

Commercial Lease - Non-Listed Sold

MLS Data Listing Input Form

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

Status									
*Current Status is: ☐ Closed									
Basics									
Listing Information:									
*List Price:			List Price Low:			*Parcel Number/Tax ID:			
Rent Min:		Max:		One Time Listing YN? ☐ Yes ☐ No		*Expiration Date:		Zoning Code:	
Additional Parcels? ☐ Yes ☐ No			Additional Parcels (Separated By Comma):						
Seller Consider Concessions? ☐ Yes ☐ No									
*Legal Description:									
Flood Zone Classification: ☐ A ☐ AR ☐ B, X (shaded) ☐ AE, A1-A30 ☐ A99 ☐ C, X (unshaded) ☐ AH ☐ V ☐ D ☐ AO ☐ VE, V1-V30				Flood Zone Source: ☐ FEMA ☐ Elevation Certificate ☐ LSU AG ☐ Other			Zoning Type: ☐ Agricultural ☐ Open ☐ Commercial ☐ Other ☐ Industrial ☐ Residential ☐ MultiUse ☐ See Remarks		
Parish/City/Subdivision:									
*Parish/County:				*City:					
Address Information:									
*Street #:					Str Number Ext:				
Str Direction Prefix: ☐ East ☐ North ☐ Northeast ☐ Northwest ☐ South ☐ Southeast ☐ Southwest ☐ West									
*Street Name:									
Str Suffix:		☐ Alley	☐ Cove	☐ Highway	☐ Parkway	☐ Point	☐ Terrace	☐ None	
		☐ Avenue	☐ Cut / Cutoff	☐ Interstate	☐ Pass / Bypass	☐ Rise	☐ Trace	☐ Other	
		☐ Boulevard	☐ Drive	☐ Island	☐ Pathway	☐ Road	☐ Trail		
		☐ Causeway	☐ Expressway	☐ Lane	☐ Pike	☐ Run	☐ Turnpike		
		☐ Circle	☐ Freeway	☐ Loop	☐ Place	☐ Square	☐ Walk		
		☐ Court	☐ Heights	☐ Mall	☐ Plaza	☐ Street	☐ Way		
Str Suffix Modifier:			Str Direction Suffix: ☐ E ☐ N ☐ NE ☐ NW ☐ S ☐ SE ☐ SW ☐ W						
Unit #:		*State:		*Postal Code:		Postal Code +4:		*City Limits: ☐ Yes ☐ No	
								Country:	
*Directions:									
Basic Information:									
*Property Sub Type: ☐ Agriculture ☐ High Tech-Flex ☐ Mixed Use ☐ Office ☐ Specialty ☐ Business ☐ Hotel/Motel ☐ Mobile Home ☐ Ranch ☐ Unimproved Land ☐ Farm ☐ Industrial ☐ Multi Family ☐ Retail ☐ Warehouse									
Industrial Type: ☐ High Tech/R&D ☐ Warehouse/Distribution ☐ Manufacturing ☐ Warehouse/Office				Retail Center Type: ☐ Community/Specialty ☐ Mixed Use ☐ Regional Center ☐ Grocery Anchor ☐ Power ☐ Unanchored				Investment Property? ☐ Yes ☐ No	
Office Class: ☐ A ☐ B ☐ C		Year Built:		Year Built Source: ☐ Appraiser ☐ Builder ☐ Other ☐ Assessor ☐ Estimated ☐ Public Records ☐ See Remarks ☐ Seller					
*Total Area (sf):		Living Area Source: ☐ Appraiser ☐ Estimated ☐ Public Records ☐ Assessor ☐ Other				*Lot Size Area:			
*Lot Size Type: ☐ Acres ☐ Square Feet			Leasable Area:		Residential Sqft:		Lot Size Dimensions:		
Lot Dimensions Source: ☐ Appraiser ☐ Builder ☐ GIS Calculated ☐ Other ☐ Plans ☐ See Remarks ☐ Taped ☐ Assessor ☐ Estimated ☐ Not Taped ☐ Owner ☐ Public Records ☐ Survey									
Condo Area:		Condo Area Units: ☐ Square Feet ☐ Square Meters			Industrial Sqft:		High Tech Flex Sqft:		
Office Sqft:		Retail Sqft:		Total Building NRA:			Largest Contiguous Sqft:		
Building Name:				Building Status: ☐ Demolished ☐ Land ☐ Under Construction ☐ Existing ☐ Proposed ☐ Under Renovation					
Builder Name:									
Current Use:		☐ Agricultural ☐ Horses ☐ Investment ☐ Place of Worship ☐ See Remarks ☐ Church ☐ Improved ☐ Multi-Family ☐ Recreational ☐ Storage ☐ Commercial ☐ Industrial ☐ Parking Lot ☐ Residential ☐ Unimproved							
Stories Total:		Occupancy: ☐ Available ☐ Occupied ☐ Vacant				Current use Comments:			
Sale Considered? ☐ Yes ☐ No			Total Monthly Rent:				Divisible Sqft:		
Park Name:									
Existing Lease Type: ☐ Absolute Net ☐ Full Service ☐ Industrial Gross ☐ NN ☐ Other ☐ CPI Adjustment ☐ Gross ☐ Modified Gross ☐ NNN ☐ Escalation Clause ☐ Ground Lease ☐ Net ☐ Oral									
Asset Class: ☐ Farm/Ranch ☐ Hotel/Motel ☐ Mobile Home Park ☐ Office ☐ Specialty ☐ High Tech-Flex ☐ Industrial ☐ Multi-Family ☐ Retail									

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Basic Information (continued):

Business Type:

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

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.

Exclusions:

Inclusions:

Virtual Tour URL Unbranded (NO Agent/Broker Information):

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.

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 (Agent/Broker Information):

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.

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Features

Building Details:

***Lot Features:**

- ☐ Agricultural
☐ Agricultural - Dairy
☐ Agricultural - Other
☐ Agricultural - Row/Crop
☐ Agricultural - Tree/Orchard
☐ Back Yard
☐ Corner Lot
☐ Cul-De-Sac
☐ Front Yard
☐ Garden
☐ Irregular Lot
☐ Landscaped
☐ Lawn
☐ No Landscaping
☐ On Golf Course
☐ Pasture
☐ Patio Home
☐ Paved
☐ Ranch
☐ Regular Lot
☐ Secluded
☐ Sprinkler System
☐ Sprinklers Drip System
☐ Treed Lot
☐ Utilities - Overhead
☐ Yard
☐ Zero Lot Line

Construction Materials:

- ☐ Aluminum Siding
☐ Asphalt
☐ Block
☐ Blown-In Insulation
☐ Brick
☐ Brick Veneer
☐ Cedar
☐ Cellulose Insulation
☐ Concrete
☐ Drywall Walls
☐ Fiberglass Siding
☐ Flagstone
☐ Frame
☐ Hardboard
☐ HardiPlank Type
☐ Log
☐ Log Siding
☐ Masonite
☐ Metal Siding
☐ Other
☐ Plaster

Construction Materials cont:

- ☐ Redwood Siding
☐ See Remarks
☐ Shake Siding
☐ Shingle Siding
☐ Spray Foam Insulation
☐ Steel
☐ Steel Siding
☐ Stone
☐ Stone Veneer
☐ Stucco
☐ Synthetic Stucco
☐ Unknown
☐ Vertical Siding
☐ Vinyl Siding
☐ Wood Siding

Heating:

- ☐ Baseboard
☐ Butane
☐ Central
☐ Electric
☐ ENERGY STAR Qualified Equipment
☐ Fireplace(s)
☐ Floor Furnace
☐ Forced Air
☐ Heat Pump
☐ High Efficiency
☐ Humidity Control
☐ Natural Gas
☐ None
☐ Pellet Stove
☐ Propane
☐ Radiant
☐ Solar
☐ Space Heater
☐ Wall Furnace
☐ Wood
☐ Wood Stove
☐ Window Unit(s)

Building Features:

- ☐ Elevators
☐ Living Quarters
☐ Phone System
☐ Rec Room
☐ TV System

Fence:

- ☐ Barbed Wire
☐ Block
☐ Brick
☐ Chain Link
☐ Cross Fenced
☐ Electric
☐ Invisible
☐ Livestock
☐ Masonry
☐ None
☐ Partial
☐ Privacy
☐ Redwood
☐ Security
☐ Split Rail
☐ Stone
☐ Stucco Wall
☐ Vinyl
☐ Wire
☐ Wood
☐ Wrought Iron

Cooling:

- ☐ Ceiling Fans
☐ Central Air
☐ One
☐ Electric
☐ Multi Units
☐ ENERGY STAR Qualified Equipment
☐ High Efficiency
☐ Humidity Control
☐ None
☐ SEER Rated 13-15
☐ SEER Rated 16+
☐ Wall/Window Unit(s)

Waterfront Features:

- ☐ Across the Road from Lake/Ocean
☐ Beach Access
☐ Beach Front
☐ Fishing in Community
☐ Includes Dock
☐ Lake
☐ Lake Front
☐ Lake Privileges
☐ Navigable Water
☐ Pond
☐ River Front
☐ Waterfront With Home Across Road

Roof:

- ☐ Asbestos Shingle
☐ Seal Tab
☐ Asphalt
☐ Composition
☐ Concrete
☐ Copper
☐ Flat
☐ Foam
☐ Metal
☐ Mixed
☐ None
☐ Other
☐ Ridge Vents
☐ Shake
☐ Shingle
☐ Slate
☐ Spanish Tile
☐ Stone
☐ Synthetic
☐ Tar/Gravel
☐ Tile
☐ Wood

Security Features:

- ☐ 24 Hour Security
☐ Automatic Gate
☐ Carbon Monoxide Detector(s)
☐ Card/Code Access
☐ Closed Circuit Camera(s)
☐ Fire and Smoke Detection System
☐ Fire Rated Drywall
☐ Fire Sprinkler System
☐ Firewall(s)
☐ Gated Community
☐ Security Lights
☐ Security System
☐ Smoke Detector(s)
☐ Window Bars
☐ Wired for Alarm System

Utilities

Utilities:

- ☐ Cable Available
☐ Cable Connected
☐ Cable Not Available
☐ Electricity Available
☐ Electricity Connected
☐ Electricity Not Available
☐ Natural Gas Available
☐ Natural Gas Connected
☐ Natural Gas Not Available
☐ None
☐ Other
☐ Phone Available
☐ Phone Connected
☐ Phone Not Available
☐ Propane
☐ See Remarks
☐ Sewer Available

Utilities continued:

- ☐ Sewer Connected
☐ Sewer Not Available
☐ Underground Utilities
☐ Water Available
☐ Water Connected
☐ Water Not Available

Watersource:

- ☐ Community
☐ None
☐ Other
☐ Private
☐ Public
☐ See Remarks
☐ Well

Electric:

- ☐ 220 Volts
☐ 220 Volts For Spa
☐ 220 Volts in Garage
☐ 220 Volts in Kitchen
☐ 220 Volts in Laundry
☐ 220 Volts in Workshop
☐ 220V Other - See Remarks
☐ 440 Volts
☐ Electricity - On Property
☐ Electricity - Unknown

Electricity Provided By:

- ☐ Ashley-Chicot Electric
☐ Claiborne Electric
☐ Concordia Electric
☐ Dixie Electric
☐ Northeast Louisiana Power
☐ Panola-Harrison Electric
☐ Pointe Coupee Electric
☐ South Louisiana Electric
☐ Southwest Louisiana Electric
☐ Southeastern Electric
☐ Washington-St. Tammany Electric
☐ Beauregard
☐ Cleco
☐ Entergy
☐ Jeff Davis
☐ Other

Voltage:**Amperage:****Phase:****Clearance Height Min:****Clearance Height Max:**

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Features (continued)

Garage and Parking:

Parking Total:	Uncovered Spaces:	Carport Spaces:	Parking Ratio:
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Land & Terms

Land Information:

Land Use:	☐ Industrial	☐ Mobile Home Park	☐ Multi-Family	☐ Office	☐ Other	☐ Retail
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Number of Buildings:	Topography:	Number of Units Total:	Zoning:
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Number of Units Leased:	Anchors / Co-Tenants:
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Move In:

Owner Pays:	☐ All Utilities ☐ Cable TV ☐ Electricity ☐ Exterior Maintenance ☐ Gas	☐ Grounds Care ☐ HVAC Maintenance ☐ Insurance ☐ Janitorial Service ☐ Management	☐ None ☐ Other ☐ Parking Fee ☐ Pest Control ☐ Pool Maintenance	☐ Repairs ☐ Roof ☐ Security ☐ See Remarks ☐ Sewer	☐ Snow Removal ☐ Taxes ☐ Telephone ☐ Trash Collection ☐ Water
Tenant Pays:	☐ ADA Upgrades ☐ All Utilities ☐ Association Fees ☐ Cable TV ☐ Electricity ☐ Exterior Maintenance	☐ Gas ☐ Grounds Care ☐ HVAC Maintenance ☐ Insurance ☐ Janitorial Service ☐ Management	☐ None ☐ Other ☐ Parking Fee ☐ Pest Control ☐ Pool Maintenance ☐ Repairs	☐ Roof Maintenance ☐ Security ☐ See Remarks ☐ Sewer ☐ Snow Removal ☐ Taxes	☐ Telephone ☐ Trash Collection ☐ Water

Office & MLS

Listing Information:

*Dual Variable Compensation?	☐ Yes ☐ No
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*Listing Service:	☐ Full Service ☐ Limited Service	Sign on Property?	☐ Yes ☐ No
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*Listing Agreement:	☐ Exclusive Right To Sell	☐ Exclusive Right To Lease	☐ Exclusive Right With Exception	☐ Open
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Contingency:

Contact Information:

Other Phone Description:	Other Phone Number:	Ext:
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*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	_____ Co-Agent Direct Ph	_____ Co-Agent Text Message	_____ Office Ph	
_____ Agent Direct Ph	_____ Agent Text Message	_____ Co-Agent Email	_____ Co-Agent Toll Free	_____ Other	
_____ Agent Email	_____ Agent Toll Free	_____ Co-Agent Fax	_____ Co-Agent Voice Mail		
_____ Agent Fax	_____ Agent Voice Mail	_____ Co-Agent Home Ph	_____ Offers Email		
_____ Agent Home Ph	_____ Co-Agent Cell Ph	_____ Co-Agent Pager Ph	_____ Office Fax		

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
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*Internet Consumer Comment?	☐ Yes ☐ No	*Internet Automated Valuation Display?	☐ Yes ☐ No
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*Neighborhood Market Report Seller Participant?	☐ Yes ☐ No
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Private Remarks:

List Agent/Buyer Agent Information:

*Buyer Agent MLS ID:	Buyer Team ID:
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*Co-Buyer Agent MLS ID:	Co-Buyer Team ID:
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Closing Information	
Closing Information:	
Purchase Contract:	Close Date:
Close Price:	Document Number:
Concessions Amount:	
Concessions Comments:	
Private Remarks:	
Signatures	
*Agent Signature:	Date:
*Sellers Signature:	Date:
**Broker/Participant's Signature:	Date:
*Sellers Signature:	Date: