

**Listing Input Form – Property Type: COMMERCIAL LEASE**

<b>Property Subtype:</b>	<input type="checkbox"/> Retail	<input type="checkbox"/> Land	
	<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed Use	
	<input type="checkbox"/> Office	<input type="checkbox"/> Self Storage	
	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Unlisted Sold ++	
<b>County:</b>	<input type="checkbox"/> Brunswick	<input type="checkbox"/> Bladen	<input type="checkbox"/> Out of Area - SC
	<input type="checkbox"/> Columbus	<input type="checkbox"/> Out of Area	
<b>PID #:</b> _____			
<b>ADDRESS</b>			
<b>Street #</b>		<b>Modifier #</b>	
<b>Direction:</b>	<input type="checkbox"/> North	<input type="checkbox"/> East	<input type="checkbox"/> Northeast
	<input type="checkbox"/> South	<input type="checkbox"/> West	<input type="checkbox"/> Northwest
<b>Street Name:</b> _____			
<b>Suffix:</b>	<input type="checkbox"/> Avenue	<input type="checkbox"/> Highway	<input type="checkbox"/> Path
	<input type="checkbox"/> Boulevard	<input type="checkbox"/> Junction	<input type="checkbox"/> Place
	<input type="checkbox"/> Circle	<input type="checkbox"/> Lane	<input type="checkbox"/> Road
	<input type="checkbox"/> Close	<input type="checkbox"/> Parkway	<input type="checkbox"/> Row
	<input type="checkbox"/> Court	<input type="checkbox"/> Pass	<input type="checkbox"/> Square
	<input type="checkbox"/> Drive		<input type="checkbox"/> Street
<b>Post Direction:</b>	<input type="checkbox"/> North	<input type="checkbox"/> East	<input type="checkbox"/> Southeast
	<input type="checkbox"/> South	<input type="checkbox"/> West	<input type="checkbox"/> Southwest
<b>Unit #:</b> _____			
<b>City:</b> _____		<b>Zip Code:</b> _____	
<b>Expense Treatment</b>	<input type="checkbox"/> Full Service	<input type="checkbox"/> Modified	<input type="checkbox"/> NNN
<b>Sublease</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Tenant Pays</b> <small>Up to 16 entries allowed</small>	<input type="checkbox"/> Advertising		<input type="checkbox"/> Building Insurance
	<input type="checkbox"/> Cable		<input type="checkbox"/> CAM Charges
	<input type="checkbox"/> Ext. Building Maint		<input type="checkbox"/> HVAC Reports
	<input type="checkbox"/> Interior Bldg Maint		<input type="checkbox"/> Janitorial Services
	<input type="checkbox"/> Liability Insurance		<input type="checkbox"/> Pest Control
	<input type="checkbox"/> Sewer		<input type="checkbox"/> Storm Water Fee
	<input type="checkbox"/> Taxes		<input type="checkbox"/> Water
	<input type="checkbox"/> Yard Maintenance		<input type="checkbox"/> Other
<b>Landlord Pays</b> <small>Up to 16 entries allowed</small>	<input type="checkbox"/> Advertising		<input type="checkbox"/> Building Insurance
	<input type="checkbox"/> Cable		<input type="checkbox"/> CAM Charges
	<input type="checkbox"/> Ext. Building Maint		<input type="checkbox"/> HVAC Reports
	<input type="checkbox"/> Interior Bldg Maint		<input type="checkbox"/> Janitorial Services
	<input type="checkbox"/> Liability Insurance		<input type="checkbox"/> Pest Control
	<input type="checkbox"/> Sewer		<input type="checkbox"/> Storm Water Fee
	<input type="checkbox"/> Taxes		<input type="checkbox"/> Water
	<input type="checkbox"/> Yard Maintenance		<input type="checkbox"/> Other
<b># Months Lease</b>	<input type="checkbox"/> 3 Months		<input type="checkbox"/> 6 Months
	<input type="checkbox"/> 9 Months		<input type="checkbox"/> 12 Months
	<input type="checkbox"/> 24 Months		<input type="checkbox"/> Negotiable
	<input type="checkbox"/> Other/See Remarks		

<b>Date Available</b>			
<b>Lease Rate</b>			
<input type="checkbox"/> Per Month	<input type="checkbox"/> Per SF	<input type="checkbox"/> Annual	
<b>Ground Lease</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>*Publish to Internet:</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>*Publish to VOW</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>*Show Address to Public</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>*Show Comments</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>*Show AVM</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>Listing Price:</b> \$			
<b>Listing Period:</b>		<b>Listing Date:</b> / / 20	<b>Expiration Date:</b> / / 20
<b>Commission:</b> <input type="checkbox"/> \$ or <input type="checkbox"/> %		<b>Sub Agency:</b>	<b>Buyer Agency:</b>
<b>Variable Rate Commission:</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Asking Price/SF</b>			
<b>Net Lease Investment</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>Cap Rate %</b>			
%			
<b>Occupancy %</b>			
<b>Stipulation of Sale</b>			
<input type="checkbox"/> None	<input type="checkbox"/> Short Sale	<input type="checkbox"/> Potential Short Sale	<input type="checkbox"/> Lender App Short S
<input type="checkbox"/> Foreclosure	<input type="checkbox"/> Bank Owned	<input type="checkbox"/> Court Sale	
<b>Agreement Type:</b>			
<input type="checkbox"/> Exclusive Right	<input type="checkbox"/> ER-Limited Service	<input type="checkbox"/> ER-MLS Only	<input type="checkbox"/> Exclusive Right W/Reserve
<input type="checkbox"/> Exclusive Agency	<input type="checkbox"/> EA-Limited Service	<input type="checkbox"/> EA-MLS Only	<input type="checkbox"/> Exclusive Right to Lease
<input type="checkbox"/> Auction			
<b>Office ID:</b>		<b>Agent ID:</b>	
<b>Co-Office ID:</b>		<b>Co-Agent ID:</b>	
<b>Legal Description</b> (max 100 characters):			
<b>Deed Book &amp; Page:</b>			
<b>MLS Areas:</b>			
<b>LOT INFORMATION</b>			
<b>Lot Front:</b>	<b>Lot Right:</b>	<b>Irregular:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Lot Rear:</b>	<b>Lot Left:</b>		
<b>Lot Size:</b>	<input type="checkbox"/> Square Feet	<input type="checkbox"/> Acres	
<b>Lot Source:</b> (select one)	<input type="checkbox"/> Tax Data <input type="checkbox"/> Appraiser	<input type="checkbox"/> Listing Agent <input type="checkbox"/> Builder Plans <input type="checkbox"/> DEED	<input type="checkbox"/> Survey <input type="checkbox"/> Unknown <input type="checkbox"/> Plat Map <input type="checkbox"/> Other-Condo Only
<b>BUILDING INFORMATION</b>			
<b>Number Of Buildings:</b>			
<b>Number Of Units</b>			
<b>Year Built:</b>			
<b>OR</b>	<input type="checkbox"/> New Construction	<input type="checkbox"/> Unknown	
	<input type="checkbox"/> Under Construction	<input type="checkbox"/> NONE Land	
	<input type="checkbox"/> N/A Boatslip		

<b>Current Use</b>					
<b>Description of Use</b>	<input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Free Standing <input type="checkbox"/> Medical <input type="checkbox"/> Mobile <input type="checkbox"/> Residential <input type="checkbox"/> Specific Storage	<input type="checkbox"/> Auto Related <input type="checkbox"/> Condominium <input type="checkbox"/> General <input type="checkbox"/> Mfg/Assembly <input type="checkbox"/> Multi-Family <input type="checkbox"/> Restaurant/Bar <input type="checkbox"/> Unzoned	<input type="checkbox"/> Bank <input type="checkbox"/> Converted Res <input type="checkbox"/> Historic <input type="checkbox"/> Mini Storage <input type="checkbox"/> Multiple <input type="checkbox"/> Retail <input type="checkbox"/> Warehouse	<input type="checkbox"/> Business <input type="checkbox"/> Enterprise Zone <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Office <input type="checkbox"/> Shopping Center <input type="checkbox"/> Other	
<b>FINANCIAL INFORMATION</b>					
<b>Annual Association Dues \$</b>					
<b>Annual Escalation</b>	<b>\$</b>				
<b>Manufacturing Sq. Ft.</b>					
<b>Financial Info</b>	<input type="checkbox"/> Yes *		<input type="checkbox"/> NO		
<b>FINANCIAL INFO CURRENT</b>					
<b>Gross Income</b>	<b>\$</b>				
<b>Vacancy %</b>	<b>%</b>				
<b>Reimbursable Exp.</b>	<b>\$</b>				
<b>Effective Income</b>	<b>\$</b>				
<b>Non Reim Exp</b>	<b>\$</b>				
<b>Net Oper Income</b>	<b>\$</b>				
<b>FINANCIAL INFO EXPENSE</b>					
<b>Real Estate Taxes</b>	<b>\$</b>				
<b>Insurance</b>	<b>\$</b>				
<b>Management Fee</b>	<b>\$</b>				
<b>Common Area Maint</b>	<b>\$</b>				
<b>Administrative Exp</b>	<b>\$</b>				
<b>Total Expenses</b>	<b>\$</b>				
<b>SQ FOOTAGE INFORMATION</b>					
<b>Office Sq Ft.</b>					
<b>Retail Sq. Ft.</b>					
<b>Warehouse Sq. Ft.</b>					
<b>Largest Contiguous</b>					
<b>Minimum Area</b>					
<b>Maximum Area</b>					
<b>Gross Building SF</b>	<i>ENTER "0" FOR LAND LISTINGS ONLY</i>				
<b>Total Available USF</b>					
<b>Min. Divisible USF</b>					
<b>Core Factor</b>					
<b>BUILDING DETAIL</b>					
<b>Ceiling Height</b>					
<b># Parking Spaces</b>	<b>#</b>				
<b>Number of Stories</b>					
<b>Construction:</b> (up to 3 entries)	<input type="checkbox"/> Block <input type="checkbox"/> Brick Veneer <input type="checkbox"/> Precast Stone <input type="checkbox"/> Steel/Metal Skin <input type="checkbox"/> Wood Frame <input type="checkbox"/> Other/See Remarks	<input type="checkbox"/> Brick and Block <input type="checkbox"/> Masonry Steel <input type="checkbox"/> Steel and Glass <input type="checkbox"/> Stucco <input type="checkbox"/> Land			

<b>C &amp; I Features:</b> (up to 8 entries)	<input type="checkbox"/> ADA Component <input type="checkbox"/> Delivery <input type="checkbox"/> Dry Sprinkler System <input type="checkbox"/> Freight Elevator <input type="checkbox"/> Partially Fenced <input type="checkbox"/> Rail Line <input type="checkbox"/> Security Fenced <input type="checkbox"/> Truck Service <input type="checkbox"/> None <input type="checkbox"/> Land	<input type="checkbox"/> Conveyor <input type="checkbox"/> Dock High Door <input type="checkbox"/> Fixtures/Furniture <input type="checkbox"/> Loading Dock <input type="checkbox"/> Passenger Elevator <input type="checkbox"/> Roll Up Door <input type="checkbox"/> Security System <input type="checkbox"/> Wet Sprinkler System <input type="checkbox"/> Other/See Remarks
<b>Floors:</b> (up to 5 entries)	<input type="checkbox"/> Asbestos Tile <input type="checkbox"/> Carpet <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> Concrete Structural <input type="checkbox"/> Tile/Carpet <input type="checkbox"/> Vinyl/Tile <input type="checkbox"/> Other/See Remarks	<input type="checkbox"/> Brick <input type="checkbox"/> Carpet Over Wood <input type="checkbox"/> Concrete Slab/Grade <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Vinyl/Asphalt/Tile <input type="checkbox"/> Wood <input type="checkbox"/> Land
<b>Roof System:</b>	<input type="checkbox"/> Aluminum Covering <input type="checkbox"/> Built-Up <input type="checkbox"/> Concrete Deck <input type="checkbox"/> Insulated <input type="checkbox"/> Steel Joints <input type="checkbox"/> Tile/Slate <input type="checkbox"/> Wood Joists <input type="checkbox"/> Wood Trusses <input type="checkbox"/> Land	<input type="checkbox"/> Asbestos Shingle <input type="checkbox"/> Composition Shingle <input type="checkbox"/> Corrugated Steel <input type="checkbox"/> Steel Deck <input type="checkbox"/> Steel Roof Trusses <input type="checkbox"/> Wood Deck <input type="checkbox"/> Wood Rafters <input type="checkbox"/> Other/See Remarks
<b>Miscellaneous Items:</b> (up to 4 entries)	<input type="checkbox"/> 220 Volts <input type="checkbox"/> Inventory Included <input type="checkbox"/> Rec. Facilities <input type="checkbox"/> None <input type="checkbox"/> Land	<input type="checkbox"/> 440 Volts <input type="checkbox"/> Living Spc. Provided <input type="checkbox"/> Recreation Area <input type="checkbox"/> Other/See Remarks
<b>UTILITY DETAILS</b>		
<b>Heating System:</b> (up to 4 entries)	<input type="checkbox"/> Boiler <input type="checkbox"/> Circulating Hot Wtr <input type="checkbox"/> Electric Baseboard <input type="checkbox"/> Electric Ceiling <input type="checkbox"/> Floor Furnace <input type="checkbox"/> Forced Air Ducted <input type="checkbox"/> Forced Warm Air Elec <input type="checkbox"/> Forced Warm Air Gas	<input type="checkbox"/> Forced Warm Air Oil <input type="checkbox"/> Heat Pump(s) <input type="checkbox"/> No Heat <input type="checkbox"/> Office Area Only <input type="checkbox"/> Solar <input type="checkbox"/> Suspended Ceiling <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Land
<b>Cooling System:</b> (up to 4 entries)	<input type="checkbox"/> Central A/C <input type="checkbox"/> Cool Towers <input type="checkbox"/> Fans <input type="checkbox"/> Heat Pump <input type="checkbox"/> Humidity Control	<input type="checkbox"/> No A/C <input type="checkbox"/> Office Area Only <input type="checkbox"/> Window Unit(s) <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Land
<b>Existing Utilities:</b> (up to 9 entries)	<input type="checkbox"/> Community Sewer <input type="checkbox"/> Cable TV <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> High Speed Internet <input type="checkbox"/> Municipal Sewer <input type="checkbox"/> Municipal Water	<input type="checkbox"/> Community Water <input type="checkbox"/> Septic <input type="checkbox"/> Telephone <input type="checkbox"/> Well <input type="checkbox"/> None <input type="checkbox"/> Other/See Remarks



<b>Sign on Property</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>NO</b>
<b>Directions to Property</b> (max 180 characters):		
<b>Agent Only Remarks</b> (max 500 characters):		