
- Drainage System
- Passive Radon Mitigation
- Sump Pump
- Crawl Space
- Pilings
- Slab
- Brick/Mortar
- Stone
- Active Radon Mitigation
- Insulating Concrete Forms
- Sealed Foundation

Units (Complete units section if Business Type is Apartments. Otherwise, leave this area blank.)

Total Number of Units	Number of Loft Units	Number of Studio/Efficiency Units	Number of One Bedroom Units
Number of Two Bedroom Units	Number of Three Bedroom Units	Number of Four Bedroom Units	

Unit Type Options: Loft, Studio, 1 Bedroom, 2 Bedroom, 3 Bedroom, 4 Bedroom or More

Furnished Options: Furnished, Partially Furnished, Unfurnished

*Unit Type	*# Full Baths	*# Lavs	*Square Feet	Furnished Options	Qty of this Unit Type	Rent
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____

*Unit Type	*# Full Baths	*# Lavs	*Square Feet	Furnished Options	Qty of this Unit Type	Rent
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____

Financial

Lease/Investment

*Existing Lease? No Yes

_____ ***Application Fee**

_____ ***Security Deposit**

_____ ***Additional Fees**

***Length of Lease**

- 11 Months or Less
- 12 Months
- 13-24 Months
- 25-36 Months
- 37-48 Months
- 49-60 Months
- Negotiable

Rent Includes

- Association Fee
- Cable TV
- Electricity
- Heat
- Int Maint W/Deduct
- Internet
- Maintenance Off-Site
- Maintenance On-Site
- Sewer
- Snow Removal
- Trash Collection
- Water
- Yard Maintenance
- Other

_____ **Special Policies**

% Currently Leased _____ *Annual Gross Income \$ _____ Annual Operating Expense \$ _____

Terms

_____ ***Protection Period**

Listing Exemptions
 Excluded Parties

***Listing Type**
Maximum 1 choice
 Exclusive Agency
 Exclusive Right to Sell

***Level of Service**
Maximum 1 choice
 Entry Only
 Full Service
 Limited Service

***Services Offered**
If Limited Service, check at least one
 Accept/Present Offers
 Advise on Offers
 Arrange Appointments
 Assist with Counteroffers
 Negotiate for Seller

***Terms Offered**
 Double Net Lease Gross Lease
 Lease Lease Option
 Net Lease Sublease
 Triple Net Lease

Remarks

NOTICE: In the Remarks fields you **SHALL NOT:** (i) make offers of broker compensation; (ii) disclose broker compensation; (iii) represent brokerage services are free; or (iv) make any concession or other offer limited to or conditioned on the retention of or payment to another broker or representative.

Public Remarks

Agent Only Remarks

Green Energy Efficient

- Appliances
- Construction
- Doors
- Exposure/Shade
- HVAC
- Incentives
- Insulation
- Lighting
- Roof
- Thermostat
- Water Heater
- Windows

Green Energy Generation

- Grid-Tied
- Net-Metering Renewable Energy Credits
- Off-Grid
- Pre-Wired For PV Solar
- Pre-Wired For Wind Turbine(s)
- PV Solar Array(s) 3rd-Party Owned
- PV Solar Array(s) Direct Ownership
- Solar
- Wind

Green Sustainability (Select 6)

- Conserving Methods
- Onsite Recycling Center
- Recyclable Materials
- Recycled Materials
- Regionally-Sourced Materials
- Renewable Materials
- Salvaged Materials

Green Indoor Air Quality

- Contaminant Control
- Integrated Pest Management
- Moisture Control
- Ventilation

Green Water Conservation

- Efficient Hot Water Distribution
- Gray Water System
- Green Infrastructure
- Low-Flow Fixtures
- Water Recycling
- Water-Smart Landscaping

Internet Permissions

- Permit Internet distribution? No Yes
 Permit address display on Internet syndication sites? No Yes
 Permit AVM display on VOWs and IDX sites? No Yes
 Permit public customer commenting on Internet syndication sites? No Yes
 Permit listing display on GLR public facing websites and mobile apps? No Yes

Add Virtual Tour

Virtual Tour Type: 3D Tour, Drone Tour, Floor Plan, Photo Slide Show, Video, Virtual Reality (VR)

Unbranded Virtual Tour Media URL _____

Virtual Tour Type _____

Unbranded Virtual Tour Media URL _____

Virtual Tour Type _____

Branded Virtual Tour Media URL _____

Virtual Tour Type _____

Branded Virtual Tour Media URL _____

Virtual Tour Type _____

Dates and Status

*List Date

*Expiration Date

Owner(s) agree that the above information is accurate and complete to the best of the Owner's knowledge

*AGENT'S SIGNATURE

DATE

*SELLER'S SIGNATURE

DATE

*SELLER'S SIGNATURE

DATE

* Information above is believed to be accurate but not warranted