

Lake County Association of REALTORS®

ON MAGNIFICENT CLEAR LAKE

SINCE 1947



To all Reciprocal participants:
Please complete this form.

Office Name: _____

Office Address: _____ City: _____ Zip Code: _____

Office Phone: _____ Office Fax: _____

Designated Broker: _____ Broker DRE License #: _____

Listing Agent: _____ Listing Agent DRE License #: _____

Agent Cell #: _____ Agent Email: _____

Please select the appropriate listing input form for your listing:

- Residential Residential Lease Residential Income Mobile Home
 Land Commercial Commercial Lease Business Opportunity

Mandatory Lockbox: If a lockbox is present on a Residential or Residential Income property, it must be a Lake County Sentrilock lockbox. More than one lockbox may be used on a property as long as one of them meets this criteria.

Listing Input Fee: \$75.00 payment must be made before listing will be entered in MLS

Lockbox Rental Fee: \$100.00 (\$25 fee + \$75 deposit refunded when lockbox is returned)

Open House Fee: \$10 - First Open House listing FREE

Select payment choice: Check MasterCard Visa

Card Number: _____ - _____ - _____ - _____ Expiration Date: _____ / _____

3 Digit V-Code: _____ (found on the back of card) Amount Charged: \$ _____

Thank you for participating in the C.A.R. Master Reciprocal Agreement. By participating in the program, both Listing Broker and Agent agree to abide by the LCAOR MLS Rules. Status changes need to be reported to the MLS in the required timeframes.

Our MLS Rules require that all listings have at least one photograph. Residential, Multi-Family, Mobile Homes and Commercial listings must have a photograph of the exterior of the structure. Land listings must have a photo of the land or an aerial photo with an outline of the lot. You are responsible for supplying a photograph of your listing.

Return completed form to our office attention: Teresa Hoffman-Singh

Email: teresah@lcaor.com, Fax: (707) 263-9310

Signed: _____ Date: _____

Listing Agent



CARETS Commercial Lease Listing Form

Field names with character/selection limits contain the limit number in parenthesis (#). Required fields are listed in **RED** and denoted with an asterisk *

Management Information

Leasing Agent ID _____

Managing Agent ID _____

Owner Contact Name _____

Owner Name _____

Owner Phone _____

Developer _____

Owner User* - YES / NO

Investment Property* - YES / NO

Anchors/Co-Tenants _____

Location Information

Property Name* _____

Business Park Name _____

Property Type* (select from list)

Office Type (select from list)

- Retail
- Office
- Industrial
- High Tech-Flex
- Land
- Multi-Family
- Mobile Home Park
- Hotel/Motel
- Farm/Ranch
- Specialty

- Multi-Tenant
- Single Tenant
- Owner-User
- Government
- Medical/Dental
- Other
- Church
- Nursing Facility
- Master Sale record

Market (MKT) Area* _____

County* _____

Building Status* (select from list)

- Existing
- Proposed
- Under Construction
- Under Renovation
- Demolished
- Land

Vicinity _____

General Zoning _____

Key (Map/Grid) ____/____ ex. 825/a1

Address Information

Street Number* _____ **Street Number2** _____ **Street Direction1** _____ **Street Name*** _____

Street Direction2 _____ **City*** _____ **State*** _____ **Zip Code*** _____ **Zip+4** _____

Cross Street _____

Location Description _____

Second Address _____

Road Frontage (ft) _____

Directions _____

Building / Lot Information

Building Details:

Total Building SF* _____

Total Building NRA _____

Office SF _____

Retail SF _____

Industrial SF _____

High Tech-Flex SF _____

Res SF _____

Largest Contiguous SF _____

Building Class A___ B___ C___
(office only)

Percent Leased _____

Num Tenants _____

Num Buildings* _____

Total Units _____

Floors* _____

Security System: YES / NO

Expenses \$ _____ /sf/yr

Elevators _____

Sprinkler: YES / NO

AC: YES / NO

Condo: YES / NO

Construction Information:

Year Built* _____

Year Renovated _____

Completion Date _____

Roof Type _____

Construction Type: (select one or more)

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Brick | <input type="checkbox"/> Metal |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Steel |
| <input type="checkbox"/> Framed | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Tiltwall |
| <input type="checkbox"/> Joist | <input type="checkbox"/> Vinyl |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Wood |

Parking:

Covered Parking _____

Uncovered Parking _____

Total Parking _____

Parking Ratio _____

Parcel Information

Tax ID #* _____

Parcel Notes: (255 characters max)

Tax ID # 2 _____

Tax ID # 3 _____

Tax ID # 4 _____

Tax ID # 5 _____

Prop Tax: _____

Prop Tax Year: _____

Comments

(500 characters max)

Industrial Only Information

Industrial Type: (select one)

- Manufacturing
- Warehouse/Distribution
- High Tech/ R&D
- Warehouse/Office

Other Details:

Gas available: YES / NO

Sewer: YES / NO

Yard: YES / NO

Fenced: YES / NO

Paved: YES / NO

Water Front: YES / NO

Electric Standard: YES / NO

Electric Heavy: YES / NO

Amps _____

Volts _____

Phase _____

Clearance Information:

Clearance Height Min. _____

Clearance Height Max. _____

Door & Crane Information:

Dock High Doors: YES / NO Qty _____

Grade Level Doors: YES / NO Qty _____

Rail Service: YES / NO Qty _____

Cranes: YES / NO Qty _____

Retail Only Information

Center Type:

- Grocery Anchor
- Community/ Specialty
- Regional Center
- Mixed Use
- Unanchored
- Power

Population _____ (3mile radius)

Household Income _____ (3 mile radius)

Traffic Count _____

Traffic Count Year _____

Pads _____

Listing Management

Hold New Listing* YES / NO

(If you choose "Yes" to Hold New Listing, your listing will be held in abeyance with a status of "Hold" and will NOT be displayed in CARETS search results. You will still be able to view and edit this listing along with your other active listings. Listings in "Hold" status will NOT go out on Hot Sheets until they are changed to "New" status. If you choose "No" to Hold New Listing, your listing will be immediately available for searches and will have a status of "New".)

Asset Class

Choose Asset Class*

- | | |
|--|---|
| <input type="checkbox"/> Office | <input type="checkbox"/> Hotel/Motel |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Farm/Ranch |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Mobile Home Park |
| <input type="checkbox"/> Land/Unimproved | <input type="checkbox"/> Specialty |
| <input type="checkbox"/> Multi-Family | <input type="checkbox"/> High Tech/Flex |

Additional Search Tags

Retail: (select one or more)

- | | |
|--|--|
| <input type="checkbox"/> Car lot | <input type="checkbox"/> Stand – Alone |
| <input type="checkbox"/> Drive – Thru | <input type="checkbox"/> Street Retail |
| <input type="checkbox"/> Grocery Anchor | <input type="checkbox"/> Strip Mall |
| <input type="checkbox"/> Industrial/Retail | <input type="checkbox"/> Car Wash |
| <input type="checkbox"/> Mixed-Use | <input type="checkbox"/> Gas Station |
| <input type="checkbox"/> Pad(s) | <input type="checkbox"/> Car Repair |
| <input type="checkbox"/> Power | <input type="checkbox"/> Convenience Store |
| <input type="checkbox"/> Regional Center | <input type="checkbox"/> Showroom |
| <input type="checkbox"/> Restaurant | |

Industrial/ Flex: (select one or more)

- Distribution
- Car Lot
- Industrial/Office
- Manufacturing
- Industrial/Retail
- Mini-Storage
- Warehouse

Office: (select one or more)

- | | |
|--|---|
| <input type="checkbox"/> Single – Tenant | <input type="checkbox"/> Nursing Facility |
| <input type="checkbox"/> Special Use | <input type="checkbox"/> Live/Work |
| <input type="checkbox"/> Government | <input type="checkbox"/> Gym/Rec Center |
| <input type="checkbox"/> School | <input type="checkbox"/> Adult Family Home |
| <input type="checkbox"/> Medical/Dental | <input type="checkbox"/> Church/ Religious Facility |
| <input type="checkbox"/> Mixed – Use | <input type="checkbox"/> Condos |
| <input type="checkbox"/> Multi -Tenant | <input type="checkbox"/> Day Care |

Land: (select one or more)

- Waterfront
- Recreation Use
- Parking Lot
- Parking Structure
- Forest
- Build To Suit

General Listing Information

Listing Agent 1 ID* _____

Selling Office Compensation* _____

Listing Agent 2 ID _____

SOC Exclusions* YES / NO

Listing Agent 3 ID _____

Surveys Available:

Listing Agent 4 ID _____

Environmental: YES / NO

Listing Date* _____

Boundary: YES / NO

Listing Price* _____

Wetlands: YES / NO

Expiration Date* _____

Current Use: _____

Distressed: YES / NO

Terms: (200 character max)

General Listing Information (continued)

Showing Instructions: **View With Discretion: YES / NO**

Call Listing Agent: YES / NO

Instructions: (255 character max)

Financial Information

Investment Information: (check one)

Proforma **Actual** **Unknown**

Investment Property* YES / NO

Owner User: YES / NO

Gross Income: _____

Vacancy Factor %: _____

Operating Expenses: _____

Net Operation Income: _____

CAP Rate: _____

Documents (Number of Years Available)

Profit/Loss Years: _____

Balance Sheet Years: _____

YTD Operating Statement: YES / NO

Financing Available: YES / NO

Assumable: YES / NO

Detail Listing Information

Min Industrial SF _____ sqft

Max Industrial SF _____ sqft

Min Office SF _____ sqft

Max Office SF _____ sqft

Min Total SF _____ sqft

Max Total SF _____ sqft

Lease Rate Low \$ _____/sqft

Lease Rate High \$ _____/sqft

Heat Source _____

Dividable: YES / NO

Easements: YES / NO

Covenants: YES / NO

Topography _____

Site Dimensions _____
(i.e. 100 X 80 ft)

Land Depth _____ ft

Land Width _____ ft

Utilities: (check one)

Sanitary Sewer

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

Water

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

Electricity

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

Storm Sewer

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

Gas Lines

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

Other Utilities

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

Signage:

- Signage on Building
- Signage Freestanding

Amenities:

Structure on Site: YES / NO

Pool Outdoor: YES / NO

Pool Indoor: YES / NO

Cable: YES / NO

Other Amenities _____

Industrial Asset Class Information

Space Information:

Clearance Height Min _____ ft

Clearance Height Max _____ ft

Dock High Door Count _____

Grade Level Door Count _____

Crane Count _____

Utilities:

Gas Available: YES / NO Amps _____

Sewer: YES / NO Volts _____

Electric Standard: YES / NO Phase _____

Electric Heavy: YES / NO

Multi-Family Asset Class General Information

Building Information:

Num of Units W/ Patios _____

Num of Units W/ Fireplaces _____

Amenities:

Rec Room: YES / NO Common Laundry: YES / NO

Num Dishwashers _____

Multi-Family Asset Class Financial Information

Annual Expense Information

Expense Year _____
 Real Estate Taxes _____
 +Personal Prop Taxes _____
 +Account/Legal _____
 +Advertising _____
 +Insurance _____
 +Electricity _____
 +Water/Sewer _____
 +Trash _____
 +Prof. Mgr _____
 +Res. Mgr _____
 +Maintenance _____
 +Supplies _____
 +Other Expenses _____
 =Total Expenses _____
 Reserves _____

Annual Operating Information

Gross Sch Rents _____
 Vacancy \$ / % _____
 +Laundry Income _____
 +Parking Income _____
 +Other Income _____
 =Effective Gross _____
 -Total Expenses _____
 =NOI _____

Multi-Family Asset Class Unit Information

<u># Units</u>	<u>Beds/Baths</u>	<u>Avg Size SQFT</u>	<u>Avg Rent/Month</u>	<u>Rent/SQFT</u>
_____	Studio	_____	_____	_____
_____	1Bed/1Bath	_____	_____	_____
_____	1Bed/2.5Bath	_____	_____	_____
_____	2Bed/1Bath	_____	_____	_____
_____	2Bed/1.5Bath	_____	_____	_____
_____	2Bed/2Bath	_____	_____	_____
_____	3Bed/1Bath	_____	_____	_____
_____	3Bed/1.5Bath	_____	_____	_____
_____	3Bed/2Bath	_____	_____	_____
_____	Other	_____	_____	_____

Land Asset Class Information

Land Features:

Land Depth _____ ft

Land Width _____ ft

Owner Will Build to Suit: *YES / NO*

Easements: *YES / NO*

Covenants: *YES / NO*

Access:

Curb Cuts: *YES / NO*

Road Frontage 1 _____

Road Frontage 2 _____

Access from _____

Hotel/Motel Asset Class Information

Building

Characteristics:

Avg Rate

Num Units

Rooms

Single _____

Double _____

Economy _____

Suites _____

Other _____

Total _____

Corridors: *YES / NO*

Utilities:

Phone System: *YES / NO* Televisions: *YES / NO*

Financial Details:

Financial Year _____

+ Room Revenue _____

+ Food & Bev _____

+ Other Income _____

= Gross Income _____

Operating Information

Room Expenses _____

+ Food/Bev. Exp _____

+ Other Exp _____

= Total Exp _____

Net Operating Inc _____

- Debt Service _____

= Cash Flow _____

Property Amenities:

Num of Conference Room(s) _____

Farm/Ranch Asset Class Information

Land Information:

Acres Tillable _____

Acres Timber _____

Irrigation _____

Water Rights _____

Acres Fenced _____

Soil Type _____

Flood Plain Data _____

Building Characteristics:

House _____

Barn _____

Mobile Home Park Asset Class Information

Park Characteristics:

Permanent Spaces Rented Available

Single Wide _____

Double Wide _____

Triple Wide _____

RV Spaces _____

Other _____

Selling Prices Includes:

Personal Property *YES / NO* Owned Mobiles *YES / NO*

Amenities:

Leased Laundry Equip. *YES / NO*

Owned Laundry Equip. *YES / NO*

On Bus Line *YES / NO*

Total Units _____

Num Park-Owned Units _____

Form of Ownership:

- Corp
- Partnership
- Sole Proprietor
- Franchise
- Unknown

Num Mortgaged Units _____

Num Free and Clear _____

List Office has Mortgage Info: *YES / NO*

Manager Living Quarters: *YES / NO*

Years Currently Owned _____