



CI COMMERCIAL/INDUSTRIAL 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) _____

*Space Available (choose only one) ☐ For Sale ☐ For Lease ☐ For Sale/Lease

*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 | ☐ M- Exclusive Right to Lease |
| ☐ 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.

*Lender Owned

☐ Yes ☐ No ☐ Undisclosed

*Short Sale With Lender Approval Required

☐ Yes ☐ No ☐ Unknown

*Street # *Street Name Unit # *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 | ☐ Q- Call Tenant | ☐ W- Audio Recording/Surveillance Device on Premises |
| ☐ C- Call List Agent | ☐ R- Go Direct | ☐ X- Video Recording/Surveillance Device on Premises |
| ☐ K- Schedule with ShowingTime or Call 888-627-2775 | ☐ S- Key in Office | ☐ Y- Email List Agent |
| ☐ Z- Schedule with ShowingTime | ☐ T- Lock Box | ☐ 1- Schedule with Homesnap Showings |
| ☐ O- Accompanied Showings | ☐ U- Owner | ☐ L- Other (See Special Showing Instructions) |
| ☐ P- Appointment Required | ☐ V- Sign | |

Buyer's Agent Showing

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

Facilitator Showing

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

Special Showing Instructions (Max. 100 Characters)
Lease**☐ Yes ☐ NoExchange**☐ Yes ☐ No***Sublet**☐ Yes ☐ No**Lease Type**
☐ A- Ground Lease
 ☐ B- Net Lease
 ☐ C- Triple-Net Lease (NNN)
 ☐ G- Gross
 ☐ O- Other (See Remarks)
Lease Price Includes
☐ A- Building
 ☐ B- Business
 ☐ C- Land
 ☐ E- Not Applicable
 ☐ D- Other (See Remarks)
Taxes \$**Fiscal Year****Mill Rate*****Specific Zoning Code****Certification Number or Deed Date*****Assessed Value Land*****Assessed Value Building*****Total Assessed Value****Map****Block****Lot*****Book*****Page*****Zone Description or Title**
☐ A- Legal Conforming
 ☐ B- Legal Non-Conforming
 ☐ C- Other (See Remarks)
***Type of CI** (choose only one)
☐ Commercial
 ☐ Industrial
 ☐ 5+ Residential
 ☐ Land
 ☐ Office
 ☐ Commercial Condo
 ☐ Mixed Use
 ☐ Parking
UNITS**SQUARE FEET*****Residential*****Square Feet*****# Buildings****# of Restrooms****# of Loading Docks****# Drive-In Doors*****Office*****Square Feet****Ceiling Height*****# Stories****# Units****Traffic Count/Day*****Retail*****Square Feet*****Approximate Lot Size****Approximate Acres****Approximate Frontage****Approximate Depth*****Warehouse*****Square Feet*****Year Established*****Year Established Source**
☐ Appraiser
 ☐ Builder
 ☐ Owner
 ☐ Public Record
***21E on File**
☐ Yes
 ☐ No
Manufacturing**Square Feet****Site Condition**
☐ A- Dry
 ☐ B- Level
 ☐ C- Open
 ☐ D- Slope
 ☐ E- Wet
 ☐ F- Wood
 ☐ G- Improved
Total Units**Total Square Feet****HERS Index Score****Completion Date of HERS Score**

Survey
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Plat Plan
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Lien and Encumbrance
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Expandable
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Underground Tank
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Easements
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Dividable
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Sub-Dividable
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Elevator
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Sprinklers
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Railroad Siding
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Handicap Access/Features
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Gross Annual Income \$

***Net Operating Income \$**

Gross Annual Expenses \$

Special Financing
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Association
☐ Yes ☐ No ☐ Unknown ☐ Unspecified
Association Fee

Association Fee Includes

- | | | | | |
|--|--|---|--|--|
| ☐ A- Heat | ☐ I- Swimming Pool | ☐ Q- Putting Green | ☐ Y- Clubroom | ☐ 7- N/A |
| ☐ B- Hot Water | ☐ J- Laundry Facilities | ☐ R- Tennis Court | ☐ Z- Walking/Jogging Trails | ☐ 8- Air Conditioning |
| ☐ C- Electric | ☐ K- Elevator | ☐ S- Playground | ☐ 1- Beach Rights | ☐ 9- Parking |
| ☐ D- Gas | ☐ L- Exterior Maintenance | ☐ T- Park | ☐ 2- Dock/Mooring | ☐ 11- Flood Insurance |
| ☐ E- Water | ☐ M- Road Maintenance | ☐ U- Recreational Facilities | ☐ 3- Extra Storage | ☐ 13- Management Fee |
| ☐ F- Sewer | ☐ N- Landscaping | ☐ V- Paddle Tennis | ☐ 4- Refuse Removal | |
| ☐ G- Master Insurance | ☐ O- Snow Removal | ☐ W- Exercise Room | ☐ 5- Garden Area | |
| ☐ H- Security | ☐ P- Golf Course | ☐ X- Sauna/Steam | ☐ 6- Valet Parking | |

***Parking Spaces**

Parking Description

- | | | | | |
|---|------------------------------------|---|--|--------------------------------------|
| ☐ A- 1-10 Spaces | ☐ E- Garage | ☐ J- 11-20 Spaces | ☐ N- Paved Driveway | ☐ R- Off Site |
| ☐ B- Assigned | ☐ F- Open | ☐ K- 21+ Spaces | ☐ O- Unpaved Driveway | ☐ S- On Site |
| ☐ C- Detached | ☐ G- Street | ☐ L- Improved Driveway | ☐ P- Leased | ☐ T- Reserved |
| ☐ D- Attached | ☐ H- Under | ☐ M- Stone/Gravel | ☐ Q- No Parking | ☐ U- Shared |

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) |

Roof Material

- | | | | | |
|--|--|---|--|---|
| ☐ A- Aluminum | ☐ J- Asphalt/Composition Shingles | ☐ O- Terne - Coated - Stainless | ☐ T- Composition | ☐ Y- Shake |
| ☐ B- Membrane | ☐ K- Clay | ☐ P- Vegetation/Garden | ☐ U- Metal | ☐ Z- Slate |
| ☐ C- Combination | ☐ L- Living | ☐ Q- Asphalt/Fiberglass Shingles | ☐ V- Reflective Roofing - ENERGY STAR | ☐ 1- Wood Shingles |
| ☐ D- Shingle | ☐ M- Metal Roofing (Recycled) | ☐ R- Bitumen | ☐ W- Rolled | ☐ 2- Tile |
| ☐ E- Tar & Gravel | ☐ N- Radiant Roof Barriers | ☐ S- Channel | ☐ X- Rubber | ☐ F- Other (See Remarks) |

Construction

- | | | | | |
|--------------------------------------|--|-----------------------------------|------------------------------------|---|
| ☐ A- Aluminum | ☐ C- Stone/Concrete | ☐ E- Mason | ☐ G- Stucco | ☐ H- Other (See Remarks) |
| ☐ B- Brick | ☐ D- Frame | ☐ F- Steel | | |

***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.)