Commercial Sale - 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:**

Additional Parcels? ☐ Yes ☐ No | **Additional Parcels (Separated By Comma):**

Seller Consider Concessions? ☐ Yes ☐ No

One Time Listing YN? ☐ Yes ☐ No | ***Expiration Date:** | **Zone Code:**

***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 ☐ Drive ☐ Loop ☐ Point ☐ Trail
☐ Avenue ☐ Expressway ☐ Mall ☐ Rise ☐ Turnpike
☐ Boulevard ☐ Freeway ☐ Parkway ☐ Road ☐ Walk
☐ Causeway ☐ Heights ☐ Pass / Bypass ☐ Run ☐ Way
☐ Circle ☐ Highway ☐ Pathway ☐ Square ☐ None
☐ Court ☐ Interstate ☐ Pike ☐ Street ☐ Other
☐ Cove ☐ Island ☐ Place ☐ Terrace
☐ Cut / Cutoff ☐ Lane ☐ Plaza ☐ Trace

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:

Ownership:

Land Lease? ☐ Yes ☐ No | ***Common Interest:** ☐ Community Apartment ☐ Condominium ☐ None ☐ Planned Development ☐ Stock Cooperative ☐ Timeshare

***Property Sub Type:**
☐ Agricultural ☐ High Tech-Flex ☐ Mixed Use ☐ Office ☐ Specialty
☐ Business ☐ Hotel/Motel ☐ Mobile Home ☐ Ranch ☐ Unimproved Land
☐ Farm ☐ Industrial ☐ Multi Familiy ☐ Retail ☐ Warehouse

Industrial Type: ☐ High Tech/R&D ☐ Manufacturing ☐ Warehouse/Distribution ☐ Warehouse/Office

Retail Center Type: ☐ Community/Specialty ☐ Grocery Anchor ☐ Mixed Use ☐ Power ☐ Regional Center ☐ Unanchored

Investment Property? ☐ Yes ☐ No | **Office Class:** ☐ A ☐ B ☐ C | **Year Built:** | ***Total Area (sf):** | ***Lot Size Area:**

Year Built Source:
☐ Appraiser ☐ Builder ☐ Other ☐ See Remarks
☐ Assessor ☐ Estimated ☐ Public Records ☐ Seller

Living Area Source:
☐ Appraiser ☐ Estimated ☐ Public Records
☐ Assessor ☐ Other

***Lot Size Source:** ☐ Appraiser ☐ Assessor ☐ Builder ☐ Estimated ☐ GIS Calculated ☐ Not Taped ☐ Other ☐ Owner ☐ Plans ☐ Public Records ☐ See Remarks ☐ Seller ☐ Survey ☐ Taped

Leasable Area Units: ☐ Square Feet ☐ Square Meters | **Residential Sqft:** | **Lot Size Dimensions:**

Lot Dimensions Source: ☐ Appraiser ☐ Assessor ☐ Builder ☐ Estimated ☐ GIS Calculated ☐ Not Taped ☐ Other ☐ Owner ☐ Plans ☐ Public Records ☐ See Remarks ☐ Seller ☐ Survey ☐ Taped

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: | **Builder Name:**

Building Status:
☐ Demolished ☐ Proposed
☐ Existing ☐ Under Construction
☐ Land ☐ Under Renovation

Current Use:
☐ Agricultural ☐ Horses ☐ Investment ☐ Place of Worship ☐ See Remarks
☐ Church ☐ Improved ☐ Multi-Family ☐ Recreational ☐ Storage
☐ Commercial ☐ Industrial ☐ Parking Lot ☐ Residential

Seller's Initials (_____)(_____) Agent/Broker/Participant's Initials (_____)(_____)

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Basic Information (continued):

Stories Total: | **Occupancy:** ☐ Available ☐ Occupied ☐ Vacant

Current use Comments:

Lease Considered? ☐ Yes ☐ No | **Total Monthly Rent:** | **Park Name:**

Special Listing Conditions: ☐ Standard ☐ Auction ☐ Bankruptcy Property ☐ Conservatorship ☐ HUD Owned ☐ In Foreclosure ☐ Notice Of Default ☐ Real Estate Owned ☐ Short Sale ☐ Third Party Approval ☐ Trust

Asset Class: ☐ Farm/Ranch ☐ High Tech-Flex ☐ Hotel/Motel ☐ Industrial ☐ Land/Unimproved ☐ Mobile Home Park ☐ Multi-Family ☐ Office ☐ Retail ☐ Specialty

Business Type:

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

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:

Business URL:

Business URL Description:

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.

Seller's Initials (_____)(_____) Agent/Broker/Participant's Initials (_____)(_____)

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Description (continued)

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.

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
- ☐ 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)

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

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)

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

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Features (continued)

Building Details:

Signage:
- Sign Freestanding
- Sign on Building

Building Features:
- Elevators
- Living Quarters
- Phone System
- Rec Room
- TV System

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

Laundry:
- Dryer Included
- Electric Dryer Hookup
- Gas & Electric Dryer Hookup
- Gas Dryer Hookup
- In Carport
- In Closet
- In Garage
- In Kitchen
- Individual Room
- Inside
- None
- Outside
- See Remarks
- Stackable
- Washer Hookup
- Washer Included

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

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

Watersource:
- Community
- None
- Other
- Private
- Public
- See Remarks
- Well

Laundry Equipment Own Lease:
- Lease
- Own

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:	

Garage and Parking

Parking Total:	Uncovered Spaces:	Carport Spaces:	Parking Ratio:

Land & Terms

Land Information:

Land Use: Industrial Mobile Home Park Multi-Family Office Other Retail

Number of Buildings:	Number of Units Leased:	Anchors / Co-Tenants:

Topography:

Zoning:

Seller's Initials (_____)(_____) Agent/Broker/Participant's Initials (_____)(_____)

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Land Information continued:

Listing Terms:

- ☐ 1031 Exchange
- ☐ Cash
- ☐ Cash To Existing Loan
- ☐ Cash to New Loan
- ☐ Contract
- ☐ Conventional
- ☐ Fannie Mae
- ☐ FHA
- ☐ FHA 203(b)
- ☐ FHA 203(k)
- ☐ Freddie Mac
- ☐ Government Loan
- ☐ Land Use Fee
- ☐ Lease Back
- ☐ Lease Option
- ☐ Lien Release
- ☐ Non-Smoking Premises
- ☐ Owner May Carry
- ☐ Owner Pay Points
- ☐ Owner Survey
- ☐ Owner Will Carry
- ☐ Private Financing Available
- ☐ Relocation Property
- ☐ Subject To Court
- ☐ Subject To Other
- ☐ Submit
- ☐ Subordinate
- ☐ Trade
- ☐ Trust Conveyance
- ☐ Trust Deed
- ☐ USDA Loan
- ☐ VA Loan
- ☐ VA No Loan
- ☐ VA No No Loan

Current Financing:

- ☐ Assumable
- ☐ Contract
- ☐ Conventional
- ☐ Existing Bonds
- ☐ Fannie Mae
- ☐ FHA
- ☐ FHA 203(b)
- ☐ FHA 203(k)
- ☐ Freddie Mac
- ☐ Government Loan
- ☐ None
- ☐ Other
- ☐ Private
- ☐ USDA
- ☐ VA
- ☐ VA No Loan
- ☐ VA No No Loan

Office & MLS

Listing Information:

***Dual Variable Compensation?** ☐ Yes ☐ No

***Listing Service:** ☐ Full Service ☐ Limited Service | **Sign on Property?** ☐ Yes ☐ No

***Listing Agreement:** ☐ Exclusive Right To Sell ☐ Exclusive Right With Exception ☐ Open

Contingency:

Contact Information:

Other Phone Description:

Other Phone Number: | **Ext:**

***Preferred Order of Contact —** Select up to 6 contact options using the numbers 1 to 6 to specify the order.

_____ Agent Cell Ph
_____ Agent Direct Ph
_____ Agent Email
_____ Agent Fax
_____ Agent Home Ph
_____ Agent Pager Ph
_____ Agent Text Message
_____ Agent Toll Free
_____ Agent Voice Mail
_____ Co-Agent Cell Ph
_____ Co-Agent Direct Ph
_____ Co-Agent Email
_____ Co-Agent Fax
_____ Co-Agent Home Ph
_____ Co-Agent Pager Ph
_____ Co-Agent Text Message
_____ Co-Agent Toll Free
_____ Co-Agent Voice Mail
_____ Offers Email
_____ Office Fax
_____ Office Ph
_____ Other

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

***Internet Consumer Comment?** ☐ Yes ☐ No | ***Internet Automated Valuation Display?** ☐ Yes ☐ No

***Neighborhood Market Report Seller Participant?** ☐ Yes ☐ No

Private Remarks:

List Agent/Buyer Agent Information:

***Buyer Agent MLS ID:** | **Buyer Team ID:**

***Co-Buyer Agent MLS ID:** | **Co-Buyer Team ID:**

Seller's Initials (_____)(_____) Agent/Broker/Participant's Initials (_____)(_____)

Commercial Sale - Non-Listed Sold MLS Data Listing Input Form

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Financial Information

General Financial Information:

Accounting Type: ☐ Actual ☐ ProForma	**Tax Annual Amount:**	
Cap Rate:	**Tax Year:**	**Tax Rate:**

Annual Expense Information:

Expense Year:	**Real Estate Tax:**	**Personal Property Amount:**	**Legal Accounting:**
Advertising:	**Insurance:**	**Electric:**	**Water/Sewer:**
Trash:	**Prof. Management:**	**Resident Manager:**	**Building:**
Maintenance:	**Supplies:**	**Other:**	**Total Expenses:**
Reserves:			

Annual Operating Information:

Gross Scheduled Income:	**Vacancy Allowance:**
Vacancy Allowance Rate:	**Laundry Income:**
Other Income:	**Effective Gross:**
Operating Expense:	**Net Operating Income:**

Unit Information

Unit Information:

# of Units in Community:	**Max Tot Area Units:** ☐ Square Feet ☐ Square Meters	**Min Total Area Units:** ☐ Square Feet ☐ Square Meters

Unit #1

# Of Units:	**#Beds:**	**#Baths:**	**Rent:**
Area:	**Area Units:** ☐ Square Feet ☐ Square Meters	**Description:**	

Unit #2

# Of Units:	**#Beds:**	**#Baths:**	**Rent:**
Area:	**Area Units:** ☐ Square Feet ☐ Square Meters	**Description:**	

Unit #3

# Of Units:	**#Beds:**	**#Baths:**	**Rent:**
Area:	**Area Units:** ☐ Square Feet ☐ Square Meters	**Description:**	

Unit #4

# Of Units:	**#Beds**	**#Baths:**	**Rent:**
Area:	**Area Units:** ☐ Square Feet ☐ Square Meters	**Description:**	

Unit #5

# Of Units:	**#Beds:**	**#Baths:**	**Rent:**
Area:	**Area Units:** ☐ Square Feet ☐ Square Meters	**Description:**	

Closing Information:

Purchase Contract:	**Close Date:**
Close Price:	**Document Number:**

Buyer Financing: ☐ Assumed ☐ Cal Vet ☐ Cash ☐ Cash to Loan ☐ Cash to New Loan ☐ Cash to Second Loan ☐ CNTR ☐ Contract ☐ Conventional ☐ Exchange/Trade ☐ FHA ☐ FHA 203(b) ☐ FHA 203(k) ☐ FHVA ☐ Other ☐ Owner Carried ☐ Private ☐ Seller Financing ☐ Trust Conveyance ☐ Trust Deed ☐ USDA ☐ VA

Concessions Amount:

Concessions Comments:

Private Remarks:

Signatures

***Agent Signature:**	**Date:**
***Sellers Signature:**	**Date:**
****Broker/Participant's Signature:**	**Date:**
***Sellers Signature:**	**Date:**

Seller's Initials (_____)(_____) Agent/Broker/Participant's Initials (_____)(_____)