



BU BUSINESS OPPORTUNITY LISTING INPUT FORM

Revised 8/29/2025

*** Denotes Required Fields**

Listing Number _____

List Office Name _____

List Agent Name _____

*List Office ID _____

Team Member(s) _____

*List Agent ID _____

Related MLS Number(s) _____

*List Price _____

*List Date _____

*Expiration Date _____

*Type of Listing Agreement

- | | | |
|--|---|--|
| ☐ A- Exclusive Right to Sell | ☐ G- Facilitation/Exclusive Right to Sell | ☐ L- Exclusive Right to Auction |
| ☐ B- Exclusive Right to Sell With Named Exclusion | ☐ H- Facilitation/Exclusive Right to Sell With Named Exclusion | |
| ☐ D- Exclusive Agency | ☐ I- Facilitation/Exclusive | |

*Entry Only

☐ Yes ☐ No

If entering **YES** in the Entry Only field you are hereby indicating that this listing is an Entry Only Listing and as such you will be providing no other services to the seller other than the entering of this listing into the MLS System. Please refer to Sec. 1.0 (b) Note 2 and the Definitions section of the Rules & Regulations for more information.

*Street # _____ *Street Name _____ *Town _____ *State _____ *Zip Code _____ Zip 4 _____

Parcel ID Number/PIN (Max. 36 Characters)

Area

*Directions (Max. 100 Characters)

Sub-Agent Showing

- | | | |
|--|---|---|
| ☐ A- Call List Office | ☐ P- Appointment Required | ☐ X- Video Recording/Surveillance Device on Premises |
| ☐ C- Call List Agent | ☐ T- Lock Box | |
| ☐ K- Schedule with ShowingTime or Call 888-627-2775 | ☐ V- Sign | ☐ Y- Email List Agent |
| ☐ Z- Schedule with ShowingTime | ☐ W- Audio Recording/Surveillance Device on Premises | ☐ 1- Schedule with Homesnap Showings |
| ☐ O- Accompanied Showings | | ☐ L- Other (See Special Showing Instructions) |

Buyer's Agent Showing

- | | | |
|--|---|---|
| ☐ A- Call List Office | ☐ P- Appointment Required | ☐ X- Video Recording/Surveillance Device on Premises |
| ☐ C- Call List Agent | ☐ T- Lock Box | |
| ☐ K- Schedule with ShowingTime or Call 888-627-2775 | ☐ V- Sign | ☐ Y- Email List Agent |
| ☐ Z- Schedule with ShowingTime | ☐ W- Audio Recording/Surveillance Device on Premises | ☐ 1- Schedule with Homesnap Showings |
| ☐ O- Accompanied Showings | | ☐ L- Other (See Special Showing Instructions) |

Facilitator Showing

- | | | |
|--|---|---|
| ☐ A- Call List Office | ☐ P- Appointment Required | ☐ X- Video Recording/Surveillance Device on Premises |
| ☐ C- Call List Agent | ☐ T- Lock Box | |
| ☐ K- Schedule with ShowingTime or Call 888-627-2775 | ☐ V- Sign | ☐ Y- Email List Agent |
| ☐ Z- Schedule with ShowingTime | ☐ W- Audio Recording/Surveillance Device on Premises | ☐ 1- Schedule with Homesnap Showings |
| ☐ O- Accompanied Showings | | ☐ L- Other (See Special Showing Instructions) |

Special Showing Instructions (Max. 100 Characters)***Type of Business Opportunity** (choose only one)

- | | | | | |
|--|---|--|--|---|
| ☐ Hotel/Motel | ☐ Restaurant with Liquor | ☐ Restaurant without Liquor | ☐ Beauty Services | ☐ Retail/Wholesale |
| ☐ Service | ☐ Laundry/Dryclean | ☐ Health Center | ☐ Bar/Lounge | ☐ Package Store |
| ☐ Convenience/Grocery | ☐ Auto Retail | ☐ Concessions | ☐ Other (See Remarks) | |

Year Established*Gross Annual Income \$****Net Operating Income \$****Gross Annual Expenses \$****Special Financing**

- ☐
- Yes
- ☐
- No
- ☐
- Unknown
- ☐
- Unspecified

Approximate Lot Size** (Sq. Ft.)**# of Restrooms*Building SqFt****# of Loading Docks****# Drive-In Doors****Traffic Count/Day****Handicap Access/Features**

- ☐
- Yes
- ☐
- No
- ☐
- Unknown
- ☐
- Unspecified

Elevator

- ☐
- Yes
- ☐
- No
- ☐
- Unknown
- ☐
- Unspecified

Equip List Available

- ☐
- Yes
- ☐
- No
- ☐
- Unknown
- ☐
- Unspecified

Inventory Included

- ☐
- Yes
- ☐
- No
- ☐
- Unknown
- ☐
- Unspecified

Real Estate Included

- ☐
- Yes
- ☐
- No
- ☐
- Unknown
- ☐
- Unspecified

Owner Training

- ☐
- Yes
- ☐
- No
- ☐
- Unknown
- ☐
- Unspecified

Related MLS Listing #**Business Hours*****Specific Zoning Code****Zone Description or Title**

- ☐
- A- Legal Conforming
- ☐
- B- Legal Non-Conforming
- ☐
- C- Other (See Remarks)

Parking Spaces*Location**

- | | | | | |
|--------------------------------------|---|---|---|--|
| ☐ A- Downtown | ☐ E- Park | ☐ I- Industrial Park | ☐ M- Highway Access | ☐ P- Corner Lot |
| ☐ B- Urban | ☐ F- Shopping Mall | ☐ J- Office Park | ☐ N- Public Transportation | ☐ Q- Interior Lot |
| ☐ C- Suburban | ☐ G- Strip | ☐ K- Free Standing | ☐ O- Central Business District | ☐ R- Neighborhood |
| ☐ D- Rural | ☐ H- Historic | ☐ L- Interstate | | |

Utilities

- | | | | | |
|---|---|---|---|---|
| ☐ A- Public Water | ☐ D- Private Sewer | ☐ G- Natural Gas | ☐ J- 220 Volts | ☐ N- Fiber Optic |
| ☐ B- Private Water | ☐ E- Water Available | ☐ H- Bottled Gas | ☐ K- 440 Volts | ☐ O- Leased Propane Tank |
| ☐ C- Public Sewer | ☐ F- Sewer Available | ☐ I- 110 Volts | ☐ L- Three Phase | ☐ M- Other (See Remarks) |

Documents in Hand

- | | | | | |
|---|---|--|--|---|
| ☐ A- Site Plan | ☐ E- Septic Design | ☐ I- Load Stress Analysis | ☐ L- Owner Provided | ☐ O- Limited Information |
| ☐ B- Aerial Photo | ☐ F- Investment Analysis | ☐ J- Tax Return | ☐ M- May Show Books | ☐ P- Lease Agreement |
| ☐ C- Soil Survey | ☐ G- Feasibility Study | ☐ K- Accountant Provided | ☐ N- Pro Forma | ☐ Q- None |
| ☐ D- Environmental Site Assessment | ☐ H- Arch Drawings | | | |

Facilities

- | | | | | |
|-------------------------------------|--|--------------------------------------|-------------------------------------|---|
| ☐ A- Kitchen | ☐ C- Conference | ☐ E- Lounge | ☐ G- Locker | ☐ I- Office |
| ☐ B- Vault | ☐ D- Lobby | ☐ F- Exercise | ☐ H- Meeting | ☐ J- Other (See Remarks) |

Building

- ☐ A- Brick
 ☐ C- Masonry
 ☐ E- Pre-cast
 ☐ G- Subdivided
 ☐ I- Other (See Remarks)
- ☐ B- Frame
 ☐ D- Steel
 ☐ F- Historic
 ☐ H- Clear Span

Tenant Expenses

- ☐ A- Taxes
 ☐ D- Air Conditioning
 ☐ G- Water
 ☐ J- Trash Service
 ☐ M- Expenses over Base
- ☐ B- Taxes over Base
 ☐ E- Electric
 ☐ H- Insurance
 ☐ K- Snow Removal
 ☐ N- Escalator
- ☐ C- Heat
 ☐ F- Sewer
 ☐ I- Janitorial
 ☐ L- Parking

System

- ☐ A- Telephone
 ☐ C- Security Lights
 ☐ E- Dry Sprinkler
 ☐ G- None
- ☐ B- Security
 ☐ D- Wet Sprinkler
 ☐ F- Conveyor

Terms

- ☐ A- Assumable
 ☐ D- Option Available
 ☐ G- Special
 ☐ M- Lender Approval Required
- ☐ B- Seller 1st
 ☐ E- Rent with Option
 ☐ H- Lease
 ☐ O- Estate Sale
- ☐ C- Seller 2nd
 ☐ F- Joint Venture
 ☐ I- Month-to-Month
 ☐ J- Other (See Remarks)

Form

- ☐ A- Corporation
 ☐ B- Sub S Corporation
 ☐ C- Partnership
 ☐ D- Sole Owner
 ☐ E- Other (See Remarks)

Reason for Selling

- ☐ A- Retirement
 ☐ C- Relocation
 ☐ E- Health
- ☐ B- Personal
 ☐ D- Consolidating
 ☐ F- Other (See Remarks)

Special Licenses

- ☐ Yes
 ☐ No
 ☐ Other (See Remarks)
 ☐ Unknown
 ☐ Unspecified

***Basement**

- ☐ Yes
 ☐ No

Basement Features

- ☐ A- Full
 ☐ F- Walk Out
 ☐ J- Sump Pump
 ☐ N- Slab
 ☐ Q- Unfinished Basement
- ☐ B- Partial
 ☐ G- Interior Access
 ☐ L- Dirt Floor
 ☐ O- Crawl
 ☐ R- Exterior Access
- ☐ C- Mixed
 ☐ I- Bulkhead
 ☐ M- Concrete Floor
 ☐ P- Finished
 ☐ D- Other (See Remarks)
- ☐ E- Partially Finished

***Seller Disclosure Declaration**

- ☐ Yes
 ☐ No

Disclosures (Max. 300 Characters. Please include an additional page if needed.)

****REMINDER****

As stated in the MLS PIN Rules & Regulations Sec 1.0 (e), **no broker, agent or agency may be named or identified, nor may any web, e-mail or voicemail address or other personal form of identification be included**, in any section or field of any Property Data Form, except only in "Firm Remarks", "Team Member", and "Special Showing Instructions."

Public Remarks (Max. 1000 Characters. Please include an additional page if needed.)

Firm Remarks (Max. 1000 Characters. Please include an additional page if needed.)
(Note: Firm Remarks may not be used to facilitate or communicate offers of compensation.)

Exclusions (Max. 100 Characters. Please include an additional page if needed.)