



☐ Mandatory Field  
All Property Types

☐ Optional Field  
All Property Types

☐ Initial Information  
Page

MLS® LISTING #

## LOCATION

ASSESSMENT ROLL # (ARN)

PIN #

AREA

MUNICIPALITY

COMMUNITY \*

STREET #

STREET NAME

ABBREV.

DIRECTION

☐ N ☐ E ☐ S ☐ W

APT/UNIT #

POSTAL CODE

LEGAL DESCRIPTION (LOT, PLAN, CONCESSION) (500 characters)

PROPERTY MANAGEMENT COMPANY (60 characters)

LOT FRONT \*\*\*

LOT DEPTH \*\*\*

LOT/BUILDING/UNIT CODE ▲

☐ Lot ☐ Building ☐ Unit

LOT SIZE CODE ▲

☐ Feet ☐ Acres ☐ Metres

LOT IRREGULARITIES (40 characters)

LOT SHAPE (Check 1)

☐ Irregular ☐ Other ☐ Pie

☐ Rectangular ☐ Reverse Pie ☐ Square

LOT SIZE SOURCE (Check 1)

☐ GeoWarehouse ☐ MPAC

☐ Other ☐ Survey

ZONING (40 characters)

DIRECTION/MAIN CROSS STREETS (250 characters)

\* MANDATORY IF AVAILABLE

\*\* NOT MANDATORY FOR COMMERCIAL CONDO

▲ IF NOT APPLICABLE ENTER "0"

## AMOUNTS/DATES

LEASE (Check 1)

☐ For Lease  
☐ For Sub-Lease

LEASE PRICE

LIST PRICE CODE (Check one)

☐ Month ☐ Other ☐ Sq Ft Gross ☐ Sq M Net  
☐ Gross Lease ☐ Per Acre ☐ Sq Ft Net  
☐ Net Lease ☐ Per Sq Ft ☐ Sq M Gross

MINIMUM RENTAL TERM MONTHS

MAXIMUM RENTAL TERM MONTHS

CONTRACT COMMENCEMENT

EXPIRY DATE

MM / DD / YYYY

MM / DD / YYYY

## AMOUNTS/DATES (CONTINUED)

<b>POSSESSION DATE</b> ♦		<b>POSSESSION REMARKS</b> ♦ (14 characters)		<b>HOLDOVER DAYS</b>	
MM / DD / YYYY					
<b>TAXES</b>	<b>TAX TYPE</b> (Check one)	<b>TAX YEAR</b>	<b>ASSESSMENT</b>	<b>ASSESSMENT YEAR</b>	
	<input type="checkbox"/> Annual <input type="checkbox"/> N/A <input type="checkbox"/> T&O <input type="checkbox"/> TMI				
<b>LANDLORD NAME</b> (200 characters)					
<b>CONDO MAINTENANCE FEES MONTHLY</b>					
<b>MORTGAGE COMMENTS</b> (140 characters)					

♦ ONE OF POSSESSION DATE OR POSSESSION REMARKS IS MANDATORY

## DETAILS

<b>TYPE</b> (Check 1)	<b>CATEGORY</b> (Check 1)	<b>USE</b> (Check 1)
<input type="checkbox"/> Commercial Retail <i>(Do not use for Sale of Business)</i>	<input type="checkbox"/> Commercial Condo <input type="checkbox"/> Highway Commercial <input type="checkbox"/> Institutional <sup>*T1</sup> <input type="checkbox"/> Multi-Use <input type="checkbox"/> Retail <input type="checkbox"/> Service	<input type="checkbox"/> Automotive Related <input type="checkbox"/> Bank <sup>*T1</sup> <input type="checkbox"/> Church <sup>*T1</sup> <input type="checkbox"/> Health & Beauty Related <input type="checkbox"/> Hospitality/Food Related <input type="checkbox"/> Other <sup>*T1</sup> <input type="checkbox"/> Retail Store Related <input type="checkbox"/> School <sup>*T1</sup> <div style="text-align: right;"><sup>*T1</sup> USE FOR "INSTITUTIONAL" CATEGORY ONLY</div>
<input type="checkbox"/> Farm	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Cash Crop <input type="checkbox"/> Livestock <input type="checkbox"/> Dairy Products <input type="checkbox"/> Other <input type="checkbox"/> Hobby <input type="checkbox"/> Horse
<input type="checkbox"/> Industrial	<input type="checkbox"/> Free Standing <input type="checkbox"/> Industrial Condo <input type="checkbox"/> Multi-Unit	<input type="checkbox"/> Cooler/Freezer/Food Inspect <input type="checkbox"/> Factory/Manufacturing <input type="checkbox"/> Laboratory <input type="checkbox"/> Other <input type="checkbox"/> Transportation <input type="checkbox"/> Warehouse
<input type="checkbox"/> Investment	<input type="checkbox"/> Accomodation	<input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Other <input type="checkbox"/> Cabins/Cottages <input type="checkbox"/> Hotel/Motel/Inn
	<input type="checkbox"/> Apartment	<input type="checkbox"/> Apts - 2 to 5 Units <input type="checkbox"/> Apts - Over 20 Units <input type="checkbox"/> Apts - 6 to 12 Units <input type="checkbox"/> Other <input type="checkbox"/> Apts - 13 to 20 Units <input type="checkbox"/> Senior Residence
	<input type="checkbox"/> Industrial	
	<input type="checkbox"/> Office	<input type="checkbox"/> Medical/Dental <input type="checkbox"/> Other <input type="checkbox"/> Professional Office
	<input type="checkbox"/> Recreational	<input type="checkbox"/> Campground <input type="checkbox"/> Other <input type="checkbox"/> Golf <input type="checkbox"/> Sports/Entertainment <input type="checkbox"/> Marina
	<input type="checkbox"/> Retail	
<input type="checkbox"/> Land	<input type="checkbox"/> Designated <input type="checkbox"/> Raw (Outside Off Plan)	<input type="checkbox"/> Bush <input type="checkbox"/> Golf <input type="checkbox"/> Gravel Pit/Quarry <input type="checkbox"/> Hospitality <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Other <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational <input type="checkbox"/> Residential <input type="checkbox"/> Restricted <input type="checkbox"/> Retail <input type="checkbox"/> Waterfront
<input type="checkbox"/> Office	<input type="checkbox"/> Office	<input type="checkbox"/> Medical/Dental <input type="checkbox"/> Other <input type="checkbox"/> Professional Office

...▶ **TYPE** Option Continues on Next Page

**FORM 592**

REV. 08/2024



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**LANDLORD  
INITIALS**

## DETAILS (CONTINUED)

TYPE (Check 1)	CATEGORY (Check 1)	USE (Check 1)
<input type="checkbox"/> Sale of Business <span>■1</span>	<input type="checkbox"/> Without Property <input type="checkbox"/> With Property	<div> <input type="checkbox"/> Apparel  <input type="checkbox"/> Art Gallery  <input type="checkbox"/> Art Supplies  <input type="checkbox"/> Automotive Related  <input type="checkbox"/> Bakery  <input type="checkbox"/> Banquet Hall  <input type="checkbox"/> Barber/Beauty  <input type="checkbox"/> Bar/Tavern/Pub  <input type="checkbox"/> Beauty Salon  <input type="checkbox"/> Bed &amp; Breakfast  <input type="checkbox"/> Butcher/Meat  <input type="checkbox"/> Cabins/Cottages  <input type="checkbox"/> Café  <input type="checkbox"/> Car Wash  <input type="checkbox"/> Caterer/Cafeteria  <input type="checkbox"/> Coffee/Donut Shop  <input type="checkbox"/> Coin Laundromat  <input type="checkbox"/> Convenience/Variety  <input type="checkbox"/> Copy/Printing  <input type="checkbox"/> Crafts/Hobby  <input type="checkbox"/> Dairy Products           </div> <div> <input type="checkbox"/> Day Care  <input type="checkbox"/> Delicatessen  <input type="checkbox"/> Delivery/Courier  <input type="checkbox"/> Distributing  <input type="checkbox"/> Drugstore/Pharmacy  <input type="checkbox"/> Dry Cleaning/Laundry  <input type="checkbox"/> Electronics  <input type="checkbox"/> Entertainment  <input type="checkbox"/> Fast Food/Takeout  <input type="checkbox"/> Fitness/Training  <input type="checkbox"/> Florist  <input type="checkbox"/> Food Court Outlet  <input type="checkbox"/> Footwear  <input type="checkbox"/> Fruit/Vegetable/Market  <input type="checkbox"/> Funeral Home  <input type="checkbox"/> Furniture  <input type="checkbox"/> Garden/Landscaping  <input type="checkbox"/> Gas Station  <input type="checkbox"/> Golf Course  <input type="checkbox"/> Golf Driving Range           </div> <div> <input type="checkbox"/> Gravel Pit/Quarry  <input type="checkbox"/> Grocery/Supermarket  <input type="checkbox"/> Hair Salon  <input type="checkbox"/> Hardware/Tools  <input type="checkbox"/> Home Improvement  <input type="checkbox"/> Hotel/Motel/Inn  <input type="checkbox"/> Jewellery  <input type="checkbox"/> Manufacturing  <input type="checkbox"/> Marina  <input type="checkbox"/> Medical/Dental  <input type="checkbox"/> Other  <input type="checkbox"/> Pizzeria  <input type="checkbox"/> Real Estate Office  <input type="checkbox"/> Restaurant  <input type="checkbox"/> Self Storage  <input type="checkbox"/> Service Related  <input type="checkbox"/> Spa/Tanning  <input type="checkbox"/> Sporting Goods  <input type="checkbox"/> Sports/Entertainment  <input type="checkbox"/> Travel Agency  <input type="checkbox"/> Woodworking           </div>
<input type="checkbox"/> Store W Apt/Office	<input type="checkbox"/> Store W Apt/Office	

<b>FREESTANDING</b> <span>■2</span> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>TOTAL AREA</b> <span>■3</span>	<b>TOTAL AREA CODE</b> <span>■3</span> (Check 1) <input type="checkbox"/> Acres <input type="checkbox"/> Hectares <input type="checkbox"/> Square Feet <input type="checkbox"/> Sq Ft Divisible <input type="checkbox"/> Sq M Divisible <input type="checkbox"/> Square Meters
<b>% BUILDING</b>	<b>OFFICE/APT AREA</b> <span>■4</span>	<b>OFFICE APARTMENT AREA CODE</b> <span>■4</span> (Check 1) <input type="checkbox"/> % <input type="checkbox"/> Sq Ft <input type="checkbox"/> Sq Ft Divisible <input type="checkbox"/> Square Meters <input type="checkbox"/> Sq M Divisible
<b>INDUSTRIAL AREA</b> <span>■5</span>		<b>INDUSTRIAL AREA CODE</b> <span>■5</span> (Check 1) <input type="checkbox"/> % <input type="checkbox"/> Sq Ft <input type="checkbox"/> Sq Ft Divisible <input type="checkbox"/> Square Meters <input type="checkbox"/> Sq M Divisible
<b>RETAIL AREA</b> <span>■6</span>		<b>RETAIL AREA CODE</b> <span>■6</span> (Check 1) <input type="checkbox"/> % <input type="checkbox"/> Sq Ft <input type="checkbox"/> Sq Ft Divisible <input type="checkbox"/> Square Meters <input type="checkbox"/> Sq M Divisible
<b>APPROXIMATE AGE</b> (Check 1) <input type="checkbox"/> New <input type="checkbox"/> 0-5 <input type="checkbox"/> 6-15 <input type="checkbox"/> 16-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-99 <input type="checkbox"/> 100+	<b>AREA INFLUENCES</b> (Max 2) <input type="checkbox"/> Greenbelt/Conservation <input type="checkbox"/> Major Highway <input type="checkbox"/> Public Transit <input type="checkbox"/> Recreation/Community Centre <input type="checkbox"/> Skiing <input type="checkbox"/> Subways	
<b>PHYSICALLY HANDICAPPED-EQUIPPED</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>BASEMENT</b> <span>■7</span> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>UFFI</b> (Check 1) <input type="checkbox"/> No <input type="checkbox"/> Partially Removed <input type="checkbox"/> Removed <input type="checkbox"/> Yes
<b>CLEAR HEIGHT</b> <span>■5</span> <div> <div>Feet</div> <div>Inches</div> </div>	<b>SPRINKLERS</b> <span>■12</span> <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Yes	<b>UTILITIES</b> <span>■3</span> <input type="checkbox"/> Available <input type="checkbox"/> None <input type="checkbox"/> Yes
<b>BAY SIZE</b> <div> <div>Width Feet</div> <div>Width Inches</div> <div>Length Feet</div> <div>Length Inches</div> </div>		

■1 USE IS MANDATORY IF "SALE OF BUSINESS" TYPE IS CHECKED

■2 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; INVESTMENT; OFFICE; STORE WITH APT/OFFICE

■3 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; FARM; INDUSTRIAL; INVESTMENT; LAND; OFFICE; STORE WITH APT/OFFICE

■4 MANDATORY IF TYPE IS --> OFFICE; STORE WITH APT/OFFICE

■5 MANDATORY IF TYPE IS --> INDUSTRIAL

■6 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; STORE WITH APT/OFFICE

■7 MANDATORY IF TYPE IS --> SALE OF BUSINESS; STORE WITH APT/OFFICE

■8 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; INVESTMENT; OFFICE; SALE OF BUSINESS; STORE W APT/OFFICE

■9 **NOT** MANDATORY IF TYPE IS --> LAND

■10 MANDATORY IF TYPE IS --> OFFICE

■11 MANDATORY IF TYPE IS --> LAND

■12 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; OFFICE; STORE WITH APT/OFFICE

**FORM 592**

REV. 08/2024



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**LANDLORD  
INITIALS**

## DETAILS (CONTINUED)

<b>AMPS</b>	<b>VOLTS</b>	<b>WATER</b> (Check 1)	<b>WATER SUPPLY TYPE</b> (Check 1)		<b>AIR CONDITIONING</b> <span style="float:right">a8</span>
		<input type="checkbox"/> Both <input type="checkbox"/> Other <input type="checkbox"/> Municipal <input type="checkbox"/> Well <input type="checkbox"/> None	<input type="checkbox"/> Bored Well <input type="checkbox"/> Drilled Well <input type="checkbox"/> Shared Well <input type="checkbox"/> Cistern <input type="checkbox"/> Dug Well <input type="checkbox"/> Comm Well <input type="checkbox"/> Lake/River	<input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Yes	
<b>HEAT TYPE</b> <span style="float:right">a9 (Check 1)</span>					<b>WASHROOMS</b>
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Baseboard</div> <div style="width: 33%;"><input type="checkbox"/> Gas Forced Air Closed</div> <div style="width: 33%;"><input type="checkbox"/> Oil Forced Air</div> <div style="width: 33%;"><input type="checkbox"/> Propane Gas</div> <div style="width: 33%;"><input type="checkbox"/> Water Radiators</div> <div style="width: 33%;"><input type="checkbox"/> Electric Forced Air</div> <div style="width: 33%;"><input type="checkbox"/> Gas Forced Air Open</div> <div style="width: 33%;"><input type="checkbox"/> Oil Hot Water</div> <div style="width: 33%;"><input type="checkbox"/> Radiant</div> <div style="width: 33%;"><input type="checkbox"/> Woodburning</div> <div style="width: 33%;"><input type="checkbox"/> Electric Hot Water</div> <div style="width: 33%;"><input type="checkbox"/> Gas Hot Water</div> <div style="width: 33%;"><input type="checkbox"/> Oil Steam</div> <div style="width: 33%;"><input type="checkbox"/> Solar</div> <div style="width: 33%;"><input type="checkbox"/> Fan Coil</div> <div style="width: 33%;"><input type="checkbox"/> None</div> <div style="width: 33%;"><input type="checkbox"/> Other</div> <div style="width: 33%;"><input type="checkbox"/> Steam Radiators</div> </div>					
<b>TRUCK LEVEL SHIPPING DOORS #</b> <span style="float:right">a5</span>		<b>TRUCK LEVEL SHIPPING DOORS DIMENSIONS</b> <span style="float:right">a5</span>			
		<div style="display: flex; justify-content: space-between;"> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Height Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Height Inches</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Width Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Width Inches</div> </div> </div>			
<b>DOUBLE MAN SHIPPING DOORS #</b> <span style="float:right">a5</span>		<b>DOUBLE MAN SHIPPING DOORS DIMENSIONS</b> <span style="float:right">a5</span>			
		<div style="display: flex; justify-content: space-between;"> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Height Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Height Inches</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Width Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Width Inches</div> </div> </div>			
<b>DRIVE-IN LEVEL SHIPPING DOORS #</b> <span style="float:right">a5</span>		<b>DRIVE-IN LEVEL SHIPPING DOORS DIMENSIONS</b> <span style="float:right">a5</span>			
		<div style="display: flex; justify-content: space-between;"> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Height Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Height Inches</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Width Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Width Inches</div> </div> </div>			
<b>GRADE LEVEL SHIPPING DOORS #</b> <span style="float:right">a5</span>		<b>GRADE LEVEL SHIPPING DOORS DIMENSIONS</b> <span style="float:right">a5</span>			
		<div style="display: flex; justify-content: space-between;"> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Height Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Height Inches</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Width Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: center;">Width Inches</div> </div> </div>			
<b>ELEVATOR</b> <span style="float:right">a10 (Check 1)</span>		<b>GARAGE TYPE</b> <span style="float:right">a8 (Check 1)</span>			
<input type="checkbox"/> Freight+Public <input type="checkbox"/> Freight <input type="checkbox"/> None <input type="checkbox"/> Public		<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Boulevard</div> <div style="width: 33%;"><input type="checkbox"/> Lane</div> <div style="width: 33%;"><input type="checkbox"/> Pay</div> <div style="width: 33%;"><input type="checkbox"/> Single Detached</div> <div style="width: 33%;"><input type="checkbox"/> Visitor</div> <div style="width: 33%;"><input type="checkbox"/> Covered</div> <div style="width: 33%;"><input type="checkbox"/> None</div> <div style="width: 33%;"><input type="checkbox"/> Plaza</div> <div style="width: 33%;"><input type="checkbox"/> Street</div> <div style="width: 33%;"><input type="checkbox"/> Double Detached</div> <div style="width: 33%;"><input type="checkbox"/> Other</div> <div style="width: 33%;"><input type="checkbox"/> Public</div> <div style="width: 33%;"><input type="checkbox"/> Underground</div> <div style="width: 33%;"><input type="checkbox"/> In/Out</div> <div style="width: 33%;"><input type="checkbox"/> Outside/Surface</div> <div style="width: 33%;"><input type="checkbox"/> Reserved Assigned</div> <div style="width: 33%;"><input type="checkbox"/> Valet</div> </div>			
<b>PARKING SPACES</b>		<b>NUMBER OF TRAILER PARKING SPOTS</b>	<b>OUTSIDE STORAGE</b>	<b>RAIL</b> <span style="float:right">a5 (Check 1)</span>	<b>CRANE</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Available <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SURVEY</b>		<b>SOIL TEST</b> (Check 1)			
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Construction Audit <input type="checkbox"/> Construction+Environmental <input type="checkbox"/> Environmental Audit <input type="checkbox"/> No <input type="checkbox"/> Yes			
<b>SEWERS</b> <span style="float:right">a11 (Check 1)</span>					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> None</div> <div style="width: 33%;"><input type="checkbox"/> Sanitary</div> <div style="width: 33%;"><input type="checkbox"/> Sanitary Available</div> <div style="width: 33%;"><input type="checkbox"/> Sanitary+Storm</div> <div style="width: 33%;"><input type="checkbox"/> Sanitary+Storm Available</div> <div style="width: 33%;"><input type="checkbox"/> Septic Available</div> <div style="width: 33%;"><input type="checkbox"/> Septic</div> <div style="width: 33%;"><input type="checkbox"/> Storm</div> <div style="width: 33%;"><input type="checkbox"/> Storm Available</div> </div>					

a1 USE IS MANDATORY IF "SALE OF BUSINESS" TYPE IS CHECKED

a2 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; INVESTMENT; OFFICE; STORE WITH APT/OFFICE

a3 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; FARM; INDUSTRIAL; INVESTMENT; LAND; OFFICE; STORE WITH APT/OFFICE

a4 MANDATORY IF TYPE IS --> OFFICE; STORE WITH APT/OFFICE

a5 MANDATORY IF TYPE IS --> INDUSTRIAL

a6 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; STORE WITH APT/OFFICE

a7 MANDATORY IF TYPE IS --> SALE OF BUSINESS; STORE WITH APT/OFFICE

a8 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; INVESTMENT; OFFICE; SALE OF BUSINESS; STORE W APT/OFFICE

a9 NOT MANDATORY IF TYPE IS --> LAND

a10 MANDATORY IF TYPE IS --> OFFICE

a11 MANDATORY IF TYPE IS --> LAND

a12 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; OFFICE; STORE WITH APT/OFFICE

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**LANDLORD  
INITIALS**

COMMENTS

REMARKS FOR CLIENTS (2000 characters)



COMMENTS (CONTINUED)

**EXTRAS** (240 characters)

**INCLUSIONS** (250 characters)

**EXCLUSIONS** (250 characters)

**RENTAL ITEMS** (250 characters)

**REMARKS FOR BROKERAGES** (1000 characters)



## FINANCIAL INFORMATION

<b>FINANCIAL STATEMENT</b> ♦ <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>CHATELS</b> ♦ <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>FRANCHISE</b> ♦ <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>DAYS OPEN</b> ♦ <input type="checkbox"/> Open 1 Day <input type="checkbox"/> Open 2 Days <input type="checkbox"/> Open 3 Days <input type="checkbox"/> Open 4 Days <input type="checkbox"/> Open 5 Days <input type="checkbox"/> Open 6 Days <input type="checkbox"/> Open 7 Days <input type="checkbox"/> Varies	
<b>HOURS OPEN</b> (10 characters)				<b>EMPLOYEES</b> ♦		<b>SEATS</b> ♦	
						<b>L.L.B.O</b> ♦ <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>BUSINESS/BUILDING NAME</b> (100 characters)							
<b>TAXES EXPENSE</b>		<b>INSURANCE EXPENSE</b>		<b>MANAGEMENT EXPENSE</b>		<b>MAINTENANCE EXPENSE</b>	
<b>HEAT EXPENSE</b>		<b>HYDRO EXPENSE</b>		<b>WATER EXPENSE</b>		<b>OTHER EXPENSE</b>	
<b>GROSS INCOME/SALES</b>		<b>VACANCY ALLOWANCE</b>		<b>OPERATING EXPENSE</b>		<b>NET INCOME BEFORE DEBT</b>	
<b>ESTIMATED INVENTORY VALUE AT COST</b>			<b>COMMON AREA UPCHARGE</b>		<b>PERCENTAGE RENT</b>		<b>EXPENSES ACTUAL/ESTIMATED</b> ♦♦ <input type="checkbox"/> Actual <input type="checkbox"/> Estimated
<b>YEAR EXPENSE</b> ♦♦							

♦ MANDATORY IF TYPE "SALE OF BUSINESS" IS CHECKED IN DETAILS SECTION

♦♦ COMPLETE ONLY IF YOU HAVE ENTERED ANY AMOUNT(S)

## OTHER

<b>LISTING BROKERAGE</b>				<b>LISTING BROKERAGE PHONE</b>		<b>LISTING BROKERAGE FAX</b>	
<b>SALESPERSON 1</b>						<b>SALESPERSON 1 PHONE</b>	
<b>SALESPERSON 2</b>						<b>SALESPERSON 2 PHONE</b>	
<b>COMMISSION TO CO-OPERATING BROKERAGE</b> (40 characters)				<b>SELLER PROPERTY INFO STATEMENT</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>ENERGY CERTIFICATE</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>CERTIFICATE LEVEL</b> (25 characters)				<b>GREEN PROPERTY INFO STATEMENT</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>DISTRIBUTE TO INTERNET</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>DISPLAY ADDRESS ON INTERNET</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>DISTRIBUTE TO DDF/IDX</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>PERMISSION TO CONTACT LISTING BROKER TO ADVERTISE</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>APPOINTMENTS</b> (14 characters)				<b>SHOWING REQUIREMENTS</b> (Max 6) <input type="checkbox"/> Go Direct <input type="checkbox"/> Lockbox <input type="checkbox"/> See Brokerage Remarks <input type="checkbox"/> Showing System <input type="checkbox"/> List Brokerage <input type="checkbox"/> List Salesperson			
<b>OCCUPANCY</b> (Check 1) <input type="checkbox"/> Owner + Tenant <input type="checkbox"/> Owner <input type="checkbox"/> Partial <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant						<b>CONTACT AFTER EXPIRED</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>VIRTUAL TOUR URL</b> (200 characters)							

## OTHER (CONTINUED)

**SALES BROCHURE URL** (200 characters)

**ADDITIONAL PICTURES URL** (200 characters)

**ALTERNATE FEATURE SHEET URL** (200 characters)

**MAP LOCATION URL** (200 characters)

**SOUND BITE URL** (200 characters)

**SELLER HEREBY ACKNOWLEDGES HAVING RECEIVED A COPY OF PART 2 OF 2 OF THE LISTING AGREEMENT.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_  
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