

# Commercial Lease

# California Regional MLS Matrix Listing Input Form

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

|   |   |                                       |   |   |  |                                      |   |   |   |
|---|---|---------------------------------------|---|---|--|--------------------------------------|---|---|---|
| <b>Status</b>   |   |                                       |   |   |  |                                      |   |   |   |
| *Listing Status: <input type="checkbox"/> Active (Property is open to offers and IS available for showings) <input type="checkbox"/> Coming Soon (Property is open to offers but is NOT available for showings)   |   |                                       |   |   |  |                                      |   |   |   |
| <b>Basics</b>   |   |                                       |   |   |  |                                      |   |   |   |
| <b>Listing Information:</b>   |   |                                       |   |   |  |                                      |   |   |   |
| List Price:   |   | List Price Low:                       |   | *Rent Min:  |  |                                      | *Rent Max:  |   |   |
| *Parcel Number Available? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |                                       |   |   | Additional Parcels? <input type="checkbox"/> Yes <input type="checkbox"/> No |                                      |   |   |   |
| *Parcel Number:   |   |                                       |   |   |  |                                      |   |   |   |
| Additional Parcels (Separated By Comma):  |   |                                       |   |   |  |                                      |   |   |   |
| County/City/Area/Tract:   |   |                                       |   |   |  |                                      |   |   |   |
| *County:  |   |                                       | *City:  |   |  | **MLS Area:                          |   |   |   |
| <b>Address Information:</b>   |   |                                       |   |   |  |                                      |   |   |   |
| *Street #:  |   |                                       |   |   | Str Number Ext:  |                                      |   |   |   |
| Str Direction Prefix: <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 |   |                                       |   |   |  |                                      |   |   |   |
| *Street Name:   |   |                                       |   |   |  |                                      |   |   |   |
| Str Suffix:   |   |                                       |   |   |  |                                      |   |   |   |
| <input type="checkbox"/> Alley  |   | <input type="checkbox"/> Drive        |   | <input type="checkbox"/> Junction   |  | <input type="checkbox"/> Pike        |   | <input type="checkbox"/> Street         |   |
| <input type="checkbox"/> Avenue   |   | <input type="checkbox"/> Expressway   |   | <input type="checkbox"/> Lane   |  | <input type="checkbox"/> Place       |   | <input type="checkbox"/> Terrace        |   |
| <input type="checkbox"/> Boulevard  |   | <input type="checkbox"/> Freeway      |   | <input type="checkbox"/> Loop   |  | <input type="checkbox"/> Plaza       |   | <input type="checkbox"/> Trace          |   |
| <input type="checkbox"/> Causeway   |   | <input type="checkbox"/> Grove        |   | <input type="checkbox"/> Mall   |  | <input type="checkbox"/> Rise        |   | <input type="checkbox"/> Trail          |   |
| <input type="checkbox"/> Circle   |   | <input type="checkbox"/> Highway      |   | <input type="checkbox"/> Parkway  |  | <input type="checkbox"/> Road        |   | <input type="checkbox"/> Turnpike       |   |
| <input type="checkbox"/> Court  |   | <input type="checkbox"/> Interstate   |   | <input type="checkbox"/> Pass / Bypass  |  | <input type="checkbox"/> Run         |   | <input type="checkbox"/> Walk           |   |
| <input type="checkbox"/> Cut / Cutoff   |   | <input type="checkbox"/> Island       |   | <input type="checkbox"/> Pathway  |  | <input type="checkbox"/> Square      |   | <input type="checkbox"/> Way            |   |
| Str Suffix Modifier:  |   |                                       | Str Direction Suffix: <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 |   |  |                                      |   |   |   |
| Unit #:   |   | *State:                               |   | *Postal Code:   |  | Postal Code +4:                      |   | Country:                                |   |
| *Directions:  |   |                                       |   |   |  |                                      |   |   |   |
| <b>Basic Information:</b>   |   |                                       |   |   |  |                                      |   |   |   |
| *Property Sub Type: <input type="checkbox"/> Mixed Use <input type="checkbox"/> High Tech-Flex <input type="checkbox"/> Unimproved Land <input type="checkbox"/> Office <input type="checkbox"/> Business   |   |                                       |   |   |  |                                      |   |   |   |
| <input type="checkbox"/> Ranch  |   | <input type="checkbox"/> Hotel/Motel  |   | <input type="checkbox"/> Mobile Home  |  | <input type="checkbox"/> Retail      |   | <input type="checkbox"/> Warehouse      |   |
| <input type="checkbox"/> Farm   |   | <input type="checkbox"/> Industrial   |   | <input type="checkbox"/> Multi Family   |  | <input type="checkbox"/> Specialty   |   | <input type="checkbox"/> Agriculture    |   |
| Industrial Type: <input type="checkbox"/> High Tech/R&D <input type="checkbox"/> Warehouse/Office   |   |                                       |   | Retail Center Type: <input type="checkbox"/> Community/Specialty <input type="checkbox"/> Power                 |  |                                      |   |   |   |
| <input type="checkbox"/> Manufacturing  |   |                                       |   | <input type="checkbox"/> Grocery Anchor <input type="checkbox"/> Regional Center                                |  |                                      |   |   |   |
| <input type="checkbox"/> Warehouse/Distribution   |   |                                       |   | <input type="checkbox"/> Mixed Use <input type="checkbox"/> Unanchored  |  |                                      |   |   |   |
| Investment Property? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |                                       | Office Class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C  |   | Year Built:  |                                      | *Building Area Total:   |   | *Lot Size Area:                         |
| Year Built Source:  |   |                                       | Living Area Source:   |   |  | Lot Size Source:                     |   |   |   |
| <input type="checkbox"/> Appraiser  | <input type="checkbox"/> Public Records | <input type="checkbox"/> Assessor     | <input type="checkbox"/> See Remarks  | <input type="checkbox"/> Builder  | <input type="checkbox"/> Seller  | <input type="checkbox"/> Estimated   | <input type="checkbox"/> Other  | <input type="checkbox"/> GIS Calculated | <input type="checkbox"/> Public Records |
| <input type="checkbox"/> Assessor   | <input type="checkbox"/> See Remarks    | <input type="checkbox"/> Builder      | <input type="checkbox"/> Seller   | <input type="checkbox"/> Estimated  | <input type="checkbox"/> Plans   | <input type="checkbox"/> Taped       | <input type="checkbox"/> Not Taped  | <input type="checkbox"/> See Remarks    | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Builder  | <input type="checkbox"/> Seller         | <input type="checkbox"/> Assessor     | <input type="checkbox"/> See Remarks  | <input type="checkbox"/> Estimated  | <input type="checkbox"/> Plans   | <input type="checkbox"/> Taped       | <input type="checkbox"/> Not Taped  | <input type="checkbox"/> See Remarks    | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Estimated  | <input type="checkbox"/> Other          | <input type="checkbox"/> Assessor     | <input type="checkbox"/> See Remarks  | <input type="checkbox"/> Assessor   | <input type="checkbox"/> Other   | <input type="checkbox"/> Assessor    | <input type="checkbox"/> Other  | <input type="checkbox"/> Assessor       | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Other  | <input type="checkbox"/> GIS Calculated | <input type="checkbox"/> Assessor     | <input type="checkbox"/> See Remarks  | <input type="checkbox"/> Assessor   | <input type="checkbox"/> Other   | <input type="checkbox"/> Assessor    | <input type="checkbox"/> Other  | <input type="checkbox"/> Assessor       | <input type="checkbox"/> Other          |
| Building Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters  |   |                                       | Leasable Area:  |   |  | High Tech Flex Sqft:                 |   |   |   |
| Residential Sqft:   |   | Office Sqft:                          |   | *Lot Size Units: <input type="checkbox"/> Acres <input type="checkbox"/> Square Feet                            |  |                                      | Largest Contiguous Sqft:  |   |   |
| Industrial Sqft:  |   | Condo Area:                           |   | Condo Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters                   |  |                                      | Retail Sqft:  |   |   |
| Total Building NRA:   |   |                                       |   | Largest Contiguous Sqft:  |  |                                      |   |   |   |
| Building Name:  |   |                                       |   |   |  |                                      |   |   |   |
| Builder Name:   |   |                                       |   |   |  |                                      |   |   |   |
| *Building Status: <input type="checkbox"/> Demolished <input type="checkbox"/> Existing <input type="checkbox"/> Land <input type="checkbox"/> Proposed <input type="checkbox"/> Under Construction <input type="checkbox"/> Under Renovation   |   |                                       |   |   |  |                                      |   |   |   |
| Current Use: <input type="checkbox"/> Agricultural <input type="checkbox"/> Horses <input type="checkbox"/> Investment <input type="checkbox"/> Recreational <input type="checkbox"/> Storage   |   |                                       |   |   |  |                                      |   |   |   |
| <input type="checkbox"/> Place of Worship   |   | <input type="checkbox"/> Improved     |   | <input type="checkbox"/> Multi-Family   |  | <input type="checkbox"/> Residential |   | <input type="checkbox"/> Unimproved     |   |
| <input type="checkbox"/> Commercial   |   | <input type="checkbox"/> Industrial   |   | <input type="checkbox"/> Parking Lot  |  | <input type="checkbox"/> See Remarks |   |   |   |
| Stories Total:  |   | Entry Level:                          |   | Occupancy: <input type="checkbox"/> Available <input type="checkbox"/> Occupied <input type="checkbox"/> Vacant |  |                                      | Sale Considered? <input type="checkbox"/> Yes <input type="checkbox"/> No |   |   |
| Current Use Comments:   |   |                                       |   |   |  |                                      |   |   |   |
| Total Monthly Rent:   |   |                                       |   |   | Divisible Sqft:  |                                      |   |   |   |
| Park Name:  |   |                                       |   |   |  |                                      |   |   |   |
| *Existing Lease Type: <input type="checkbox"/> Absolute Net <input type="checkbox"/> Full Service <input type="checkbox"/> Industrial Gross <input type="checkbox"/> NN <input type="checkbox"/> Other  |   |                                       |   |   |  |                                      |   |   |   |
| <input type="checkbox"/> CPI Adjustment   |   | <input type="checkbox"/> Gross        |   | <input type="checkbox"/> Modified Gross   |  | <input type="checkbox"/> NNN         |   |   |   |
| <input type="checkbox"/> Escalation Clause  |   | <input type="checkbox"/> Ground Lease |   | <input type="checkbox"/> Net  |  | <input type="checkbox"/> Oral        |   |   |   |

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## Ownership continued:

### Asset Class:

- |   |                                      |   |                                       |                                    |
|---|--------------------------------------|---|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Farm/Ranch     | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Land/Unimproved  | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Retail    |
| <input type="checkbox"/> High Tech-Flex | <input type="checkbox"/> Industrial  | <input type="checkbox"/> Mobile Home Park | <input type="checkbox"/> Office       | <input type="checkbox"/> Specialty |

### Business Type:

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

## 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.*

### Virtual Tour URL Unbranded 2 (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.*

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

## 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:

|   |   |   |  |
|---|---|---|--|
| <p><b>*Lot Features:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 0-1 Unit/Acre</li> <li><input type="checkbox"/> 2-5 Units/Acre</li> <li><input type="checkbox"/> 6-10 Units/Acre</li> <li><input type="checkbox"/> 11-15 Units/Acre</li> <li><input type="checkbox"/> 16-20 Units/Acre</li> <li><input type="checkbox"/> 21-25 Units/Acre</li> <li><input type="checkbox"/> 26-30 Units/Acre</li> <li><input type="checkbox"/> 31-35 Units/Acre</li> <li><input type="checkbox"/> 36-40 Units/Acre</li> <li><input type="checkbox"/> Agricultural</li> <li><input type="checkbox"/> Agricultural - Dairy</li> <li><input type="checkbox"/> Agricultural - Other</li> <li><input type="checkbox"/> Agricultural - Row/Crop</li> <li><input type="checkbox"/> Agricultural - Tree/Orchard</li> <li><input type="checkbox"/> Agricultural - Vine/Vineyard</li> <li><input type="checkbox"/> Back Yard</li> <li><input type="checkbox"/> Bluff</li> <li><input type="checkbox"/> Close to Clubhouse</li> <li><input type="checkbox"/> Corner Lot</li> <li><input type="checkbox"/> Corners Marked</li> <li><input type="checkbox"/> Cul-De-Sac</li> <li><input type="checkbox"/> Desert Back</li> <li><input type="checkbox"/> Desert Front</li> <li><input type="checkbox"/> Sloped Down</li> <li><input type="checkbox"/> Front Yard</li> <li><input type="checkbox"/> Garden</li> <li><input type="checkbox"/> Gentle Sloping</li> <li><input type="checkbox"/> Greenbelt</li> <li><input type="checkbox"/> Horse Property</li> <li><input type="checkbox"/> Horse Property Improved</li> <li><input type="checkbox"/> Horse Property Unimproved</li> <li><input type="checkbox"/> Landscaped</li> <li><input type="checkbox"/> Lawn</li> <li><input type="checkbox"/> Level with Street</li> <li><input type="checkbox"/> Lot 10000-19999 Sqft</li> <li><input type="checkbox"/> Lot 20000-39999 Sqft</li> <li><input type="checkbox"/> Lot 6500-9999</li> <li><input type="checkbox"/> Lot Over 40000 Sqft</li> <li><input type="checkbox"/> Flag Lot</li> <li><input type="checkbox"/> Irregular Lot</li> <li><input type="checkbox"/> Rectangular Lot</li> <li><input type="checkbox"/> Level</li> <li><input type="checkbox"/> Misting System</li> <li><input type="checkbox"/> Near Public Transit</li> <li><input type="checkbox"/> No Landscaping</li> <li><input type="checkbox"/> On Golf Course</li> <li><input type="checkbox"/> Over 40 Units/Acre</li> <li><input type="checkbox"/> Park Nearby</li> <li><input type="checkbox"/> Pasture</li> <li><input type="checkbox"/> Patio Home</li> </ul> | <p><b>*Lot Features continued:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paved</li> <li><input type="checkbox"/> Percolate</li> <li><input type="checkbox"/> Ranch</li> <li><input type="checkbox"/> Rocks</li> <li><input type="checkbox"/> Rolling Slope</li> <li><input type="checkbox"/> Secluded</li> <li><input type="checkbox"/> Sprinkler System</li> <li><input type="checkbox"/> Sprinklers Drip System</li> <li><input type="checkbox"/> Sprinklers In Front</li> <li><input type="checkbox"/> Sprinklers In Rear</li> <li><input type="checkbox"/> Sprinklers Manual</li> <li><input type="checkbox"/> Sprinklers None</li> <li><input type="checkbox"/> Sprinklers On Side</li> <li><input type="checkbox"/> Sprinklers Timer</li> <li><input type="checkbox"/> Steep Slope</li> <li><input type="checkbox"/> Tear Down</li> <li><input type="checkbox"/> Treed Lot</li> <li><input type="checkbox"/> Up Slope from Street</li> <li><input type="checkbox"/> Utilities - Overhead</li> <li><input type="checkbox"/> Value In Land</li> <li><input type="checkbox"/> Walkstreet</li> <li><input type="checkbox"/> Yard</li> <li><input type="checkbox"/> Zero Lot Line</li> </ul> <p><b>Construction Materials:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adobe</li> <li><input type="checkbox"/> Alcan</li> <li><input type="checkbox"/> Aluminum Siding</li> <li><input type="checkbox"/> Asbestos</li> <li><input type="checkbox"/> Asphalt</li> <li><input type="checkbox"/> Block</li> <li><input type="checkbox"/> Blown-In Insulation</li> <li><input type="checkbox"/> Board &amp; Batten Siding</li> <li><input type="checkbox"/> Brick</li> <li><input type="checkbox"/> Brick Veneer</li> <li><input type="checkbox"/> Cedar</li> <li><input type="checkbox"/> Cellulose Insulation</li> <li><input type="checkbox"/> Cement Siding</li> <li><input type="checkbox"/> Clapboard</li> <li><input type="checkbox"/> Concrete</li> <li><input type="checkbox"/> Drywall Walls</li> <li><input type="checkbox"/> Ducts Professionally Air-Sealed</li> <li><input type="checkbox"/> Fiber Cement</li> <li><input type="checkbox"/> Fiberglass Siding</li> <li><input type="checkbox"/> Flagstone</li> <li><input type="checkbox"/> Frame</li> <li><input type="checkbox"/> Glass</li> <li><input type="checkbox"/> Hardboard</li> <li><input type="checkbox"/> HardiPlank Type</li> <li><input type="checkbox"/> ICFs (Insulated Concrete Forms)</li> </ul> | <p><b>Construction Materials continued:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lap Siding</li> <li><input type="checkbox"/> Log</li> <li><input type="checkbox"/> Log Siding</li> <li><input type="checkbox"/> Masonite</li> <li><input type="checkbox"/> Metal Siding</li> <li><input type="checkbox"/> Natural Building</li> <li><input type="checkbox"/> NES Insulation Pkg</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Plaster</li> <li><input type="checkbox"/> Radiant Barrier</li> <li><input type="checkbox"/> Rammed Earth</li> <li><input type="checkbox"/> Redwood Siding</li> <li><input type="checkbox"/> See Remarks</li> <li><input type="checkbox"/> Shake Siding</li> <li><input type="checkbox"/> Shingle Siding</li> <li><input type="checkbox"/> Slump Block</li> <li><input type="checkbox"/> Spray Foam Insulation</li> <li><input type="checkbox"/> Steel</li> <li><input type="checkbox"/> Steel Siding</li> <li><input type="checkbox"/> Stone</li> <li><input type="checkbox"/> Stone Veneer</li> <li><input type="checkbox"/> Straw</li> <li><input type="checkbox"/> Stucco</li> <li><input type="checkbox"/> Synthetic Stucco</li> <li><input type="checkbox"/> TVA Insulation Pkg</li> <li><input type="checkbox"/> Unknown</li> <li><input type="checkbox"/> Vertical Siding</li> <li><input type="checkbox"/> Vinyl Siding</li> <li><input type="checkbox"/> Wood Siding</li> <li><input type="checkbox"/> Stone Veneer</li> </ul> <p><b>Roof:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Asbestos Shingle</li> <li><input type="checkbox"/> Asphalt</li> <li><input type="checkbox"/> Bahama</li> <li><input type="checkbox"/> Barrel</li> <li><input type="checkbox"/> Bitumen</li> <li><input type="checkbox"/> Bituthene</li> <li><input type="checkbox"/> Clay</li> <li><input type="checkbox"/> Common Roof</li> <li><input type="checkbox"/> Composition</li> <li><input type="checkbox"/> Concrete</li> <li><input type="checkbox"/> Copper</li> <li><input type="checkbox"/> Elastomeric</li> <li><input type="checkbox"/> Fiberglass</li> <li><input type="checkbox"/> Fire Retardant</li> <li><input type="checkbox"/> Flat</li> <li><input type="checkbox"/> Flat Tile</li> <li><input type="checkbox"/> Foam</li> </ul> | <p><b>Roof continued:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Green Roof</li> <li><input type="checkbox"/> Mansard</li> <li><input type="checkbox"/> Membrane</li> <li><input type="checkbox"/> Metal</li> <li><input type="checkbox"/> Mixed</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Reflective</li> <li><input type="checkbox"/> Ridge Vents</li> <li><input type="checkbox"/> Rolled/Hot Mop</li> <li><input type="checkbox"/> See Remarks</li> <li><input type="checkbox"/> Shake</li> <li><input type="checkbox"/> Shingle</li> <li><input type="checkbox"/> Slate</li> <li><input type="checkbox"/> Spanish Tile</li> <li><input type="checkbox"/> Stone</li> <li><input type="checkbox"/> Synthetic</li> <li><input type="checkbox"/> Tar/Gravel</li> <li><input type="checkbox"/> Tile</li> <li><input type="checkbox"/> Wood</li> </ul> <p><b>Heating:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ductless</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Central</li> <li><input type="checkbox"/> Zoned</li> <li><input type="checkbox"/> Baseboard</li> <li><input type="checkbox"/> Floor Furnace</li> <li><input type="checkbox"/> Wall Furnace</li> <li><input type="checkbox"/> Space Heater</li> <li><input type="checkbox"/> Forced Air</li> <li><input type="checkbox"/> Gravity</li> <li><input type="checkbox"/> Heat Pump</li> <li><input type="checkbox"/> Radiant</li> <li><input type="checkbox"/> Electric</li> <li><input type="checkbox"/> Natural Gas</li> <li><input type="checkbox"/> Propane</li> <li><input type="checkbox"/> Kerosene</li> <li><input type="checkbox"/> Pellet Stove</li> <li><input type="checkbox"/> Wood</li> <li><input type="checkbox"/> Oil</li> <li><input type="checkbox"/> Solar</li> <li><input type="checkbox"/> ENERGY STAR Qualified Equipment</li> <li><input type="checkbox"/> High Efficiency</li> <li><input type="checkbox"/> Combination</li> <li><input type="checkbox"/> Fireplace(s)</li> <li><input type="checkbox"/> Humidity Control</li> <li><input type="checkbox"/> Wood Stove</li> <li><input type="checkbox"/> See Remarks</li> </ul> |
|---|---|---|--|

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

| Building Details Continued:   |  |  |   |
|---|--|--|---|
| <b>Building Features:</b><br><input type="checkbox"/> Elevators<br><input type="checkbox"/> Living Quarters<br><input type="checkbox"/> Phone System<br><input type="checkbox"/> Rec Room<br><input type="checkbox"/> TV System<br><br><b>Fence:</b><br><input type="checkbox"/> None<br><input type="checkbox"/> Average Condition<br><input type="checkbox"/> Barbed Wire<br><input type="checkbox"/> Block<br><input type="checkbox"/> Brick<br><input type="checkbox"/> Chain Link<br><input type="checkbox"/> Cross Fenced<br><input type="checkbox"/> Electric<br><input type="checkbox"/> Excellent Condition<br><input type="checkbox"/> Fair Condition<br><input type="checkbox"/> Glass<br><input type="checkbox"/> Goat Type<br><input type="checkbox"/> Good Condition<br><input type="checkbox"/> Grapestake<br><input type="checkbox"/> Invisible<br><input type="checkbox"/> Livestock<br><input type="checkbox"/> Masonry<br><input type="checkbox"/> Needs Repair<br><input type="checkbox"/> New Condition<br><input type="checkbox"/> Partial<br><input type="checkbox"/> Pipe<br><input type="checkbox"/> Poor Condition<br><input type="checkbox"/> Privacy<br><input type="checkbox"/> Redwood<br><input type="checkbox"/> Security<br><input type="checkbox"/> See Remarks<br><input type="checkbox"/> Split Rail<br><input type="checkbox"/> Stone<br><input type="checkbox"/> Stucco Wall<br><input type="checkbox"/> Vinyl<br><input type="checkbox"/> Wire<br><input type="checkbox"/> Wood<br><input type="checkbox"/> Wrought Iron | <b>Cooling:</b><br><input type="checkbox"/> Ductless<br><input type="checkbox"/> None<br><input type="checkbox"/> Central Air<br><input type="checkbox"/> Dual<br><input type="checkbox"/> Zoned<br><input type="checkbox"/> Wall/Window Unit(s)<br><input type="checkbox"/> Evaporative Cooling<br><input type="checkbox"/> Heat Pump<br><input type="checkbox"/> Humidity Control<br><input type="checkbox"/> Whole House Fan<br><input type="checkbox"/> Electric<br><input type="checkbox"/> Gas<br><input type="checkbox"/> ENERGY STAR Qualified Equipment<br><input type="checkbox"/> High Efficiency<br><input type="checkbox"/> SEER Rated 13-15<br><input type="checkbox"/> SEER Rated 16+<br><input type="checkbox"/> See Remarks | <b>Security Features:</b><br><input type="checkbox"/> 24 Hour Security<br><input type="checkbox"/> Gated with Attendant<br><input type="checkbox"/> Automatic Gate<br><input type="checkbox"/> Carbon Monoxide Detector(s)<br><input type="checkbox"/> Card/Code Access<br><input type="checkbox"/> Closed Circuit Camera(s)<br><input type="checkbox"/> Fire and Smoke Detection System<br><input type="checkbox"/> Fire Rated Drywall<br><input type="checkbox"/> Fire Sprinkler System<br><input type="checkbox"/> Firewall(s)<br><input type="checkbox"/> Gated Community<br><input type="checkbox"/> Gated with Guard<br><input type="checkbox"/> Guarded<br><input type="checkbox"/> Resident Manager<br><input type="checkbox"/> Security Lights<br><input type="checkbox"/> Security System<br><input type="checkbox"/> Smoke Detector(s)<br><input type="checkbox"/> Window Bars<br><input type="checkbox"/> Wired for Alarm System | <b>Waterfront Features:</b><br><input type="checkbox"/> Across the Road from Lake/Ocean<br><input type="checkbox"/> Bay Front<br><input type="checkbox"/> Beach Access<br><input type="checkbox"/> Beach Front<br><input type="checkbox"/> Canal Front<br><input type="checkbox"/> Creek<br><input type="checkbox"/> Fishing in Community<br><input type="checkbox"/> Includes Dock<br><input type="checkbox"/> Lagoon<br><input type="checkbox"/> Lake<br><input type="checkbox"/> Lake Front<br><input type="checkbox"/> Lake Privileges<br><input type="checkbox"/> Marina in Community<br><input type="checkbox"/> Navigable Water<br><input type="checkbox"/> Ocean Access<br><input type="checkbox"/> Ocean Front<br><input type="checkbox"/> Ocean Side of Freeway<br><input type="checkbox"/> Ocean Side Of Highway 1<br><input type="checkbox"/> Pond<br><input type="checkbox"/> Reservoir in Community<br><input type="checkbox"/> River Front<br><input type="checkbox"/> Sea Front<br><input type="checkbox"/> Seawall<br><input type="checkbox"/> Stream<br><input type="checkbox"/> Waterfront With Home Across Road |
| Utilities:  |  |  |   |
| <b>Utilities:</b><br><input type="checkbox"/> None<br><input type="checkbox"/> Cable Available<br><input type="checkbox"/> Cable Connected<br><input type="checkbox"/> Cable Not Available<br><input type="checkbox"/> Electricity Available<br><input type="checkbox"/> Electricity Connected<br><input type="checkbox"/> Electricity Not Available<br><input type="checkbox"/> Natural Gas Available<br><input type="checkbox"/> Natural Gas Connected<br><input type="checkbox"/> Natural Gas Not Available<br><input type="checkbox"/> Other<br><input type="checkbox"/> Phone Available<br><input type="checkbox"/> Phone Connected<br><input type="checkbox"/> Phone Not Available<br><input type="checkbox"/> Propane<br><input type="checkbox"/> See Remarks<br><input type="checkbox"/> Sewer Available<br><input type="checkbox"/> Sewer Connected<br><input type="checkbox"/> Sewer Not Available<br><input type="checkbox"/> Underground Utilities  | <b>Utilities continued:</b><br><input type="checkbox"/> Water Available<br><input type="checkbox"/> Water Connected<br><input type="checkbox"/> Water Not Available<br><br><b>*Water Source:</b><br><input type="checkbox"/> None<br><input type="checkbox"/> Agricultural Well<br><input type="checkbox"/> Cistern<br><input type="checkbox"/> Other<br><input type="checkbox"/> Private<br><input type="checkbox"/> Public<br><input type="checkbox"/> See Remarks<br><input type="checkbox"/> Shared Well<br><input type="checkbox"/> Well  | <b>Electric:</b><br><input type="checkbox"/> 220 Volts For Spa<br><input type="checkbox"/> 220 Volts in Garage<br><input type="checkbox"/> 220 Volts in Kitchen<br><input type="checkbox"/> 220 Volts in Laundry<br><input type="checkbox"/> 220 Volts in Workshop<br><input type="checkbox"/> 220V Other - See Remarks<br><input type="checkbox"/> 220 Volts<br><input type="checkbox"/> 440 Volts<br><input type="checkbox"/> Electricity - On Bond<br><input type="checkbox"/> Electricity - On Property<br><input type="checkbox"/> Electricity - Unknown<br><input type="checkbox"/> Heavy<br><input type="checkbox"/> Photovoltaics on Grid<br><input type="checkbox"/> Photovoltaics Seller Owned<br><input type="checkbox"/> Photovoltaics Stand-Alone<br><input type="checkbox"/> Photovoltaics Third-Party Owned<br><input type="checkbox"/> Standard  |   |
| <b>Voltage:</b>   |  | <b>Amperage:</b>   |   |
| <b>Phase:</b>   |  | <b>Clearance Height Min:</b>   |   |
| <b>Clearance Height Max:</b>  |  | <b>Garage and Parking:</b>   |   |
| <b>Parking Total:</b>   | <b>Uncovered Spaces:</b>   | <b>Carport Spaces:</b>   | <b>Parking Ratio:</b>   |

# Commercial Lease

# California Regional MLS Matrix Listing Input Form

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

## Land & Terms

### Land Information:

|  |   |   |   |   |
|--|---|---|---|---|
| <b>Land Use:</b> <input type="checkbox"/> Industrial <input type="checkbox"/> Mobile Home Park <input type="checkbox"/> Multi-Family <input type="checkbox"/> Office <input type="checkbox"/> Other <input type="checkbox"/> Retail  |   |   |   |   |
| <b>Number of Buildings:</b>  |   | <b>Number of Units Total:</b>             |   | <b>Number Units Leased:</b>               |
| <b>Anchors / Co-Tenants:</b>   |   | <b>Move In:</b>                           |   | <b>Topography:</b>                        |
| <b>Lot Size Dimensions:</b>  |   | <b>Zoning:</b>                            |   |   |
| <b>Lot Dimensions Source:</b> <input type="checkbox"/> Appraiser <input type="checkbox"/> Assessor <input type="checkbox"/> Builder <input type="checkbox"/> Estimated <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Not Taped <input type="checkbox"/> Other <input type="checkbox"/> Owner <input type="checkbox"/> Plans <input type="checkbox"/> Public Records <input type="checkbox"/> See Remarks <input type="checkbox"/> Survey <input type="checkbox"/> Taped |   |   |   |   |
| <b>Owner Pays:</b>   |   |   |   |   |
| <input type="checkbox"/> None  | <input type="checkbox"/> Gas                  | <input type="checkbox"/> Management       | <input type="checkbox"/> Repairs          | <input type="checkbox"/> Snow Removal     |
| <input type="checkbox"/> All Utilities   | <input type="checkbox"/> Grounds Care         | <input type="checkbox"/> Other            | <input type="checkbox"/> Roof             | <input type="checkbox"/> Taxes            |
| <input type="checkbox"/> Cable TV  | <input type="checkbox"/> HVAC Maintenance     | <input type="checkbox"/> Parking Fee      | <input type="checkbox"/> Security         | <input type="checkbox"/> Telephone        |
| <input type="checkbox"/> Electricity   | <input type="checkbox"/> Insurance            | <input type="checkbox"/> Pest Control     | <input type="checkbox"/> See Remarks      | <input type="checkbox"/> Trash Collection |
| <input type="checkbox"/> Exterior Maintenance  | <input type="checkbox"/> Janitorial Service   | <input type="checkbox"/> Pool Maintenance | <input type="checkbox"/> Sewer            | <input type="checkbox"/> Water            |
| <b>Tenant Pays:</b>  |   |   |   |   |
| <input type="checkbox"/> None  | <input type="checkbox"/> Exterior Maintenance | <input type="checkbox"/> Management       | <input type="checkbox"/> Roof Maintenance | <input type="checkbox"/> Telephone        |
| <input type="checkbox"/> ADA Upgrades  | <input type="checkbox"/> Grounds Care         | <input type="checkbox"/> Other            | <input type="checkbox"/> Security         | <input type="checkbox"/> Trash Collection |
| <input type="checkbox"/> All Utilities   | <input type="checkbox"/> Gas                  | <input type="checkbox"/> Parking Fee      | <input type="checkbox"/> See Remarks      | <input type="checkbox"/> Water            |
| <input type="checkbox"/> Association Fees  | <input type="checkbox"/> HVAC Maintenance     | <input type="checkbox"/> Pest Control     | <input type="checkbox"/> Sewer            |   |
| <input type="checkbox"/> Cable TV  | <input type="checkbox"/> Insurance            | <input type="checkbox"/> Pool Maintenance | <input type="checkbox"/> Snow Removal     |   |
| <input type="checkbox"/> Electricity   | <input type="checkbox"/> Janitorial Service   | <input type="checkbox"/> Repairs          | <input type="checkbox"/> Taxes            |   |

## Office & MLS

### Listing Information:

|   |   |  |
|---|---|--|
| <b>*Buyer Agency Comp:</b>  | <b>*Buyer Agency Comp Type:</b> <input type="checkbox"/> \$ <input type="checkbox"/> % <input type="checkbox"/> See Remarks | <b>*Dual Variable Compensation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Buyer Agency Comp Remarks:</b>   |   |  |
| <b>*Listing Contract Date:</b>  |   | <b>*Expiration Date:</b>   |
| <b>Listing Service:</b> <input type="checkbox"/> Entry Only <input type="checkbox"/> Full Service <input type="checkbox"/> Limited Service  |   | <b>Sign on Property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| <b>**Start Showing Date (required only for Coming Soon - &lt; 21 days in the future):</b>   |   |  |
| <b>*Listing Agreement:</b> <input type="checkbox"/> Seller Reserved <input type="checkbox"/> Exclusive Right With Exception <input type="checkbox"/> Open <input type="checkbox"/> Exclusive Right To Lease <input type="checkbox"/> Net <input type="checkbox"/> Probate |   |  |

### Occupant Information:

|  |                               |                                |
|--|-------------------------------|--------------------------------|
| <b>*Showing Contact Type:</b> <input type="checkbox"/> None <input type="checkbox"/> Agent <input type="checkbox"/> Occupant <input type="checkbox"/> Other <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> See Remarks  |                               |                                |
| <b>Showing Contact Name:</b>   | <b>Showing Contact Phone:</b> | <b>Ext:</b>                    |
| <b>Occupant Information:</b>   |                               |                                |
| <b>*Occupant Type:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant  |                               |                                |
| <b>Owner Name:</b>   |                               | <b>Owner Phone:</b>            |
| <b>Showing Information:</b>  |                               |                                |
| <b>*Showing Instructions:</b>  |                               |                                |
| <b>*Lock Box Location:</b>   |                               |                                |
| <b>*Key Safe Description:</b> <input type="checkbox"/> None <input type="checkbox"/> Call Listing Office <input type="checkbox"/> Combo <input type="checkbox"/> Multacc <input type="checkbox"/> Risco <input type="checkbox"/> See Remarks <input type="checkbox"/> Seller providing Access <input type="checkbox"/> Sentrilock <input type="checkbox"/> Supra |                               |                                |
| <b>Lock Box Version:</b> <input type="checkbox"/> Supra <input type="checkbox"/> Supra BT <input type="checkbox"/> Supra BT LE   |                               | <b>Lock Box Serial Number:</b> |

### Contact Information:

|   |                          |                            |                             |
|---|--------------------------|----------------------------|-----------------------------|
| <b>Other Phone Description:</b>   |                          | <b>Other Phone Number:</b> | <b>Ext:</b>                 |
| <b>*Preferred Order of Contact: —</b> 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 |
| _____ Agent Direct Ph   | _____ Agent Text Message | _____ Co-Agent Email       | _____ Co-Agent Toll Free    |
| _____ 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            |
| _____ Office Ph   | _____ Other              |                            |                             |

# Commercial Lease

# California Regional MLS Matrix Listing Input Form

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## Office & MLS

Private Remarks:

## MLS

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

Agent information:

List Agent MLS ID:

Co-List Agent MLS ID:

List Team ID:

Co-List Team ID:

Offers Email:

Photographer MLS ID:

## BRE - Listing Agent/State License

Listing Agent information:

List Agent:

\*List Agent State License Number:

Co-Listing Agent information:

Co-List Agent:

Co-List Agent State License Number:

## Power Production

If you have one or more Power Production events planned, you may enter them here.

Power Production:  Yes  No

Power Production #1:

Power Production Type:  Photovoltaics  Wind

Power Production Size:

Power Production Year Install:

Power Production Annual:

Power Production Annual Status:  Actual  Estimated  Partially Estimated

Power Production Ownership:  Leased  Owned

Power Production #2:

Power Production Type:  Photovoltaics  Wind

Power Production Size:

Power Production Year Install:

Power Production Annual:

Power Production Annual Status:  Actual  Estimated  Partially Estimated

Power Production Ownership:  Leased  Owned

Power Production #3:

Power Production Type:  Photovoltaics  Wind

Power Production Size:

Power Production Year Install:

Power Production Annual:

Power Production Annual Status:  Actual  Estimated  Partially Estimated

Power Production Ownership:  Leased  Owned

Power Production #4:

Power Production Type:  Photovoltaics  Wind

Power Production Size:

Power Production Year Install:

Power Production Annual:

Power Production Annual Status:  Actual  Estimated  Partially Estimated

Power Production Ownership:  Leased  Owned

## Signatures

Agent Signature:

Date:

Sellers Signature:

Date:

Broker/Participant's Signature:

Date:

Sellers Signature:

Date: