

# COMMERCIAL

Required data fields are **BOLD\***

General
  Doors
  Features
  Directions/Remarks/Legal
  Agent Information

**LIST PRICE\***: \$ \_\_\_\_\_ **LIST DATE\***: \_\_\_\_\_ **EXPIRATION DATE\***: \_\_\_\_\_

**SA COMM\***: \_\_\_\_\_ **BA COMM\***: \_\_\_\_\_ **VARIABLE\***: Y N **EXCEPTION\***: Y N **AUCTION**: Y N

**REO\***: Y N **SHORT SALE\***: Y N **LIMITED SERVICE\***: Y N **ELECTRONIC CONSENT\***: Y N

**LISTING CONTRACT TYPE\***: Excl Right-to-Sell  Excl Agency

**OWNER\***: \_\_\_\_\_

**STREET #\***: \_\_\_\_\_ **Street Direction**: \_\_\_\_\_ **STREET NAME**: \_\_\_\_\_

**Street Type**: \_\_\_\_\_ (Ave, Blvd, Hwy, Rd, Etc.) **Unit #**: \_\_\_\_\_ **Subdivision**: \_\_\_\_\_

**CITY\***: \_\_\_\_\_ **Twp**: \_\_\_\_\_ **COUNTY\***: \_\_\_\_\_

**STATE\***: \_\_\_\_\_ **ZIP CODE\***: \_\_\_\_\_

**TAX ID\***: \_\_\_\_\_ **Additional Tax Id#s**: \_\_\_\_\_

**TAXES\***: \$ \_\_\_\_\_ **TAX YR\***: \_\_\_\_\_ **AREA\***: \_\_\_\_\_

**SCHOOL DISTRICT\***: \_\_\_\_\_ **CITY\***: \_\_\_\_\_

**COMMERCIAL PROPERTY TYPE\***:  Bus Only  RE Only  RE w/ Bus

**ACERAGE\***: \_\_\_\_\_ **LOT SIZE**: L \_\_\_\_\_ +W \_\_\_\_\_ +L \_\_\_\_\_ +W \_\_\_\_\_

**BUILDING DIMENSIONS**: \_\_\_\_\_ **Other Buildings**: \_\_\_\_\_

**Parking Area**: \_\_\_\_\_ **Sidewall Height**: \_\_\_\_\_ **Sprinkler**: Y N **Service Amps**: \_\_\_\_\_

**3-Phase Power**  **At Buildings**:  **At Street**:  **Municipal**:  **Not Available**:

**APX FIN ABOVE GRADE\***: \_\_\_\_\_ **APX FIN BELOW GRADE\***: \_\_\_\_\_

**APPROX YEAR BUILT**:

**COMMON\***: Y N **WATERFRONT**: Y N **SEASONS\***: 3 4 **Water Front Ftg**: \_\_\_\_\_ **Lake Size**: \_\_\_\_\_

**Lake Depth**: \_\_\_\_\_ **LAKE/RIVER NAME\***: \_\_\_\_\_

**LAKE ASSOCIATION\***: Y N

**Waterfront Type**: Lake River Flowage Pond Creek Other **Slope**: Gradual Level Steep

**Road Between Waterfront**: Y N **Water View**: Lake View River View Waterfront View

**WATERFRONT ACCESS\***: Y N

**WATERFRONT ACCESS TYPE\***: Covenants Shared Exclusive Easement Owned Frontage

**CONDITION REPORT**: Y N

**Current Occupant**: \_\_\_\_\_ **Terms**: M2M M2M Tenant Owner Occupied

Tenant w/Lease  Vacant  Varied/Multi-Tenant  Yearly  Other- See Remarks

Seller Financing:  Y  N Seller Financing Remarks: \_\_\_\_\_

VOW\*:  Y  N VOW AVM\*:  Y  N VOW Blog\*:  Y  N DISPLAY ADDRESS\*:  Y  N

REALTOR.COM\*:  Y  N SYNDICATION\*:  Homes.com  Zillow  None IDX\*:  Y  N

IDX PUBLIC COMMENT\*:  Y  N VIRTUAL TOUR\*:  Y  N

VIRTUAL TOUR URL (unbranded only): \_\_\_\_\_

DOOR#: \_\_\_\_\_ LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ LOADING DOCK:  Y  N

DOOR#: \_\_\_\_\_ LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ LOADING DOCK:  Y  N

DOOR#: \_\_\_\_\_ LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ LOADING DOCK:  Y  N

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DOOR#: \_\_\_\_\_ LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ LOADING DOCK:  Y  N

DOOR#: \_\_\_\_\_ LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ LOADING DOCK:  Y  N

**Basement (Max 3)**

- Crawl Space
- Full
- Partial
- None
- Other- See Remarks

**COMMERCIAL SUB TYPE\* (Max 4)**

- Hotel/Motel
- Manufacturing
- Mftg/Warehouse
- Office
- Office/Mftg
- Office/Retail
- Office/Warehouse
- Resort/Campground
- Retail
- Retail/Warehouse
- Warehouse
- Other- See Remarks

**COOLING\* (Max 4)**

- Central
- Wall Unit
- Window
- None
- Other- See Remarks

**EXTERIOR\* (Max 4)**

- Aluminum
- Asbestos
- Asphalt
- Brick
- Cedar
- Cement
- Composite
- Hardboard
- Log
- Metal
- Permastone
- Slate
- Steel
- Stone
- Stucco
- Vinyl
- Wood
- None
- Other- See Remarks

**Interior Features (Max 8)**

- Carpeting
- Compressor
- Conveyor
- Elevator
- Fixtures
- Freight Elevator
- Furniture
- Handicap Access
- Inside Storage
- Inventory
- Restrooms
- Restrooms- Handicap
- None
- Other- See Remarks

**Exterior Features (Max 4)**

- Fuel Tank
- Lighting
- Pole Sign
- Railroad Siding
- Roof Sign
- None
- Other- See Remarks

**FUEL SOURCE\* (Max 4)**

- Electric
- Hot Water
- LP Gas
- Natural Gas
- Oil
- Radiant
- Solar
- Solar- Active
- Solar- Passive
- Steam
- Wood
- None
- Other- See Remarks

**Occupancy (Max 4)**

- At Closing
- Immediate
- Negotiable
- Tenants Rights
- Other- See Remarks

**Foundation (Max 3)**

- Block
- Poured
- Stone
- Wood
- None
- Other- See Remarks

**HEATING\* (Max 3)**

- Baseboard
- Common
- Forced Air
- Gravity
- Heat Pump
- Hot Water
- In-Floor
- Radiant
- Space Heater
- Wall Furnace
- Zoned
- None
- Other- See Remarks

**Roads (Max 4)**

- Asphalt
- Concrete
- Highway- State
- Highway- US
- Road- Country
- Road- Gravel
- Road- Private
- Road- Town
- Street-City
- None
- Other- See Remarks

**SHOWING INSTRUCTIONS\***  
**(Max 4)**

- 24 Hour Notice
- Key- At Listing Office
- Lockbox- Combination
- Lockbox- Electronic
- Lockbox- None
- Lockbox- Push Button
- Pets
- Sign- None
- Sign-On Property
- Special- See Agent Remarks
- Use ShowingTime

**ZONING\* (Max 3)**

- Agricultural
- Commercial
- Forestry
- Industrial
- PUD
- Recreational
- Residential
- Residential- Duplex
- Residential- Limited MF
- Residential- Multi Family
- Shoreline
- Unzoned
- Other- See Remarks

**Sewer**

- City Sewer
- City Sewer- In Street
- Municipal
- Other
- Private Septic
- Privy
- Septic
- Septic- Conven/Installed
- Septic- Conven/Perked
- Septic- Hldgtank/Installed
- Septic- Hldgtank/Perked
- Septic Holding Tank
- Septic- Installed
- Septic- Mound
- Septic- Mound/Installed
- Septic- Mound/Perked
- Shared Septic
- None
- Other- See Remarks

**Waterfront Elevation Steps**

- Elevation Low 0-15
- Elevation Medium 16-35
- Elevation High 35+

**Water**

- Cistern
- City Water
- Municipal
- Private Well
- Shared Well
- Well
- Well- Common
- Well- Drilled
- Well- Driven
- Well- Sandpoint
- None
- Other
- Other- See Remarks

**Internet Options**

- Cable
- DSL
- Satellite
- Fiber Optic

**ADA Compliant**

- Bath Modification
- Door Levers
- Elevator
- Emergency Intercom
- Entry
- Handicap Access
- Handicap Convertible
- Kitchen Modification
- Level
- Other Bath Modification
- Ramped Main Level
- Roll-In Shower
- Wheelchair
- Wide Doorways
- Wide Hallways

**DIRECTIONS\*:** (250 max characters allowed)

Agent Remarks- NOT for Public Use: (250 max characters allowed)

Secure Showing Instructions- appears only in ShowingTime (500 max characters allowed)

Public Remarks- Will appear on IDX, MLS approved public sites (1000 max characters allowed)

Legal Description (150 max characters allowed)

Listing in Other MLSs:  Y  N

Other MLS Listing #s: \_\_\_\_\_  
(separate multiple numbers by commas)

**ML # (auto-assigned):** \_\_\_\_\_

**LIST AGENT\*:** \_\_\_\_\_

**LIST OFFICE\*:** \_\_\_\_\_

**NOTE:**

**Status:** all listings entered into Matrix are entered as Active listings; any other status must be changed in maintenance.

**ML#:** Matrix auto-assigns an ML# to complete and incomplete listing data. Images and attachments can be uploaded to incomplete listings.