



# NEOHREX COMMERCIAL LISTING INPUT SHEET

Required Fields are in Red, Bold, and Italicized Text



Address: \_\_\_\_\_ MLS #: \_\_\_\_\_

**Agt ID:** \_\_\_\_\_ **Name:** \_\_\_\_\_ Co ID: \_\_\_\_\_ Co Name: \_\_\_\_\_

**Agent Info** **County** \_\_\_\_\_ **County:** \_\_\_\_\_

### Showing Info

Showing Instruction			Showing Service Phone: _____
<input type="checkbox"/> Call Agent	<input type="checkbox"/> Key in Office	<input type="checkbox"/> Use Showing	Showing Information: _____ (100 characters max)
<input type="checkbox"/> Call Office	<input type="checkbox"/> Other Lockbox	Time Link	
<input type="checkbox"/> Call Seller	<input type="checkbox"/> Show Service		
<input type="checkbox"/> E-Box	<input type="checkbox"/> Use CSS Link		

### Compensation

<b>Listing Type</b>		<b>Limited Service Buyers Broker Compensation</b>
<input type="checkbox"/> Comp Only	<input type="checkbox"/> Exclusive Right	<input type="checkbox"/> Yes
<input type="checkbox"/> Exclusive Agcy	<input type="checkbox"/> Resvd Prospect	<input type="checkbox"/> No

<b>Other Compensation</b>		Compensation Explanation _____
<input type="checkbox"/> Bonus	<input type="checkbox"/> None	
<input type="checkbox"/> Dual	<input type="checkbox"/> Other	
<input type="checkbox"/> Graduated	<input type="checkbox"/> Variable	

When selecting Graduated, Variable and/or Other as a choice in the "Other Compensation" field, please enter a complete explanation of the choice(s) in the "Compensation Explanation" field.

### General Info

**Primary Parcel ID:** \_\_\_\_\_ **MLS Cross Reference:** \_\_\_\_\_

**Street Number:** \_\_\_\_\_ **Modifier:** \_\_\_\_\_ **Pre Dir:** \_\_\_\_\_ **Street Name:** \_\_\_\_\_

Street Type \_\_\_\_\_ Post Dir: \_\_\_\_\_ Unit #: \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ +4

**State:** \_\_\_\_\_ Subdivision/Complex \_\_\_\_\_ Township \_\_\_\_\_

**Area:** \_\_\_\_\_ **School District:** \_\_\_\_\_ Map Coord. \_\_\_\_\_ (Ex. CUY22B3)

Lot #: _____	<b>Internet Listing</b>	Show Addr. to Client	Show Addr. to Public
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Listing Information

Short Sale Y/N <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Listing Date:</b> _____	<b>Expiration Date:</b> _____	<b>List Price:</b> _____	<b>Transaction Type</b>
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<b>Online Bidding Y/N</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Online Bidding Website _____	<input type="checkbox"/> For Lease <input type="checkbox"/> For Sale <input type="checkbox"/> Both
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<b>Auction Y/N</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Auction Date: _____	Auc. Start Time: _____	Auc. End Time: _____
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SqFt Price \$ Min: \_\_\_\_\_ SqFt Price \$ Max: \_\_\_\_\_ Current Use: \_\_\_\_\_

<b>Terms/Conditions</b>					
<input type="checkbox"/> Bldg+ Lsd Land	<input type="checkbox"/> Building+ Land	<input type="checkbox"/> Equip-None	<input type="checkbox"/> Furnish-All	<input type="checkbox"/> Furnish-Part	<input type="checkbox"/> Sell As Ent
<input type="checkbox"/> Build to Suit	<input type="checkbox"/> Equip-All	<input type="checkbox"/> Equip-Part	<input type="checkbox"/> Furnish-No	<input type="checkbox"/> Lse. Right Inc	<input type="checkbox"/> Will Divide

### Loan & Tax Information

<b>Possession</b>		<b>Ownership</b>			<b>Occupant Type</b>	
<input type="checkbox"/> 30 Days or Less	<input type="checkbox"/> Other	<input type="checkbox"/> Agent	<input type="checkbox"/> Builder	<input type="checkbox"/> HUD	<input type="checkbox"/> RE Brokerage	<input type="checkbox"/> Owner <input type="checkbox"/> Vacant
<input type="checkbox"/> Negotiable	<input type="checkbox"/> Time of Trans	<input type="checkbox"/> Bank	<input type="checkbox"/> Estate	<input type="checkbox"/> Principal/NR	<input type="checkbox"/> Resident	<input type="checkbox"/> Tenant

<b>Annual Taxes:</b> _____	<b>Assessments</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Homestead Exemp.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Financing</b>			
			<input type="checkbox"/> Assum. Mort	<input type="checkbox"/> Convention.	<input type="checkbox"/> FHA/VA	<input type="checkbox"/> Lease Option
			<input type="checkbox"/> Cash	<input type="checkbox"/> Exch/Trade	<input type="checkbox"/> Land Contract	<input type="checkbox"/> Mort. by Sell

Legal Desc.: \_\_\_\_\_

Parcel ID #2 \_\_\_\_\_ Parcel ID #3 \_\_\_\_\_

Parcel ID #4 \_\_\_\_\_ Parcel ID #5 \_\_\_\_\_

**Features**

**Property Information**

<b>Property Subtype</b>		# Build	Year Built:	<b>Year Built Exception</b>			Abv Grnd Stories	
<input type="checkbox"/> Apartment	<input type="checkbox"/> Office			<input type="checkbox"/> Actual YBT	<input type="checkbox"/> Not Verifiable	<input type="checkbox"/> Under Const.		
<input type="checkbox"/> Flex Space	<input type="checkbox"/> Other			<input type="checkbox"/> New Const.	<input type="checkbox"/> To Be Built			
<input type="checkbox"/> Industrial	<input type="checkbox"/> Retail							
<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Spec. Purp.							
		<b>Bsmt.</b>	<b>Apartment Type</b>		<b>Office Type</b>		<b>Industrial Type</b>	
		<input type="checkbox"/> Yes	<input type="checkbox"/> Apt Only	<input type="checkbox"/> Apt/Retail	<input type="checkbox"/> Building	<input type="checkbox"/> Medical	<input type="checkbox"/> Mfg Hvy	<input type="checkbox"/> Whse.
		<input type="checkbox"/> No	<input type="checkbox"/> Apt/Other		<input type="checkbox"/> Condo	<input type="checkbox"/> Profess.	<input type="checkbox"/> Mfg Light	<input type="checkbox"/> Dist.
<b>Retail Type</b>	<b>Special Purp. Type</b>		<b>Other</b>		Resid. SqFt	Office SqFt	Indust. SqFt	
<input type="checkbox"/> Free Stand	<input type="checkbox"/> Bed/Brkfst	<input type="checkbox"/> Other	<input type="checkbox"/> Bus. w/Lease					
<input type="checkbox"/> Restaurant	<input type="checkbox"/> HealthCare	<input type="checkbox"/> Snr Housing	<input type="checkbox"/> Bus. w/Prop		Retail SqFt	Whse SqFt	Traffic Cnt/Day	
<input type="checkbox"/> Shop Ctr	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Sport Ent.	<input type="checkbox"/> Invest. Port.					
<input type="checkbox"/> Veh. Rltd.	<input type="checkbox"/> Mbl.Home		<input type="checkbox"/> Misc.					
Lot Size in Acres	<b>Lot Size Source</b>		Lot Size Front	Lot Size Depth	Lot Dimensions	Approx Sq Ft		
	<input type="checkbox"/> Appraiser	<input type="checkbox"/> Owner						
	<input type="checkbox"/> Auditor	<input type="checkbox"/> Realist						
<b>Sq Ft Source</b>	# Units	# of Apts	<b>Elevator</b>	Units1Bed	Units2Bed	Units3Bed	Units 3+	UnitsBalc
<input type="checkbox"/> Appraiser			<input type="checkbox"/> Yes					
<input type="checkbox"/> Auditor			<input type="checkbox"/> No					

**Features**

<b>Basement</b>		<b>Roof</b>		<b>Owner Pays</b>		<b>Tenant Pays</b>		
<input type="checkbox"/> Common	<input type="checkbox"/> Other	<input type="checkbox"/> Walk-out	<input type="checkbox"/> Asph/Fiber	<input type="checkbox"/> Rubber	<input type="checkbox"/> Cable/Elec	<input type="checkbox"/> Other	<input type="checkbox"/> Cable/Elec	<input type="checkbox"/> Other
<input type="checkbox"/> Crawl	<input type="checkbox"/> Partial		<input type="checkbox"/> Flat	<input type="checkbox"/> Shake	<input type="checkbox"/> Electric	<input type="checkbox"/> Pays All	<input type="checkbox"/> Electric	<input type="checkbox"/> Pays All
<input type="checkbox"/> Finished	<input type="checkbox"/> Part Fin		<input type="checkbox"/> Metal	<input type="checkbox"/> Slate	<input type="checkbox"/> Gas	<input type="checkbox"/> Sewer	<input type="checkbox"/> Gas	<input type="checkbox"/> Sewer
<input type="checkbox"/> Full	<input type="checkbox"/> Slab		<input type="checkbox"/> Other	<input type="checkbox"/> Tile	<input type="checkbox"/> Heating	<input type="checkbox"/> Trash Collec	<input type="checkbox"/> Heating	<input type="checkbox"/> Trash Collec
<input type="checkbox"/> None	<input type="checkbox"/> Unfin.		<input type="checkbox"/> Pitched	<input type="checkbox"/> Wood	<input type="checkbox"/> None	<input type="checkbox"/> Water	<input type="checkbox"/> None	<input type="checkbox"/> Water
<b>Location</b>			<b>Fences</b>		<b>Freight Amenities</b>			
<input type="checkbox"/> Downtown	<input type="checkbox"/> Other	<input type="checkbox"/> Strip Mall	<input type="checkbox"/> Chain Link	<input type="checkbox"/> Partial	<input type="checkbox"/> Conveyor	<input type="checkbox"/> Indoor Load	<input type="checkbox"/> Truck/Dock	
<input type="checkbox"/> Freestanding	<input type="checkbox"/> Park	<input type="checkbox"/> Suburban	<input type="checkbox"/> Full	<input type="checkbox"/> Privacy	<input type="checkbox"/> Dock Level	<input type="checkbox"/> Loading Area	<input type="checkbox"/> Water Frt Ld	
<input type="checkbox"/> Historic Area	<input type="checkbox"/> Public Trans	<input type="checkbox"/> Urban	<input type="checkbox"/> Invs Pet	<input type="checkbox"/> Vin/Plastic	<input type="checkbox"/> Elevators	<input type="checkbox"/> Overhead Crn		
<input type="checkbox"/> Industrial Pk	<input type="checkbox"/> Rural	<input type="checkbox"/> Waterfront	<input type="checkbox"/> Masonry	<input type="checkbox"/> Wood	<input type="checkbox"/> Freight Elev	<input type="checkbox"/> OverHd Doors		
<input type="checkbox"/> Office Park	<input type="checkbox"/> Shopping Ml		<input type="checkbox"/> Other		<input type="checkbox"/> Fuel Pump/Tk	<input type="checkbox"/> RailroadSiding		
<b>Misc.</b>			<b>Heating Type</b>		<b>Heating Fuel</b>			
<input type="checkbox"/> Abv Grd Strg	<input type="checkbox"/> Generator	<input type="checkbox"/> Private Rest	<input type="checkbox"/> Baseboard	<input type="checkbox"/> Gravity	<input type="checkbox"/> Radiators	<input type="checkbox"/> Coal	<input type="checkbox"/> Other	
<input type="checkbox"/> Barn/Out Bui	<input type="checkbox"/> Incinerator	<input type="checkbox"/> Public Rest	<input type="checkbox"/> Fireplace - Gas	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Space Htr(s)	<input type="checkbox"/> Dual	<input type="checkbox"/> Pellets	
<input type="checkbox"/> Blw Grd Str	<input type="checkbox"/> Janitorial	<input type="checkbox"/> Security Lgt	<input type="checkbox"/> Fireplace -Wood	<input type="checkbox"/> HotWater/Steam	<input type="checkbox"/> Wood/Pellet	<input type="checkbox"/> Electric	<input type="checkbox"/> Propane	
<input type="checkbox"/> Carpeting	<input type="checkbox"/> Lawn Spkler	<input type="checkbox"/> Security Sys	<input type="checkbox"/> Fireplace -Other	<input type="checkbox"/> None	<input type="checkbox"/> Zoned	<input type="checkbox"/> Gas	<input type="checkbox"/> Solar	
<input type="checkbox"/> Elevator/Pass	<input type="checkbox"/> Lock/Shower	<input type="checkbox"/> Sign	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Other		<input type="checkbox"/> None	<input type="checkbox"/> Wood	
<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Lunchroom		<input type="checkbox"/> Geothermal	<input type="checkbox"/> Radiant		<input type="checkbox"/> Oil		
<input type="checkbox"/> Furniture fixtr	<input type="checkbox"/> Meeting							
<b>Cooling Type</b>		<b>Water/Sewer</b>	<b>Natural Resource Rights</b>		<b>Parking</b>	<b>Total # of Spaces:</b>		<b>Driveway</b>
<input type="checkbox"/> Attic Fan	<input type="checkbox"/> Other	<input type="checkbox"/> Private Sewer	<input type="checkbox"/> All w/o rights	<input type="checkbox"/> Mineral	<input type="checkbox"/> Assign	<input type="checkbox"/> Multi-Level	<input type="checkbox"/> Sec/Patrolled	<input type="checkbox"/> None
<input type="checkbox"/> Central Air	<input type="checkbox"/> Wall Unit	<input type="checkbox"/> Private Water	<input type="checkbox"/> Coal	<input type="checkbox"/> None	<input type="checkbox"/> Covered	<input type="checkbox"/> None	<input type="checkbox"/> Street/Public	<input type="checkbox"/> Paved
<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Window Unit	<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Driveway	<input type="checkbox"/> OnSite/Private	<input type="checkbox"/> Underground	<input type="checkbox"/> Unpaved
<input type="checkbox"/> None		<input type="checkbox"/> Public Water	<input type="checkbox"/> Leased	<input type="checkbox"/> Timber	<input type="checkbox"/> Indoor	<input type="checkbox"/> Outdoor		

**Business Info**

**Business Information**

<b>Cost Freq.</b>	Cost/Mth	Cost/Sqft	Cost/Oth	<b>RentRoll</b>	GrossRent	Other Inc.	Tot Gross Rent	Vac All	<b>Inc/Exp</b>
<input type="checkbox"/> Other				<input type="checkbox"/> Yes					<input type="checkbox"/> Yes
<input type="checkbox"/> Per Mnth				<input type="checkbox"/> No					<input type="checkbox"/> No
<input type="checkbox"/> Per Sqft	CapRate%	TotAnnExp	Net Op Inc	Exp Info	Insurance	Management	Maint	Heat	Electric
Sew/Water	Trash/Rub	Misc	Lawn/Snow	Reserves					

Additional Expense 1

Amount 1

Additional Expense 2

Amount 2

Additional Expense 3

Amount 3

Additional Expense 4

Amount 4

Additional Expense 5

Amount 5

Total # Drive in Doors

Total # of Dock Doors

Ceiling Height

Drive in Door Max Height

Dock Door Max Height

Ceiling Max Height

Drive in Door Min Height

Dock Door Min Height

Ceiling Min Height

Remarks

Remarks

Public Remarks (1500 Characters MAX)

Broker Remarks (500 Characters MAX)

Directions (250 Characters MAX)

Seller's Signature:

Date:

Seller's Signature:

Date:

Agent's Signature:

Date:

Information Deemed Reliable But Not Guaranteed