

# New York State Alliance of MLS's - Commercial/Industrial

Commercial/Industrial --- For Member Use Only ® Denotes a Required Field

2/23

## LOCATION INFORMATION

<input type="checkbox"/> <b>VRP</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>List Price</b>	<input type="checkbox"/> <b>County</b>	<input type="checkbox"/> <b>State</b> <input type="checkbox"/> NY - New York <input type="checkbox"/> OO - Other, Non NYS, Non McKean PA <input type="checkbox"/> OT - Other, International <input type="checkbox"/> PA - Pennsylvania	<input type="checkbox"/> <b>Street #</b>	<input type="checkbox"/> <b>Street Name</b>
<input type="checkbox"/> <b>Tax Map Number</b>	<input type="checkbox"/> <b>Area</b>	<input type="checkbox"/> <b>Town or City</b>	<input type="checkbox"/> <b>Village</b>	<input type="checkbox"/> <b>Postal City</b>	<input type="checkbox"/> <b>Zip Code</b>
<input type="checkbox"/> <b>Gross Square Footage</b>	<input type="checkbox"/> <b># of Acres</b>	<input type="checkbox"/> <b>Lot #</b>	<input type="checkbox"/> <b>Year Built</b>	<input type="checkbox"/> <b>Lot Depth</b>	<input type="checkbox"/> <b>Lot Sq. Footage</b>
<input type="checkbox"/> <b>Nearest Cross Street</b>	<input type="checkbox"/> <b>Lot Shape</b> <input type="checkbox"/> Circular <input type="checkbox"/> Flag <input type="checkbox"/> Irregular <input type="checkbox"/> Pie <input type="checkbox"/> Rectangular	<input type="checkbox"/> <b>Year Built</b>	<input type="checkbox"/> <b>Lot Frontage</b>	<input type="checkbox"/> <b>Year Built Description</b> <input type="checkbox"/> Existing <input type="checkbox"/> Existing Unknown <input type="checkbox"/> New Build <input type="checkbox"/> To Be Built <input type="checkbox"/> Under Construction (60-90 Days)	<input type="checkbox"/> <b>Pre Direction</b> <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West
<input type="checkbox"/> <b>Subdivision / Community</b>	<input type="checkbox"/> <b>Type of Sale</b> Choose up to 4 <input type="checkbox"/> Auction <input type="checkbox"/> Bank Owned / REO <input type="checkbox"/> Co-Op <input type="checkbox"/> Estate <input type="checkbox"/> HUD or Govt Owned <input type="checkbox"/> Normal <input type="checkbox"/> Relocation <input type="checkbox"/> Short Sale <input type="checkbox"/> Trust	<input type="checkbox"/> <b>On Waterfront</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>Body of Water</b> <input type="checkbox"/> Bay <input type="checkbox"/> Canal <input type="checkbox"/> Cape <input type="checkbox"/> Channel <input type="checkbox"/> Falls <input type="checkbox"/> Harbor	<input type="checkbox"/> <b>Post Direction</b> <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West	<input type="checkbox"/> <b>Street Type</b> <input type="checkbox"/> Avenue <input type="checkbox"/> Lane <input type="checkbox"/> Boulevard <input type="checkbox"/> Circle <input type="checkbox"/> Course <input type="checkbox"/> Court <input type="checkbox"/> Cove <input type="checkbox"/> Crescent <input type="checkbox"/> Crest <input type="checkbox"/> Crossing <input type="checkbox"/> Drive <input type="checkbox"/> Extension <input type="checkbox"/> Highway <input type="checkbox"/> Hollow <input type="checkbox"/> Meadow <input type="checkbox"/> Parkway <input type="checkbox"/> Place <input type="checkbox"/> Point <input type="checkbox"/> Ridge <input type="checkbox"/> Rise <input type="checkbox"/> Road <input type="checkbox"/> Run <input type="checkbox"/> Street <input type="checkbox"/> Terrace <input type="checkbox"/> Trail <input type="checkbox"/> Turnpike <input type="checkbox"/> Way
<input type="checkbox"/> <b>City Neighborhood</b>	<input type="checkbox"/> <b>Transaction Type</b> <input type="checkbox"/> Lease <input type="checkbox"/> Sell <input type="checkbox"/> Lease or Sell	<input type="checkbox"/> <b>Body of Water Name</b>	<input type="checkbox"/> <b>Water Related Features</b> <input type="checkbox"/> Beach/Water Access <input type="checkbox"/> Boat Access Only <input type="checkbox"/> Deeded Water Rights <input type="checkbox"/> Water View <input type="checkbox"/> Other-See Remarks	<input type="checkbox"/> <b>Island</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>Island Name</b>
<input type="checkbox"/> <b>School District Name</b>					
<input type="checkbox"/> <b>High School</b>					
<input type="checkbox"/> <b>Middle School</b>					
<input type="checkbox"/> <b>Elementary School</b>					

## LISTING OFFICE INFORMATION

<input type="checkbox"/> <b>Listing Agent ID</b>	<input type="checkbox"/> <b>Co-Listing Agent ID</b>	<input type="checkbox"/> <b>Lockbox Serial #</b>	<input type="checkbox"/> <b>Showing/Appt #</b>	<input type="checkbox"/> <b>Showing Instructions</b> Choose up to 4 <input type="checkbox"/> Call Agent to Register <input type="checkbox"/> Call List Agent for Showing Instructions <input type="checkbox"/> Call Owner/Tenant <input type="checkbox"/> Contingent Upon Sale of Property <input type="checkbox"/> Email List Agent <input type="checkbox"/> HUD Master Key <input type="checkbox"/> Key at Listing Office <input type="checkbox"/> Lockbox - 24 hour Access <input type="checkbox"/> Lockbox - Call First <input type="checkbox"/> Lockbox - Must Make Appt <input type="checkbox"/> Lockbox - Timed Access <input type="checkbox"/> Lockbox - Vacant <input type="checkbox"/> Online Showing Service <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Tenant Occupied <input type="checkbox"/> Text List Agent
<input type="checkbox"/> <b>Showing/Appt Description</b> <input type="checkbox"/> Agent <input type="checkbox"/> Co-List Agent <input type="checkbox"/> Appointment Service <input type="checkbox"/> Office <input type="checkbox"/> Other Remarks <input type="checkbox"/> Owner	<input type="checkbox"/> <b>Owner 1 First Name</b>	<input type="checkbox"/> <b>Middle Initial</b>	<input type="checkbox"/> <b>Owner 1 Last Name</b>	
<input type="checkbox"/> <b>Seller's Attorney Name</b>	<input type="checkbox"/> <b>Owner 2 First Name</b>	<input type="checkbox"/> <b>Middle Initial</b>	<input type="checkbox"/> <b>Owner 2 Last Name</b>	
<input type="checkbox"/> <b>Property Exclusions</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>Owner Street Address</b>	<input type="checkbox"/> <b>Owner Town or City/ State</b>	<input type="checkbox"/> <b>Owner Zip</b>	
<input type="checkbox"/> <b>List Date</b>	<input type="checkbox"/> <b>Expiration Date</b>	<input type="checkbox"/> <b>Listing Type</b> <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right to Sell	<input type="checkbox"/> <b>Service Type</b> <input type="checkbox"/> Limited Service <input type="checkbox"/> MLS Entry Only	<input type="checkbox"/> <b>Negotiation With</b> <input type="checkbox"/> Listing Broker Only <input type="checkbox"/> Owner Directly
<input type="checkbox"/> <b>Broker Agent Compensation</b>	<input type="checkbox"/> <b>Buyer Agent Compensation</b>	<input type="checkbox"/> <b>Sub Agent Compensation</b>	<input type="checkbox"/> <b>Special Conditions Apply</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Compensation Comments - up to 255 Characters

---

---

---

Private Remarks - Confidential - For Member Use Only - Enter up to 1000 characters.

---

---

---

---

Initials

**GENERAL INFORMATION**

<b>Category</b> Choose up to 5 <input type="checkbox"/> Apartments <input type="checkbox"/> Business Opportunity <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial-Heavy <input type="checkbox"/> Industrial-Light <input type="checkbox"/> Land Lease <input type="checkbox"/> Mixed Use <input type="checkbox"/> Mobile Park <input type="checkbox"/> Office <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Retail/Office	<b>Type of Building</b> Choose up to 7 <input type="checkbox"/> Automotive <input type="checkbox"/> Bar / Tavern <input type="checkbox"/> Building Trade <input type="checkbox"/> Business Services <input type="checkbox"/> Funeral <input type="checkbox"/> Grocery <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Manufacturing <input type="checkbox"/> Medical <input type="checkbox"/> Office Building <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Personal Services <input type="checkbox"/> Plaza <input type="checkbox"/> Religious <input type="checkbox"/> Residential <input type="checkbox"/> Restaurant / Food <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Shopping <input type="checkbox"/> Special Use <input type="checkbox"/> Variance <input type="checkbox"/> Warehouse <input type="checkbox"/> Wholesale	<b>Total Units</b> <input type="text"/> <b># Buildings</b> <input type="text"/> <b>Residential Square Feet</b> <input type="text"/> <b>Warehouse Square Feet</b> <input type="text"/> <b>Vacant Square Feet Description</b> <input type="text"/>	<b># Leases</b> <input type="text"/> <b>Office Square Feet</b> <input type="text"/> <b>Retail Square Feet</b> <input type="text"/> <b>Vacant Square Feet</b> <input type="text"/>	<b># Stories</b> <input type="text"/> <b>Manufacturing Square Feet</b> <input type="text"/> <b>Leased Square Feet</b> <input type="text"/> <b>Vacancy Rate</b> <input type="text"/>
--	---	---	--	--

<b># Available Parking Spaces</b> <input type="text"/>	<b>Parking Description</b> Choose up to 4 <input type="checkbox"/> Common <input type="checkbox"/> Dirt / Stone <input type="checkbox"/> Fee Parking <input type="checkbox"/> Fenced <input type="checkbox"/> Indoor <input type="checkbox"/> None <input type="checkbox"/> Off Site <input type="checkbox"/> On Site <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Surfaced	<b>Floor Description</b> Choose up to 5 <input type="checkbox"/> Carpet <input type="checkbox"/> Concrete <input type="checkbox"/> Hardwood-Some <input type="checkbox"/> Linoleum/Vinyl <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Plywood <input type="checkbox"/> Weight	<b># Sale Includes</b> Choose up to 4 <input type="checkbox"/> Building Only <input type="checkbox"/> Business Only <input type="checkbox"/> Equipment <input type="checkbox"/> Franchise <input type="checkbox"/> Inventory <input type="checkbox"/> Land and Building <input type="checkbox"/> Land Only <input type="checkbox"/> Land, Building and Business <input type="checkbox"/> Other - See Remarks	<b>Business Name</b> <input type="text"/> <b># Zoning Code</b> <input type="text"/>	<b>Business Type</b> <input type="text"/> <b>Business is Franchise</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---	--	--	--	--

<b># Zoning</b> <input type="checkbox"/> Agricultural <input type="checkbox"/> Business <input type="checkbox"/> Commercial <input type="checkbox"/> Heavy Industrial <input type="checkbox"/> Home Office Zoning <input type="checkbox"/> Industrial <input type="checkbox"/> Light Industrial <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Residential 1 unit <input type="checkbox"/> Residential 2 unit <input type="checkbox"/> Residential Multi Use <input type="checkbox"/> Restricted Business <input type="checkbox"/> Suburban Agricultural	<b>Electric Services</b> Choose up to 5 <input type="checkbox"/> 120/208V <input type="checkbox"/> 120/240V <input type="checkbox"/> 220V <input type="checkbox"/> 3 Phase <input type="checkbox"/> 440V <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Single Phase	<b># Location</b> Choose up to 4 <input type="checkbox"/> Agricultural District <input type="checkbox"/> Business District <input type="checkbox"/> Corner <input type="checkbox"/> Enterprise Zone <input type="checkbox"/> Freestanding <input type="checkbox"/> Industrial <input type="checkbox"/> On Reservation <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Preserved <input type="checkbox"/> Residential <input type="checkbox"/> Shopping Center	<b>Loading</b> Choose up to 4 <input type="checkbox"/> Assigned <input type="checkbox"/> Dock <input type="checkbox"/> Dock Leveler(s) <input type="checkbox"/> Drive In Doors <input type="checkbox"/> Enclosed Dock(s) <input type="checkbox"/> Municipal <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Railroad Siding(s)	<b>Basement Description</b> Choose up to 3 <input type="checkbox"/> Full <input type="checkbox"/> None <input type="checkbox"/> Partial <input type="checkbox"/> Rental <input type="checkbox"/> Storage	<b>Property Use</b> Choose up to 2 <input type="checkbox"/> Conforming <input type="checkbox"/> Grandfathered <input type="checkbox"/> Non-Conforming <input type="checkbox"/> Permit <input type="checkbox"/> Variance
---	---	---	---	--	---

**Public Remarks - Enter up to 1200 characters.**

---



---



---



---



---



---



---



---

**Directions to Property - Enter up to 234 characters.**

---



---



---

**LEASE INFORMATION**

<b>Sq Footage Avail for Lease</b> <input type="text"/>	<b>\$ per SqFt</b> <input type="text"/>	<b>Lease Term Remaining</b> Choose up to 4 <input type="checkbox"/> 1-2 Years <input type="checkbox"/> 3-5 Years <input type="checkbox"/> Less than 1 Year <input type="checkbox"/> Over 5 Years <input type="checkbox"/> Multiple <input type="checkbox"/> Negotiable <input type="checkbox"/> None <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Renewal <input type="checkbox"/> Right to 1st Refusal	<b>Lease SqFt Description</b> <input type="checkbox"/> Double <input type="checkbox"/> Gross <input type="checkbox"/> Net <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Triple	<b>Total Monthly Rent</b> <input type="text"/>	<b>Lease Description</b> <input type="checkbox"/> CPI (Consumer Price Index) <input type="checkbox"/> Monthly <input type="checkbox"/> Other - See Remarks <input type="checkbox"/> Per Sq Ft <input type="checkbox"/> Percent
---	--	---	---	---	---

**Tenant Pays**  
 Choose up to 14

<input type="checkbox"/> Assessments	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Association Fee	<input type="checkbox"/> Other - See Remarks
<input type="checkbox"/> Common Area Maintenance	<input type="checkbox"/> Rent
<input type="checkbox"/> Electric	<input type="checkbox"/> Security
<input type="checkbox"/> Heat	<input type="checkbox"/> Tax Escalator
<input type="checkbox"/> Insurance	<input type="checkbox"/> Taxes
<input type="checkbox"/> Janitorial Services	<input type="checkbox"/> Utilities
	<input type="checkbox"/> Water

Initials

LEASE INFORMATION CONT.

Sq Footage Avail for Lease \$ per SqFt

Tenant Pays Choose up to 14 Assessments Association Fee Common Area Maintenance Electric Heat Insurance Janitorial Services

Lease Term Remaining Choose up to 4 1-2 Years 3-5 Years Less than 1 Year Over 5 Years Multiple Negotiable None Other - See Remarks Renewal Right to 1st Refusal

Lease SqFt Description Double Gross Net Other - See Remarks Triple

Total Monthly Rent

Lease Description CPI (Consumer Price Index) Monthly Other - See Remarks Per Sq Ft Percent

Sq Footage Avail for Lease \$ per SqFt

Tenant Pays Choose up to 14 Assessments Association Fee Common Area Maintenance Electric Heat Insurance Janitorial Services

Lease Term Remaining Choose up to 4 1-2 Years 3-5 Years Less than 1 Year Over 5 Years Multiple Negotiable None Other - See Remarks Renewal Right to 1st Refusal

Lease SqFt Description Double Gross Net Other - See Remarks Triple

Total Monthly Rent

Lease Description CPI (Consumer Price Index) Monthly Other - See Remarks Per Sq Ft Percent

UTILITIES INFORMATION

HVAC Type Choose up to 9 AC-Central AC-Multi Zone AC Unit Baseboard Convection Electronic Air Filter Exhaust Forced Air Gravity Heat Pump Heat Central Hot Water

Heating Fuel Description Choose up to 8 3 Phase Coal Electric Gas Gas Available Geothermal Oil Other - See Remarks Propane Solar

Sewer / Water Choose up to 6 Detention Pond Drainage Outlet Holding Tank None Other - See Remarks Public Sewer Available Public Sewer Connected Public Water Available Public Water Connected Retention Pond Septic System Storm Sewer Well / Cistern

Boiler Type High Pressure-Steam Hot Water Boiler Low Pressure-Steam Other - See Remarks

ENERGY Equipment Oil Tank-Above Ground Oil Tank-Below Ground Oil Tank-In Basement Propane Tank-Owned Propane Tank-Leased Solar-Owned Solar-Leased Wind Turbine-Owned Wind Turbine-Leased Other None

Type of Well Drilled Driven Point Dug None Other Pipe to Lake / River Shared Shore Well Spring

Well Location

ADDITIONAL INFORMATION

Living Quarters Yes No Total # Resident Units # Studios #1 Bed #2 Bed #3 Bed # Rooms

Available Documents Choose up to 14 Aerials Boundary Data Building Plan(s) Certificate Of Occupancy Data Sheet Deed Environmental Protection Equipment List Final Plan

Seller Desires Choose up to 6 Cash Exchange Installment Leaseback Other - See Remarks Owner Will Lease Sub Lease Submit

# Docks # Truck Bays

# Employees # Years Established

# Seating Capacity

Living Quarters Description Choose up to 3 Apartment Detached Other - See Remarks Trailer

Public Transportation Choose up to 2 1 Block 1-2 Blocks 2-3 Blocks 2-3 Miles 4 Or More Miles Less Than 1 Mile Park-n-Ride

Initials

**ADDITIONAL INFORMATION CONT.**

**Seller Provides**

- Choose up to 6
- Environmental Testing
  - Lot Appraisal
  - Other - See Remarks
  - Perc Test
  - Survey
  - Well
  - Well Test

**Construction**

- Choose up to 4
- Block
  - Brick
  - Concrete
  - Fiber Cement
  - Frame
  - Masonry
  - Metal
  - Other - See Remarks
  - Precast
  - Reinforced Concrete
  - Wood

**Building Miscellaneous**

- Choose up to 14
- Air Compressor
  - Bays
  - Billboard/Roof Sign
  - Booth(s)
  - Carpet
  - Concession Stand
  - Conveyors
  - Cranes
  - Elevator - Freight
  - Elevator - Passenger
  - Extra Building
  - Floor Drain
  - Furniture/Equipment
  - Garage
  - Hazardous Storage
  - Janitorial
  - Land Lease
  - Offices
  - Pallet Storage
  - Phone/Intercom
  - Pole Sign
  - Racks
  - Ramps
  - Restroom - Office
  - Restroom - Public
  - Restroom - Shop
  - Security Service
  - Shelving
  - Shop Lockers
  - Sprinkler - Dry
  - Sprinkler - Wet
  - Stalls
  - Tools
  - Uncapped Nat Gas Well
  - Walk-Up

**® Roof Description**

- Choose up to 5
- Asphalt
  - Built-Up/Tar
  - Composition
  - Flat
  - Metal
  - Other - See Remarks
  - Rubber Membrane
  - Sawtooth
  - Shingles
  - Skylight
  - Slate/Tile
  - Sloped

**Accessibility**

- Choose up to 14
- 32 Inch Doors - some
  - Accessible/ANSI - some
  - Adaptable Home - some
  - Bath - Removable Cabinets
  - Built to ANSI standards
  - Chairlift - see Remarks
  - Elevator - ANSI standard
  - Entry Level Bedroom
  - Handicap Doors - Some
  - Kitchen - Adj Cabinets
  - No Interior Steps
  - No Step Entry
  - No Step Laundry
  - No Step Shower
  - Ramp
  - Visual Alert System
  - Wheelchair Bathroom
  - Wheelchair Hall - 4 ft plus
  - Wheelchair Kitchen

**FINANCIAL INFORMATION**

**® Possible Financing**

- Choose up to 7
- Assumable
  - Assumable with Lender Approval
  - Cash
  - Cash Only
  - Commercial
  - Conventional
  - FHA
  - Land Contract
  - Lease Option
  - Other - See Remarks
  - Owner 1st
  - Owner 2nd
  - Private
  - Rehab Loan
  - USDA
  - USDA-FSA Loan
  - VA
  - Wrap

**1st Mortgage Balance**

**2nd Mortgage/Home Equity Balance**

**Net Operating Income**

Calculated field NOI = GI - OE

**® Escrow Bank**

**® Escrow Agent**

**Gross Annual Income**

**Annual Operating Expenses**

**® Town/County Tax**

**® City/Village Tax**

**® School Tax**

**® Assessed Value**

**® Annual Special Assessment**

**® Income Expense Info**

Choose up to 5

- Estimated
- May Show Books
- None
- Projected
- Provided By Accountants
- Provided By Owner
- Tax Return

**® Operating Expenses Include**

Choose up to 14

- Accounting/Legal
- Advertising
- Electric
- Equipment Rental
- Gas/Oil
- Insurance
- Lease / Rental
- Licenses/Permits
- Management
- Other - See Remarks
- Payroll
- Pure Water
- Refuse
- Repairs/Maintenance
- Reserves For Replacement
- Sewer
- Snow Plow
- Supplies
- Utilities
- Water / Sewer
- Workers Compensation

**DISPLAY AND OCCUPANCY INFORMATION**

**® Possession**

- Choose up to 3
- After Closing
  - At Closing
  - Before Closing
  - Immediate
  - Leases
  - Negotiable
  - Other - See Remarks
  - Tenants Rights

**® Internet**

- Yes  No

**® Internet Street Address**

- Yes  No

**® Third Party Commentary/Blog**

- Yes  No

**® AVM**

- Yes  No

**Virtual Tour Link (Unbranded)** - This field most often shown on websites.

**Virtual Tour Link (Branded)**

**3-D Virtual Tour Link (Unbranded) Inside Home**

**Aerial Drone Video Link (Unbranded)**

**Ad Header** - Enter your ad headline up to 25 characters. This will be pulled by your vendor for online or print advertising, if applicable.

**Ad Copy** - Enter your ad copy up to 255 characters. This will be pulled by your vendor for online or print advertising, if applicable.

**MLS #** \_\_\_\_\_

Owner(s) has verified the above information and warrants that it is accurate to the best of his/her knowledge. The Listing Agent assumes no responsibility to anyone for the accuracy of owner's information, except as otherwise provided by law.

**Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Listing Agent** \_\_\_\_\_ **Firm** \_\_\_\_\_ **Initials**