

Boxed Fields and/or bolding denote required information that must be provided. Circle selections and number in order of importance.

Heartland Multiple Listing Service

(System Assigned)

The information provided here will be available to all Heartland system users now and in the future and may not be deleted.

COM COMMERCIAL

Initial Status

(Circle 1)

Active Incoming
Auction Model

Type
(Circle 1)

BUSN OPP OFFICE RETAIL
INDUSTRIAL OTHER WAREHOUSE

Price

\$ _____

Low List Price

\$ _____

Lease or Sale

(Circle 1)

LEASE LEASE OR SALE SALE

Leased?

YES NO

Lease Price

\$ _____

(Req'd if Price < 1)

Area

Address

NUMBER _____

DIR _____

STREET NAME _____

(Required)

ST TYPE _____

City

County

Zip

Legal

Tax ID

(Req'd if County is Cass, Clay, Jackson, Platte, Johnson or Wyandotte)

-PROPERTY INFORMATION-

Min SF

Max SF

Total SF

Zoning

In Flood Plain?

YES NO UNKNOWN

(Circle 1)

Busn/Bld Name

Age Description

(Circle 1)

UNDER CONS 3-5 YRS 16-20 YRS 41-50 YRS
NEW 6-10 YRS 21-30 YRS 51+ YRS
2 YRS/LESS 11-15 YRS 31-40 YRS

Year Built

Stories

Lot Size

Sprinkler

DRY WET
YES NO

Builder

(Req'd if Age is UC or New)

-GENERAL INFORMATION-

Road Access

(Circle up to 2)

CITY INTERSTATE RAILROAD
COUNTY PAVED UNPAVED
HIGHWAY PRIVATE OTHER

Occupancy

(Circle up to 2)

OWN LEASE TEN CONT VACANT
OWN VAC TEN OCCU OTHER

Location

(Circle up to 2)

BUSN DIST OFFICE PARK STRIP CTR
FREE STAND RESID DIST UNDERGRND
INDUST PARK SHOP MALL OTHER

Utilities

(Circle up to 6)

220V SVC PHONE SAN SEWER
440V SVC SEPTIC SYS WATER
ELECTRIC OTHER OTHER
GAS

Miscellaneous

(Circle up to 6)

BLDG SIGN JANITOR SVC SEC SYS
DEL DOOR LIVING QTR SMOKE DET
DISPLAY POLE SIGN FNC STOR
FRGHT ELEV REFRIG INS STOR
PSNGR ELEV PRIV REST OUT STOR
EXT LIGHTS PUBL REST WHEELCHAIR
SCALES OTHER

Current Use

(Circle up to 3)

ACCOUNTING CAR WASH GIFT SHOP LIQUOR STORE REMARKS SRVC-PROF
SELF STORAGE CHILD CARE GROCERY MEDICAL SVC RESTAURANT TRUCK STOP
AUTO SVC CHURCH HOTEL/MOTEL MANUFACTURE RETAIL WAREHOUSE
BAR/TAVERN DENTAL INDUSTRIAL NURSING HOME SERVICE STN OTHER
BEAUTY FOOD SVC LAUNDRY OFFICE SRVC-BUSINESS MOBILE HM PK
CAR DEALER FAST FOOD RECREATIONAL

Parking

(Circle up to 4)

ASSIGNED LIMITED USE PAVED
COMMON LOT NONE REMARKS
COVERED LOT ON STREET UNPAVED
GARAGE PARKING LOT OTHER
LEASED

Current Lease Terms

(Circle up to 3)

FIXED LONG TRM RENEW OPT
FULL SVC MONTHLY TRIPLE NET
GROSS PERCENTAGE YEARLY RENEW

Inside City Limits

Req'd if Area is 220

YES SEE REMARKS
NO

Streets

(Circle up to 2)

GRAVEL PRIVATE MAINT
PAVED PUBLIC MAINT

-OFFICE INFORMATION-

Agent ID

2nd Agent ID

Other Phone

____-____-____

Type

Phone Fax
Cell Text

Other Phone

____-____-____

Type

Phone Fax
Cell Text

List Date

____/____/____
(MM/DD/YYYY)

Expiration Date

____/____/____
(MM/DD/YYYY)

Internet Sites

CO-OP WEBSITES REALTOR.COM ALL NONE

Co-op Phone

____-____-____

Bonus

Bonus XD

____/____/____

Email

(Req'd if Bonus is Entered)

Earnest Deposit To

SA Comp

Show Instructions

(1 Req'd; Circle up to 3)

APPT DAYSLEEPER MODEL
CALL OFC KEY in OFC OCCUPIED
CALL SELLR LA PRESENT SCHEDULER
COMBO LB iBOX SEC SYSTEM
CALL CO-OP LEASED VACANT
24 HOUR NOTICE

Buyer Brk Comp

Trans Brk Comp

Comp Based On

GROSS SALE PRICE NET SALE PRICE

Possession

(Circle 1)

CLOSE NEGO SPECIFIC
EARLY OTHER TENANT
IMMED

Photo Instructions

(Circle 1)

DIAGRAM MLS OUT-AREA
LST OFC NOT REQ UC

List Agent Capacity

(Circle 1)

DESIGNATED AGT
SELLER'S AGT
TRANS BROKER

Listing Type

(Circle up to 3)

EXCLUSIVE AGY PROSP EXEMPT
EXCLUSIVE RIGHT TO SELL VARIABLE RATE
LIMITED SERVICE

-INDUSTRIAL INFORMATION-

Net Charges

Office Square Feet

Clearance Height

____.____

of Dock Doors

Drive In Doors

Door Height

Tenant Finish Allowance

____.____

Railroad

(Circle up to 2)

MAINLINE POTENTIAL SPUR
NONE SIDELINE OTHER

-OFFICE INFORMATION-

Expense Stop . Base Year Load Factor **Usable or Rentable?** RENTABLE USABLE
(Req'd if Leased is Yes) *(Req'd if Leased is Yes)* *(Circle 1)*

Tenant Finish Allowance . # of Parking Spaces Building Size

-RETAIL INFORMATION-

Net Charges Tenant Finish Allowance . # of Parking Spaces

-BUSINESS OPPORTUNITY INFORMATION-

of Employees Hours of Operation

Days of Operation

SUNDAY THURSDAY
MONDAY FRIDAY
TUESDAY SATURDAY
WEDNESDAY

Sale Includes *(Circle up to 2)*

BUSN & R.E. FRANCHISE REAL ESTATE
BUSN LEASE INVENTORY SIGNS
BUSN NAME LEASE OTHER
BUSN ONLY LICENSE

Business Type *(Circle up to 2)*

ACCOUNTING FAST FOOD RECREATIONAL
AUTO SVC GIFT SHOP REMARKS
BAR/TAVERN GROCERY RESTAURANT
BEAUTY SHOP HOTEL/MOTEL SERVICE STATION
CAR DEALER LAUNDRY SRVC - BUSINESS
CAR WASH LIQUOR STORE SRVC - PROFESSIONAL
CHILD CARE MEDICAL SVC TRUCK STOP
DENTAL MANUFACTURE OTHER
FOOD SVC NURSING HOME MOBILE HM PK

-FINANCIAL INFORMATION-

Operating Expenses Gross Income Cap Rate .
(Req'd if Leased is Yes) *(Req'd if Leased is Yes)*

Taxes \$ **Special Taxes** \$ **Tax Notation**

Will Sell Terms *(Circle up to 5)*

AUCTION FIXED LEASE PERCENTAGE
BUY DOWN FULL SVC LSE OPTION
CASH GROSS LSE OWNER
CONV LSE OPTION WRAP
EXCHANGE TRIPLE NET OTHER
EXCH-ONLY LSE PURCH

REMARKS - 520 Characters

Lined area for entering remarks, consisting of 15 horizontal lines.

ADDITIONAL REMARKS - 300 Characters - Will appear on the full detail (2 page) report on the agent only matrix.heartlandmls.com

Lined area for entering additional remarks, consisting of 10 horizontal lines.

DIRECTIONS - 350 Characters

Lined area for entering directions, consisting of 12 horizontal lines.

ADDITIONAL DIRECTIONS - 300 Characters - Will appear on the full detail (2 page) report on the agent only matrix.heartlandmls.com

Lined area for entering additional directions, consisting of 10 horizontal lines.

SHOWING AGENT INFORMATION - 350 Characters

10 rows of character boxes for agent information.

PRINT PUBLICATION TEXT - 144 Characters

4 rows of character boxes for print publication text.

VIRTUAL TOUR LINK - 225 Characters

6 rows of character boxes for virtual tour link.

REMARKS ADDENDUM - 1000 Characters - Will appear on the full detail (2 page) report on the agent only matrix.heartlandmls.com

NO CHARACTER BOXES SHOWN DUE TO LENGTH

Large empty rectangular box for remarks addendum.