



FEATURES: (R)'s denote required feature groups

**1. TYPE OF PROPERTY (R)**

1. Commercial
2. Office
3. Light Industrial/Manufacturing
4. Heavy Industrial/Manufacturing
5. Recreational
6. Warehousing
7. Religious Facility
8. Other (See REMARKS)

**2. TYPE USAGE (R)**

1. Retail
2. Wholesale
3. Office
4. Office Condo
5. Food Service
6. Auto Service
7. Mini Storage
8. Warehouse
9. Industrial
10. Medical
11. Historical
12. Franchise
13. Building Trade/Supplies
14. Special Purpose
15. Other (See REMARKS)

**3. SALE INCLUDES (R)**

1. Building and Land
2. Building Only
3. All Furnishings
4. Some Furnishings
5. No Furnishings
6. All Equipment
7. Some Equipment
8. No Equipment
9. All Appliances
10. Some Appliances
11. No Appliances
12. Franchise Rights
13. Signage
14. Business Name

**4. LOCATION (R)**

1. Corner
2. Industrial Park
3. Office Park
4. Office Building
5. Strip Center
6. Shopping Center
7. Free Standing
8. City
9. Rural
10. Other (See REMARKS)

**5. ROAD FRONTAGE (R)**

1. Interstate
2. U.S. Highway
3. State/County Road
4. City Street
5. Service Road
6. Private
7. Other (See REMARKS)

**6. PARKING FACILITY (R)**

1. Asphalt/Blacktop
2. Concrete
3. Gravel
4. Offsite/Street
5. Attached
6. Detached
7. Underground
8. Covered
9. Enclosed
10. Secured
11. Assigned
12. 1 - 15 Spaces
13. 16-30 Spaces
14. 31 - 75 Spaces
15. 76 or More Spaces

**7. TRUCK LOADING DOOR HEIGHT (R)**

1. Less than 6'
2. 6' - 8.9'
3. 9' - 12.0'
4. 13' - 15.9'
5. 21' or More

**NUMBER OF LOADING DOORS**

7. No Truck Door
8. 1 - 3 Doors
9. 4 - 6 Doors
10. 7 - 10 Doors
11. 11 or More Doors

**8. AVERAGE CEILING HEIGHT (R)**

1. Less than 8'
2. 8' - 10.9'
3. 11' - 12.9'
4. 13' - 15.9'
5. 16' - 20.9'
6. 21' - 30.9'
7. 31' - More

**9. SEATING CAPACITY**

1. 1 - 10
2. 11 - 25
3. 26 - 50
4. 51 - 75
5. 76 - 100
6. 101 - 150
7. 151 - 200
8. 201 - 299
9. 300 - 399
10. 400 - 499
11. 500 - 750
12. 751 - 1000
13. 1000 or More

**10. CONSTRUCTION (R)**

1. Brick
2. Brick/Veneer
3. Wood/Composition
4. Aluminum/Steel Siding
5. Vinyl Siding
6. Stone
7. Stucco
8. Masonry/Block
9. Shake/Shingle
10. Asbestos
11. Storm Window(s)
12. Energy Features

**(R) CONDITIONS OF IMPROVEMENTS**

13. Fair
14. Good
15. Very Good
16. Excellent
17. Needs Repair
18. Under Construction
19. Remodeled
20. Other (Call LA)

**11. ROOF (R)**

1. Build-Up
2. Composition Shingles
3. Heavy Composition
4. Metal
5. Shingle/Shake
6. Slate
7. Roll
8. Tile
9. Pitched
10. Flat
11. Other (Call LA)

**12. FOUNDATION (R)**

1. Slab
2. Conventional/Crawl Space
3. Raised
4. Partial Basement
5. Full Basement
6. Finished Basement
7. Unfinished Basement
8. Walk-Out Basement
9. Storage Area
10. Maintenance Area
11. Fallout Shelter
12. Other (Call LA)

**13. MISCELLANEOUS**

1. Security System
2. Sprinkler System
3. Conveyor(s)
4. Elevator(s)
5. Freight Elevator(s)
6. Loading Dock(s)
7. Roof Sign
8. Pole Sign
9. Fixtures
10. Furniture
11. Paneling
12. Compressor(s)
13. Fuel Pump(s)
14. Display Window(s)
15. Telephone System
16. License Included
17. Rest Rooms
18. 220 Volt Power
19. 440 Volt Power
20. Fire Sprinklers
21. Inventory Included
22. Recreation Facilities
23. Inside Storage
24. Outside Storage
25. Traffic Court Available
26. Boat Dock
27. Railroad Siding
28. Living Space Available
29. Fenced
30. Outside Lighting
31. Franchise Fee
32. Historic District

**14. RELIGIOUS AMENITIES**

1. Choir Room
2. Choir Loft
3. Kitchen
4. Nursery
5. Fellowship Hall
6. Chapel
7. Pews
8. Baptismal
9. Organ/Plano
10. Gymnasium

**15. FLOORS (R)**

1. Parquet
2. Hardwood
3. Tile
4. Vinyl
5. Partial Carpet
6. W/W Carpet
7. Other Flooring
8. Other (See REMARKS)

**16. HEATING SYSTEM (R)**

1. Central
2. Gas
3. Electric
4. Heat Pump
5. Solar
6. Hot Water/Steam
7. Floor Furnace
8. Baseboard
9. Wall Heat
10. Space Heater
11. Bottled Gas
12. Individual Systems
13. House System
14. Other (Call LA)
15. Other (See REMARKS)

**17. COOLING SYSTEM (R)**

1. Central Cooling
2. Gas Cooling
3. Electric Cooling
4. Bottle Gas Cooling
5. 1 Window Unit/Unit
6. 2+ Window Units/Unit
7. Attic Fan
8. 220 Wiring
9. None
10. Evaporative
11. Heat Pump
12. Individual Cooling
13. House Cooling
14. Other (Call LA)
15. Other (See REMARKS)

**18. HOT WATER (R)**

1. Electric Hot Water
  2. Gas Hot Water
  3. Bottle Gas Hot Water
  4. Solar Hot Water
  5. Individual System
  6. House System
- (R) WATER & SEWER**
7. Public Water
  8. Public Water Available
  9. Well
  10. Public Sewer
  11. Public Sewer Available
  12. Septic Tank
  13. Other (Call LA)
  14. Other (See REMARKS)

**19. INFORMATION AVAILABLE (R)**

1. Appraisal
2. Investment Analysis
3. Operating Expense Report Available
4. Tax Info Available
5. Information Limited
6. Corporate Approval Needed
7. Survey
8. Plat
9. Brochure
10. Leases
11. Rent Roll
12. Floor Plans
13. Notes/Deeds
14. Profit/Loss Statement
15. Other (See REMARKS)

**20. TENANT PAYS (R)**

1. All Utilities
2. Heat
3. Water/Sewer
4. Electricity
5. Outside Lighting
6. Janitorial Services
7. Common Area Maintenance
8. Trash Removal
9. Outside Repairs
10. Inside Repairs
11. Taxes
12. Fire Insurance
13. Glass Insurance
14. Liability Insurance
15. Other (See REMARKS)

**21. OPERATING EXPENSES INCLUDE**

**NOTE: Refers to Annual Operating Expenses in Key Word**

1. Accounting/Legal
2. Advising/Licenses/Permits
3. Property Insurance
4. Property Maintenance
5. Payroll
6. Taxes-Personal Property
7. Taxes/Real Estate
8. Repair & Maintenance
9. Services (ALL)
10. Supplies
12. Reserve For Replacement
13. Business Insurance
14. Janitorial Service
15. Miscellaneous

**22. POSS/LEASE (R)**

- (R) POSSESSION**
1. Possession Negotiable
  2. Possession At Closing
  3. Tenant's Rights
  4. 30 Days or Less
  5. 30 Days or More
  6. Specific Date
  7. Equitable Interest Ownership (Call LA)
- (R) Type of Lease**
8. Month to Month
  9. 1 - 5 Years
  10. 5 - 10 Years
  11. 10 or More Years
  12. Percentage Lease
  13. Lease w/Option
  14. Lease w/Escalation
  15. Other (Call LA)
  16. Other (See REMARKS)

**23. EXISTING FINANCING (R)**

1. Conventional Fixed
2. Conventional Adjustable
3. FHA/VA
4. Negative Amortization
5. Private/Owner
6. Balloon
7. 2+ Mortgages
8. Wrap Mortgage
9. Clear
10. TVA Loan
11. Land Lease
12. Graduated
13. Low Interest Government
14. Other (See REMARKS)

**24. NEW FINANCING (R)**

1. Conventional
  2. FHA/VA
  3. Assumption
  4. Wrap
  5. Cash Only
  6. Exchange
  7. Private
  8. Owner
  9. Installer Sale
- TERMS**
10. Owner Occ-Will Vacate
  11. Owner Occ-Lease Back
  12. Land Lease
  13. Participation
  14. Split Funding
  15. Other (Call LA)

**25. SHOWING INSTRUCTIONS (R)**

1. Appointment Only
2. Key Box
3. Advance Notice Required
4. Call LA
5. Vacant
6. Restricted Hours
7. LA Must Meet
8. Listing Agent to Hold Earnest Money
9. Preclude (Forbid) Showings and Direct Negotiations With the Seller

**PENDING INFORMATION:**

Pending Contract Date:

/  /   
 Month Day Year

Closing Date:  /  /   
 Month Day Year

Sale Price:

Terms of Sale:   
 (FHA, VA, Conv, Assum, Cash, Owner)

Selling Agent Code:

Co-Selling Agent Code:

Dollar Amount of Seller Contribution (Including Discount Points):

Sold Square Feet: