



Fresno MLS Commercial Listing Input Form

Required fields are denoted with red asterisk(*)

*Full Name				Suffix	
*County				Post Direction (N, E, S, W)	
*APN					
Street #		Street Name		Unit #	
*City		*Zip code			

*Listing Date		*Expiration Date	
*On Market Date			
*Office ID		*Agent ID	
Co-Office ID		Co-Agent ID	

*Property Subtypes	Primary		Secondary		Other	
		Shopping Center		Shopping Center		Shopping Center
		Office		Office		Office
		Industrial		Industrial		Industrial
		Retail		Retail		Retail
		Warehouse		Warehouse		Warehouse
		Medical/Dental		Medical/Dental		Medical/Dental
		Manufacturing		Manufacturing		Manufacturing
		Showroom/Tech		Showroom/Tech		Showroom/Tech
		Other		Other		Other

*Transaction Type		Lease		Sale	Lease (sq ft)				
					Sub-Lease		Yes	No	
*REO/Bank Owned		Yes		No	Lease Type		Gross	Net	Other
					Available Date		Sub-Lease Expiration		

Additional APN's		Yes		No	*Agreement Type	Scope Service			
APN #2					Exclusive Right to Sell	Entry Only			
APN #3					Exclusive Agency	Limited Service			
APN #4					Open				
APN #5					Dual Agency		Yes		No

*Cross Street					*Listing Price			
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Public Viewable		Yes		No	*Commission (% or \$)				
*Show Addr to Public		Yes		No	*Variable Rate		Yes		No
*Show AVM on VOW		Yes		No	*Email Offer		Yes		No
*Show Comments on VOW		Yes		No	*Email				

Bedrooms					*Sq Ft Source	*Lot Size Source			
Bathrooms						Seller			
						Appraiser			
*Approx Sq Ft						Tax Records			
*Lot Size			SqFt	Acres		Other			
*Year Built			Or		New Construction		Under Construction		Unknown

Marketing Remarks

Agent Remarks

Directions to Property

*Potential Use					
Automotive		Discount Store		Laundromat	Service Station
Bank		General Office		Material Storage	Shop-Neighborhood
Barber/Beauty Shop		Government		Medical Office	Shop-Commercial
Bowling Alley		Health Club		Motel	Shop-Regional
Church		Hospital		Private Club	Theater
Convenience Market		Hotel		Restaurant	Warehouse/Distributing
Day Care		Industrial Engineer		Restaurant-Fast Food	Warehouse/Storage
Department Store		Industrial Manufacture		Retail Store	See Remarks

Office Sq Ft					
Census Tract					
Region	Urban	Suburban	Foothill	Mountain	
*Area	Area refers to the last 3 digits of the property zip code. EX: 93711 Area=711				

Stories	One	Two	Three Or More	Multi/Split	Basement
Location			*Additional Parking		
Corner	Mall/Strip Mall	1-5 Spaces	Over 21 Spaces	Street	
Interior	Major Arteries	6-10 Spaces	Assigned	Public Garage	
Cul De Sac	Frontage	10-20 Spaces	Covered	Unpaved	
Industrial Business Park					

Zoning					
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*Access					
Intersection	Major Highway	Paved Road	Country Road	Airport 2-3 Miles	
Freeway	City Street	Unimproved	Gravel Road	Airport 4-5 Miles	
State Highway	Private Road	Road Easement	Airport 1 Mile	Airport 6+ Miles	

Total Buildings		Restrooms	
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Miscellaneous					
Security Lighting	Railroad Spur	Freight Elevator	Additional Buildings		
Inside Storage	Railroad Access	Conveyor	Handicap Facilities		
Outside Storage	Wet Sprinklers	Truck Scale	License		
Open Span	Deck Grade	Display Window	Signage		
Fire Walls	Deck Truck	Fixtures Furnished			

*Roof			
Composition	Wood	Aluminum	
Concrete	Other	Asbestos Shingle	
Metal	Steel Joists	Corrugated Steel	
Tar/Gravel	Wood Joists	Shingle	
Flat	Steel Trusses	Insulated	
Tile	Built Up		

Exterior			
Metal	Stucco		
Concrete Block	Wood		
Tilt Wall	Other		
Brick/Block	Mason Steel		
Rock	Steel Glass		
Shingle			

*Heating & Cooling							
Central Heat/Cool	Window Unit	No Cooling	Central Heat-Elec.				
Central Air	Office A/C	Central Heat-Gas	No Heating				

Floor	
Concrete Perimeter	
Laminate	
Wood Subfloor	

Loading			
Dock High	Vehicle Door		
Driving in Loading	Other		
Loading in Front	None		
Loading in Rear			

*Water/Sewer/Gas			
City Water	No Water	Gas Available	
Private Water	City Sewer	Propane Gas	
Co-op Water	Private Sewer	Natural Gas	
Well	No Sewer	Master Gas Meter	
Master Meter Well	Septic	Individual Gas	
Ind. Meter Well	Telephone Available		

*Electric	
Master Meter	
Individual Meter	
Electric Available	
Co-op Electric	
220 Volts	
440 Volts	
Single Phase	

Fence	
Chain Link	
Privacy	
Decorative	
Full	
Partial	
Electric Gate	

Ceiling Height	
Under 10 ft.	
10-16 ft.	
16-18 ft.	
18-22 ft.	
22-25 ft.	
Over 25 ft.	
Suspended Ceiling	
Unknown	
Other	

Alarm & Security System	
Fire/Smoke	
Burglar	
Monitored	
Fire Sprinkler	
Security Patrol	
Security Gates	

*Supra Lockbox		Yes		No
*Lockbox Location				

Showing Instructions	

*Showing Instructions			
Call Listing Office		Call Manager	
Lockbox		Restricted Hours	
Call Owner		By Appointment	
Call Tenant		Owner Occupied	
Drive By		Alarm Security	
Alarm code may only be entered in MLS with Seller's written consent.			

*Under Surveillance		Yes		No
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Financial Data	
Operating Income \$	
Operating Expense \$	
Tax Rate %	
Land Value \$	
Improvement Value \$	
Total Value \$	

*Sales Includes			
	Land Only		Franchise
	Land & Improvements		Equipment
	Building(s)		Furniture
	Business		Licenses
	Inventory		Other

Leased Equipment			
	Security System	Water Softener	Solar Panels
	Propane Tank	Satellite Dish	

Property Association			
	Dues Optional		Parking Fees
	Dues Mandatory		

Occupancy			
	CPI Change		Percentage Lease
	Full Service		Sub Lease
	Net Lease		Fixed Lease
	Gross Lease		Build to Suit
	Modified Gross Lease		

*Tenant Pays			
	Utilities		Insurance
	Common Area		Other
	Maintenance Fees		Parking Area
	Taxes		Janitorial

Owner Name		Owner Phone	
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*Occupant Type	Caretaker	Owner
	Tenant	Vacant
Occupant Name		
Phone to Show		

*Owner Pays			
	Utilities		Parking Area
	Taxes		Janitorial
	Insurance		None
	Maintenance Fees		

*Existing Loan	
	Conventional
	Private
	Assumable
	Non-Assumable
	Free & Clear

*Seller Will Consider	
	Conventional
	Lease Option
	Cash
	Submit
	Owner Carry
	Limited Financing

Sale Options	
	Total Parcel Only
	Divided
	Adjacent Land Avail.

Special Conditions	
	Bankruptcy
	Probate Listing
	Estate Sale
	Court Approval Required
	Bidding Required
	1031 Exchange

Comments:

*Signature:		*Date:	
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