COMMERCIAL LISTING INPUT SHEET

Required Fields are in Red, Bold, and Italicized Text

NEOHREX
NorthEast Ohio Real Estate Exchange

Property Address: _____

Agent Name: _____ Date Listed: / / Listing #: _____

County ***Parcel ID(APN)***

Office ID ***Agent ID*** Co-Office ID Co-Agent ID

Multiple PIN Numbers Yes ☐ No ☐

Sub Prop Type ☐ Office ☐ Flex Space ☐ Industrial ☐ Retail ☐ Special Purpose ☐ Mixed Use ☐ Other

Office Type	Industrial Type	Retail Type	Special Purp. Type
☐ Building	☐ Mfg Light	☐ Freestanding	☐ Hotel/Motel
☐ Condo	☐ Mfg Heavy	☐ Shopping Center	☐ Sports Ent.
☐ Medical	☐ Warehouse Dist.	☐ Restaurant	☐ Health care
☐ Professional		☐ Vehicle Related	☐ Bed & Breakfast
			☐ Mobile Home Park
			☐ Senior Housing

MLS Cross Reference

Street # - Modifier – Direction Street Name

Suffix Post Direction Unit # ***City***

Zip Lot # ***Area***

Subdiv./Complex

Annual Taxes $ ***List Price $*** Value Range Price $

Auction Yes ☐ No ☐ Auction Date / / Auction Start Time Auction End Time

Buyers Agent Comp

Sub Agency Comp

Other Compensation
(* required Comp. Explanation)
☐ Bonus ☐ Dual ☐ ***Graduated**
☐ ***Variable** ☐ None ☐ Other

*Compensation Explanation (60 max)

List Type
☐ Exclusive Right
☐ Reserved Prospect
☐ Exclusive Agency

Listing Date / /

Expiration Date / /

Ownership
☐ Agent ☐ Bank ☐ Builder ☐ Estate
☐ HUD ☐ RE Brokerage ☐ Principal ☐ Resident

Internet Listing Yes ☐ No ☐

Show Addr to Clients Yes ☐ No ☐

Show Addr to Public Yes ☐ No ☐

For Sale Yes ☐ No ☐ ***For Lease*** Yes ☐ No ☐

Industrial SqFt

Office SqFt Retail SqFt Resid. SqFt Warehouse SqFt SqFt Price $ Min SqFt Price $ Max Traffic Count/Day

Source	Agent	Owner	Appraiser	Public Record
App. Finished SqFt	☐	☐	☐	☐
Acres ☐ Sq Ft. ☐ Lot Size	☐	☐	☐	☐

Year Built

☐ New Constr.
☐ Under Constr.
☐ Not Verifiable

Occupant Type
☐ Owner
☐ Tenant
☐ Vacant

Current Use

Basement Yes ☐ No ☐	Roof	Miscellaneous	Freight Amenities
☐ Common ☐ Slab	☐ Asphalt/ Fiberglass ☐ Shake	☐ Abv Grnd Strg Tanks ☐ Barn/Out-Build	☐ Conveyor System
☐ Crawl Space ☐ Unfinished	☐ Rubber ☐ Slate	☐ Blw Grnd Strg Tank ☐ Carpeting	☐ Dock Leveler & Seal
☐ Finished ☐ Walk-Out	☐ Tile ☐ Wood Shingles	☐ Elevator/Passenger ☐ Fire Sprinkler Sys	☐ Elevators
☐ Full ☐ None	☐ Other ☐ Flat	☐ Furniture/Fixtr Inv. ☐ Generator	☐ Freight Elevator
☐ Partial ☐ Other	☐ Pitched	☐ Incinerator ☐ Janitorial	☐ Fuel Pumps/Tanks
Above Grnd Stories	Parking	☐ Lawn Sprinkler ☐ Locker/Shower	☐ Indoor Loading
Elevator	☐ Assigned ☐ Covered	☐ Lunchroom ☐ Meeting/Conf Rm	☐ Loading Area
☐ NA ☐ Yes ☐ No	☐ Driveway ☐ Indoor	☐ Private Restroom ☐ Public Restroom	☐ Overhead Crane
Fences	☐ Multi Level ☐ On Site/Private	☐ Security Lighting ☐ SecuritySystem	☐ Overhead Doors
☐ Chain Link ☐ Invisible Pet	☐ Outdoor ☐ Security Patrolled	☐ Sign	☐ Railroad Siding/Spur
☐ Masonry ☐ Privacy	☐ Street/Public ☐ Underground		☐ Truck/Dock(s) Load
☐ Vinyl/Plastic ☐ Wood	☐ None Total Park Spaces		☐ Water Front Loading
☐ Other			

Total # Drive In Drs	Total # Dock Drs	Ceiling Height

Drive-in Dr Max Ht

☐ 8Ft ☐ 9Ft ☐ 10FT ☐ 11Ft ☐ 12FT
☐ 13FT ☐ 14FT ☐ 15FT ☐ 16FT

Dock Dr Max Ht

☐ 8Ft ☐ 9Ft ☐ 10FT ☐ 11Ft ☐ 12FT
☐ 13FT ☐ 14FT ☐ 15FT ☐ 16FT

Ceiling Ht. Max

☐ 8Ft ☐ 9Ft ☐ 10FT ☐ 11Ft ☐ 12FT
☐ 13FT ☐ 14FT ☐ 15FT ☐ 16FT

Drive-in Dr Min Ht

☐ 8Ft ☐ 9Ft ☐ 10FT ☐ 11Ft ☐ 12FT
☐ 13FT ☐ 14FT ☐ 15FT ☐ 16FT

Dock Dr Min Ht

☐ 8Ft ☐ 9Ft ☐ 10FT ☐ 11Ft ☐ 12FT
☐ 13FT ☐ 14FT ☐ 15FT ☐ 16FT

Ceiling Ht. Min

☐ 8Ft ☐ 9Ft ☐ 10FT ☐ 11Ft ☐ 12FT
☐ 13FT ☐ 14FT ☐ 15FT ☐ 16FT

Lot Size Frontage | Lot Size Depth | Lot Dim.

Location

☐ Downtown
☐ Freestanding
☐ Historic Area
☐ industrial Park
☐ Office Park
☐ Park
☐ Public Transport
☐ Rural
☐ Shopping Mall
☐ Strip Mall
☐ Suburban
☐ Urban
☐ Other

Heating Type

☐ Baseboard
☐ Forced Air
☐ Geothermal
☐ Gravity
☐ Heat Pump
☐ Hot Water/Steam
☐ Radiant
☐ Radiators
☐ Space Heater(s)
☐ Zoned
☐ None
☐ Other

Heating Fuel

☐ Coal
☐ Dual
☐ Electric
☐ Gas
☐ Oil
☐ Propane
☐ Solar
☐ Wood
☐ None
☐ Other

Water/Sewer

☐ Private Sewer
☐ Private Water
☐ Public Sewer
☐ Public Water

Cooling Type

☐ Attic Fan
☐ Central Air
☐ Heat Pump
☐ Wall Unit(s)
☐ Window Unit(s)
☐ None
☐ Other

Terms/Conditions

☐ Build to Suit
☐ Building+ Land
☐ Building+ Leased Land
☐ Equipment-All
☐ Equipment-Part
☐ Equipment-None
☐ Furnishings-All
☐ Furnishings-Part
☐ Furnishings-None
☐ Lease Rights Include
☐ Sell As Entity
☐ Will Divide

Cost

☐ Per Month
☐ Per SqFt
☐ Other

Cost Per Month

Cost Per SqFt

Cost Per Other

Utilities Owner/Tenant Pays

	Owner	Tenant
Cable/Elec Link	☐	☐
Electric	☐	☐
Heating	☐	☐
Trash Collection	☐	☐
Sewer	☐	☐
Water	☐	☐
Pays All	☐	☐
None	☐	☐
Other	☐	☐

Financing

☐ Lease Option
☐ Land Contract
☐ Mortgage by Seller
☐ Assumable Mortgage
☐ Short Sale

Possession

☐ 30 Days or Less ☐ Time of Transfer
☐ Negotiable ☐ Other

Showing Info

☐ Call Agent ☐ Call Office
☐ Call Seller ☐ Electronic
☐ Key in Office ☐ Showing Service *
☐ Other Lockbox

* Showing Service Phone

Showing Information (max 60)

Gross Rent | Other Income | Total Gross Rent | Vacancy Allowance | Cap Rate %

Gross Rent Multiplier | Total Annual Expense | Net Oper. Income | Expense Information | Annual RE Tax

Insurance | Management | Maintenance | Heat | Electric

Sewer/Water | Trash/Rubbish | Miscellaneous | Lawn/Snow Maint. | Reserves

Add. Expense1 Amount

Add. Expense2 Amount

Add. Expense3 Amount

Add. Expense4 Amount

Add. Expense5 Amount

Add. Expense6 Amount

Directions to Property (maximum 250)

Remarks - Public/Internet (maximum 1000)

Broker Remarks (maximum 200)

Seller's Signature: _____ Date:_____

Seller's Signature: _____ Date:_____

Agent's Signature:_____ Date:_____

Information Deemed Reliable But Not Guaranteed