

Listing Input Form – Property Type: COMMERCIAL

Property Subtype:	<input type="checkbox"/> Retail	<input type="checkbox"/> Land *	<input type="checkbox"/> Unlisted Sold++	<input type="checkbox"/> Industrial
	<input type="checkbox"/> Office	<input type="checkbox"/> Self Storage	<input type="checkbox"/> Multi Family	
++ If Unlisted Sold (Seller's approval must be obtained before entering) <input type="checkbox"/> Owner Apprvd See Help				
County:	<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		
PID #:				
Transaction Type:	<input checked="" type="checkbox"/> Sale			
	<input type="checkbox"/> Lease *			
* Expense Treatment	<input type="checkbox"/> Full Service	<input type="checkbox"/> Modified	<input type="checkbox"/> NNN	
* Sublease	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
* Tenant Pays	<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		
* Landlord Pays	<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		
* # Months Lease	<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			
* Date Available				
* Lease Rate	<input type="checkbox"/> Per Month	<input type="checkbox"/> Per SF		
Ground Lease	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Asking Price/SF (not for LAND)				
Net Lease Investment	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Cap Rate % (not for LAND)			Based on <input type="checkbox"/> Current <input type="checkbox"/> Potential	
Occupancy % (not for LAND)				
On Site Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Management Expense				
Buyer Contact Mgmt	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Management Phone				
NC Data Share	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
* Publish to Internet:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
* Publish to VOW	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
* Show Address to Public	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

*Show Comments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Show AVM	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stipulation of Sale	<input type="checkbox"/> None <input type="checkbox"/> Short Sale <input type="checkbox"/> Potential Short Sale <input type="checkbox"/> Land Apprvd Short S	<input type="checkbox"/> Foreclosure <input type="checkbox"/> Bank Owned <input type="checkbox"/> Court Sale
Listing Price: \$		
Listing Period:	Listing Date: / / 20	Expiration Date: / / 20
Commission: <input type="checkbox"/> \$ or <input type="checkbox"/> %	Sub Agency:	Buyer Agency:
Variable Rate Commission:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Dual Commission	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comm/ Schedule Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Add'tl Compensation (Max. 100 Character)		
Agreement Type:	<input type="checkbox"/> Auction <input type="checkbox"/> EA-MLS Only <input type="checkbox"/> ER-Limited Service <input type="checkbox"/> Exclusive Right to Lease <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Limited Service	<input type="checkbox"/> EA-Limited Service <input type="checkbox"/> Entry Only <input type="checkbox"/> ER-MLS Only <input type="checkbox"/> Exclusive Right W/Reserve <input type="checkbox"/> Exclusive Right
Sign on Property	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seller Concessions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Office ID:	Agent ID:	
Co-Office ID:	Co-Agent ID:	
Address (Street # & Modifier):		
Direction:	<input type="checkbox"/> North	<input type="checkbox"/> East
	<input type="checkbox"/> South	<input type="checkbox"/> West
	<input type="checkbox"/> Northeast	<input type="checkbox"/> Northwest
	<input type="checkbox"/> Southeast	<input type="checkbox"/> Southwest
Street Name:		
Suffix:	<input type="checkbox"/> Avenue <input type="checkbox"/> Boulevard <input type="checkbox"/> Circle <input type="checkbox"/> Close <input type="checkbox"/> Court <input type="checkbox"/> Drive	<input type="checkbox"/> Highway <input type="checkbox"/> Junction <input type="checkbox"/> Lane <input type="checkbox"/> Parkway <input type="checkbox"/> Pass
	<input type="checkbox"/> Path	<input type="checkbox"/> Place
	<input type="checkbox"/> Road	<input type="checkbox"/> Row
	<input type="checkbox"/> Square	<input type="checkbox"/> Street
	<input type="checkbox"/> Tract	<input type="checkbox"/> Trail
	<input type="checkbox"/> Way	<input type="checkbox"/> Wynd
Post Direction:	<input type="checkbox"/> North	<input type="checkbox"/> East
	<input type="checkbox"/> South	<input type="checkbox"/> West
	<input type="checkbox"/> Northeast	<input type="checkbox"/> Northwest
	<input type="checkbox"/> Southeast	<input type="checkbox"/> Southwest
Unit #:		
City:	Zip Code:	
Number Of Buildings:		
Number Of Units		
MLS Areas:		

Year Built:	OR	<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	
Annual Association Dues:			
Road Frontage: (2 entries allowed)	<input type="checkbox"/> Easement <input type="checkbox"/> Paved	<input type="checkbox"/> Private <input type="checkbox"/> Unpaved	<input type="checkbox"/> Other – See Remarks
Lot Front:	Lot Right:	Irregular:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lot Rear:	Lot Left:		
Lot Size (select):	<input type="checkbox"/> Square Feet	<input type="checkbox"/> Acres	
Lot Source: (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
Description of Use	<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
Legal Description (max 100 characters):			
Deed Book & Page:			
Lot Size/Access (If subtype Retail selected) All other subtypes-complete highlighted amenities only			
Amenity Name	Value		
Highway Access*	YES	NO	
Road Type*			
Frontage*			
Size/Shape*			
Grade*			
Current Use			
Square Feet			
Office Sq Ft.			
Retail Sq. Ft.			
Warehouse Sq. Ft.			
Manufacturing Sq. Ft.		%	
Largest Contiguous			
Minimum Area			
Maximum Area			
Lease Type			
Office Rate/Sq. Ft.			
Retail Rate/Sq Ft.			
Warehouse Rate/Sq Ft.		%	
Mnfg. Rate/Sq Ft.		%	
Average Utilities	\$		
Annual Escalation	\$		

Cam Charge	\$		
Load Factor (Max 50 Characters)			
Improve Allowance	\$		
Total Operating Exps	\$		
Ceiling Height			
# Parking Spaces	#		
Financial Info	<input type="checkbox"/> Yes *		<input type="checkbox"/> NO
Financial Info-Current*			
Amenity Name	Value		
(c) Gross Income	\$		
(c) Vacancy %			
(c) Reimbursable Exp.			
(c) Effective Income			
(c) Non Reim Exp			
(C) Net Oper Income			
Financial Info-Potential*			
Amenity Name	Value		
(P) Gross Income			
(P) Vacancy %			
(P) Reimbursable Exp			
(P) Effective Income			
(P) Non Reimb Exp			
(P) Net Oper Income			
Financial Info-Expense			
Amenity Name	Value		
Real Estate Taxes			
Insurance			
Management Fee			
Common Area Maint			
Administrative Exp			
Total Expenses			
Total SF			
Expenses Per SF			
Square Footage Avail			
Amenity Name	Value		
Gross Building SF			
Number of Stories			
Total Available USF			
Min. Divisible USF			
Core Factor			
Financing Available			
(up to 6 entries)	<input type="checkbox"/> ARM Loan	<input type="checkbox"/> USDA Rural Development	<input type="checkbox"/> Exchange
	<input type="checkbox"/> FHA	<input type="checkbox"/> Cash	
	<input type="checkbox"/> Owner Financing	<input type="checkbox"/> Conventional	
	<input type="checkbox"/> VA	<input type="checkbox"/> Other-See Remarks	

Construction: (up to 3 entries)	<input type="checkbox"/> Block <input type="checkbox"/> Brick and Block <input type="checkbox"/> Brick Veneer <input type="checkbox"/> Masonry Steel <input type="checkbox"/> Precast Stone	<input type="checkbox"/> Steel and Glass <input type="checkbox"/> Steel/Metal Skin <input type="checkbox"/> Stucco <input type="checkbox"/> Wood Frame <input type="checkbox"/> Other/See Remarks
C & I Features: (up to 8 entries)	<input type="checkbox"/> ADA Component <input type="checkbox"/> Conveyor <input type="checkbox"/> Delivery <input type="checkbox"/> Dock High Door <input type="checkbox"/> Dry Sprinkler System <input type="checkbox"/> Fixtures/Furniture <input type="checkbox"/> Freight Elevator <input type="checkbox"/> Fixtures/Furniture <input type="checkbox"/> Freight Elevator <input type="checkbox"/> Loading Dock	<input type="checkbox"/> Partially Fenced <input type="checkbox"/> Passenger Elevator <input type="checkbox"/> Rail Line <input type="checkbox"/> Roll Up Door <input type="checkbox"/> Security Fenced <input type="checkbox"/> Security System <input type="checkbox"/> Truck Service <input type="checkbox"/> Wet Sprinkler System <input type="checkbox"/> None <input type="checkbox"/> Other/See Remarks
Heating System: (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
Cooling System: (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
Existing Utilities: (up to 9 entries)	<input type="checkbox"/> Cable TV <input type="checkbox"/> Community Sewer <input type="checkbox"/> Community Water <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"/> Septic <input type="checkbox"/> Telephone <input type="checkbox"/> Well <input type="checkbox"/> None <input type="checkbox"/> Other/See Remarks
Floors: (up to 5 entries)	<input type="checkbox"/> Asbestos Tile <input type="checkbox"/> Brick <input type="checkbox"/> Carpet <input type="checkbox"/> Carpet Over Wood <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> Concrete Slab/Grade <input type="checkbox"/> Concrete Structural	<input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Tile/Carpet <input type="checkbox"/> Vinyl/Asphalt/Tile <input type="checkbox"/> Vinyl/Tile <input type="checkbox"/> Wood <input type="checkbox"/> Other/See Remarks

Roof System:	<input type="checkbox"/> Aluminum Covering <input type="checkbox"/> Asbestos Shingle <input type="checkbox"/> Built-Up <input type="checkbox"/> Composition Shingle <input type="checkbox"/> Concrete Deck <input type="checkbox"/> Corrugated Steel <input type="checkbox"/> Insulated <input type="checkbox"/> Steel Deck	<input type="checkbox"/> Steel Joints <input type="checkbox"/> Steel Roof Trusses <input type="checkbox"/> Tile/Slate <input type="checkbox"/> Wood Deck <input type="checkbox"/> Wood Joists <input type="checkbox"/> Wood Rafters <input type="checkbox"/> Wood Trusses <input type="checkbox"/> Other/See Remarks
Access: (up to 4 entries)	<input type="checkbox"/> City Street <input type="checkbox"/> County Road <input type="checkbox"/> Dirt Road <input type="checkbox"/> Easement Road <input type="checkbox"/> Gravel Road <input type="checkbox"/> Int. 10 mi. or Less	<input type="checkbox"/> Interstate Front <input type="checkbox"/> Paved Road <input type="checkbox"/> Private Road <input type="checkbox"/> State Highway <input type="checkbox"/> US Highway
Location: (up to 4 entries)	<input type="checkbox"/> Business Park <input type="checkbox"/> Central Business <input type="checkbox"/> Corner <input type="checkbox"/> Freestanding <input type="checkbox"/> Industrial Park	<input type="checkbox"/> Inside Lot <input type="checkbox"/> Office Center <input type="checkbox"/> Shopping Center <input type="checkbox"/> Strip Center <input type="checkbox"/> Other/See Remarks
Miscellaneous Items: (up to 4 entries)	<input type="checkbox"/> 220 Volts <input type="checkbox"/> 440 Volts <input type="checkbox"/> Inventory Included <input type="checkbox"/> Living Spc. Provided	<input type="checkbox"/> Rec. Facilities <input type="checkbox"/> Recreation Area <input type="checkbox"/> None <input type="checkbox"/> Other/See Remarks
Possession: (up to 1 entry)	<input type="checkbox"/> 30 Days <input type="checkbox"/> At Closing <input type="checkbox"/> Immediate <input type="checkbox"/> Landlord's with Deed	<input type="checkbox"/> Negotiable <input type="checkbox"/> Other/See Remarks <input type="checkbox"/> Tenant's Rights <input type="checkbox"/> With Deed
Required Assumption:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Showing Instructions: (up to 5 entries)	<input type="checkbox"/> Call Appt. Center <input type="checkbox"/> Builder Master Key <input type="checkbox"/> Call Listing Agent <input type="checkbox"/> Call Listing Office <input type="checkbox"/> Call On Site Office <input type="checkbox"/> Call Owner <input type="checkbox"/> Key at LO-Occupied <input type="checkbox"/> Key at LO-Vacant <input type="checkbox"/> LA Must Accompany	<input type="checkbox"/> Lock Box-Occupied <input type="checkbox"/> Lock Box-Vacant <input type="checkbox"/> No Sign <input type="checkbox"/> Pets-See Remarks <input type="checkbox"/> Restricted Days <input type="checkbox"/> Restricted Nights <input type="checkbox"/> Show Anytime <input type="checkbox"/> Other/See Remarks
Appt. Center Phone #		
Appointment & Owner Info (max 100 characters):		
Marketing Remarks (max 500 characters):		

Directions to Property (max 180 characters):
Agent Only Remarks (max 250 characters):