



# LAKE COUNTY ASSOCIATION OF REALTORS®

## Reciprocal Participants

Complete this page and a minimum of all the **Red \*** asterisks on the MLS listing form.

Please email to: [Dawnt@lcaor.com](mailto:Dawnt@lcaor.com)

Office Name: \_\_\_\_\_  
Office Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_  
Designated Broker: \_\_\_\_\_ DRE License #: \_\_\_\_\_  
Listing Agent: \_\_\_\_\_ DRE License #: \_\_\_\_\_  
Agent Email: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

**Please select the appropriate listing input form.**

☐ Residential    ☐ Residential Lease    ☐ Residential Income    ☐ Manufactured In The Park  
☐ Land    ☐ Commercial Sale    ☐ Commercial Lease    ☐ Business Opportunity

*Please view the listing carefully for accuracy. Double check the compensation information, contact info, address and sales price. The broker and listing agent are responsible for all the information in the listing, the accuracy of information input by LCAOR and accept any errors as your responsibility. By your authorization to LCAOR to publish the information contained in the listing, you hereby agree to indemnify, defend, and hold harmless LCAOR for any inaccurate information contained therein. **Listing Agent initial here** \_\_\_\_\_*

**Listing Input Fee:    \$150.00 - Payment must be transacted prior to listing input.**

Open House Fee:    \_\_\_\_ \$10.00    *First Open House is Free*

Optional Lockbox Rental (You can use your own combo/contractors' box)

Lockbox Rental Fee:    \_\_\_\_ \$150.00 (\$50 fee + \$100 deposit, refunded upon lockbox return)

### **Payment information:**

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Expiration Date: \_\_\_\_/\_\_\_\_

3 Digit Security Code: \_\_\_\_\_ Billing Address: \_\_\_\_\_

**Authorized amount: \$** \_\_\_\_\_

Or ☐ Call Me for payment

Thank you for participating in the C.A.R. Master Reciprocal Agreement. The Lake County Association of REALTORS® (LCAOR) MLS charges a \$150.00 for the input and maintenance of your listing. 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 time frames.**

Our MLS rules require that all listings have at least one photograph with the exception of land listings. Residential, Multi-Family Manufactured Homes, and Commercial listings must have a photograph of the exterior of the structure. You are responsible for supplying a photograph for your listing.

**Listing Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

367 Lakeshore Blvd, Lakeport, CA 95453

OFFICE: 707.263.9300

FAX: 707.263.9310

# Commercial Lease

# California Regional MLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (\*) and conditionally required fields are denoted with a double red asterisk (\*\*).

<b>Status</b>					
*Listing Status: <input type="checkbox"/> Active (Property is open to offers and IS available for showings) <input type="checkbox"/> Coming Soon (Property is open to offers but is NOT available for showings)					
<b>Basics</b>					
<b>Listing Information:</b>					
List Price:		List Price Low:		*Parcel Number:	
*Parcel Number Available? <input type="checkbox"/> Yes <input type="checkbox"/> No					
*Rent Min:		*Rent Max:		Additional Parcels? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Parcels (Separated By Comma):					
County/City/Area/Tract:					
*County:		*City:		**MLS Area:	
<b>Address Information:</b>					
*Street #:			Str Number Ext:		
Str Direction Prefix: <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West					
*Street Name:					
<b>Str Suffix:</b> <div> <input type="checkbox"/> Alley <input type="checkbox"/> Drive <input type="checkbox"/> Loop <input type="checkbox"/> Plaza <input type="checkbox"/> Trace  <input type="checkbox"/> Avenue <input type="checkbox"/> Expressway <input type="checkbox"/> Mall <input type="checkbox"/> Rise <input type="checkbox"/> Trail  <input type="checkbox"/> Boulevard <input type="checkbox"/> Freeway <input type="checkbox"/> Parkway <input type="checkbox"/> Road <input type="checkbox"/> Turnpike  <input type="checkbox"/> Causeway <input type="checkbox"/> Highway <input type="checkbox"/> Pass / Bypass <input type="checkbox"/> Run <input type="checkbox"/> Walk  <input type="checkbox"/> Circle <input type="checkbox"/> Interstate <input type="checkbox"/> Pathway <input type="checkbox"/> Square <input type="checkbox"/> Way  <input type="checkbox"/> Court <input type="checkbox"/> Island <input type="checkbox"/> Pike <input type="checkbox"/> Street  <input type="checkbox"/> Cut / Cutoff <input type="checkbox"/> Lane <input type="checkbox"/> Place <input type="checkbox"/> Terrace </div>					
Str Suffix Modifier:		<b>Str Direction Suffix:</b> <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West			
Unit #:			*State:		
*Postal Code:		Postal Code +4:		Country:	
*Directions:					
<b>Basic Information:</b>					
*Property Sub Type: <input type="checkbox"/> Mixed Use <input type="checkbox"/> High Tech-Flex <input type="checkbox"/> Unimproved Land <input type="checkbox"/> Office <input type="checkbox"/> Business <input type="checkbox"/> Ranch <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Mobile Home <input type="checkbox"/> Retail <input type="checkbox"/> Warehouse <input type="checkbox"/> Farm <input type="checkbox"/> Industrial <input type="checkbox"/> Multi Family <input type="checkbox"/> Specialty <input type="checkbox"/> Agriculture					
<b>Industrial Type:</b> <input type="checkbox"/> High Tech/R&D <input type="checkbox"/> Warehouse/Distribution <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse/Office			<b>Retail Center Type:</b> <input type="checkbox"/> Community/Specialty <input type="checkbox"/> Mixed Use <input type="checkbox"/> Regional Center <input type="checkbox"/> Grocery Anchor <input type="checkbox"/> Power <input type="checkbox"/> Unanchored		<b>Investment Property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Office Class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			Year Built:	Year Built Source: <input type="checkbox"/> Appraiser <input type="checkbox"/> Builder <input type="checkbox"/> Other <input type="checkbox"/> See Remarks <input type="checkbox"/> Assessor <input type="checkbox"/> Estimated <input type="checkbox"/> Public Records <input type="checkbox"/> Seller	
*Building Area Total:			<b>Living Area Source:</b> <input type="checkbox"/> Appraiser <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Public Records <input type="checkbox"/> Assessor <input type="checkbox"/> Not Taped <input type="checkbox"/> See Remarks <input type="checkbox"/> Builder <input type="checkbox"/> Other <input type="checkbox"/> Seller <input type="checkbox"/> Estimated <input type="checkbox"/> Owner <input type="checkbox"/> Survey <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Plans <input type="checkbox"/> Taped		<b>*Lot Size Area:</b>  <b>High Tech Flex Sqft:</b>
<b>Lot Size Source:</b> <input type="checkbox"/> Appraiser <input type="checkbox"/> Not Taped <input type="checkbox"/> See Remarks <input type="checkbox"/> Assessor <input type="checkbox"/> Other <input type="checkbox"/> Seller <input type="checkbox"/> Builder <input type="checkbox"/> Owner <input type="checkbox"/> Survey <input type="checkbox"/> Estimated <input type="checkbox"/> Plans <input type="checkbox"/> Taped <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Public Records			<b>Building Area Units:</b> <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters <b>Leasable Area:</b>		<b>Condo Area:</b>
Residential Sqft:			*Lot Size Type: <input type="checkbox"/> Acres <input type="checkbox"/> Square Feet <b>Condo Area Units:</b> <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters		<b>Largest Contiguous Sqft:</b>
Industrial Sqft:	Office Sqft:	Retail Sqft:	Total Building NRA:		Builder Name:
Building Name:		<b>Building Status:</b> <input type="checkbox"/> Demolished <input type="checkbox"/> Land <input type="checkbox"/> Under Construction <input type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Under Renovation			

Commercial Lease

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Required fields are denoted with a red asterisk (\*) and conditionally required fields are denoted with a double red asterisk (\*\*).

Ownership continued:				
<b>Current Use:</b> <div><div><input type="checkbox"/> Agricultural</div><div><input type="checkbox"/> Place of Worship</div><div><input type="checkbox"/> Commercial</div><div><input type="checkbox"/> Horses</div><div><input type="checkbox"/> Improved</div></div> <div><div><input type="checkbox"/> Industrial</div><div><input type="checkbox"/> Investment</div><div><input type="checkbox"/> Multi-Family</div><div><input type="checkbox"/> Parking lot</div><div><input type="checkbox"/> Recreational</div></div> <div><div><input type="checkbox"/> Residential</div><div><input type="checkbox"/> See Remarks</div><div><input type="checkbox"/> Storage</div><div><input type="checkbox"/> Unimproved</div></div>				

Required fields are denoted with a red asterisk (\*) and conditionally required fields are denoted with a double red asterisk (\*\*).

## Description continued:

### Virtual Tour URL Unbranded (NO Agent/Broker Information):

*The Virtual Tour Field shall contain ONLY a live link to a Virtual Tour of the property. The Virtual Tour may not include such things as: agent/broker photos, agent/broker names, phone numbers, web site addresses, email addresses or advertising other than about the property. No messages or solicitations of any kind. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.*

### Virtual Tour URL Unbranded 2 (NO Agent/Broker Information):

*The Virtual Tour Field shall contain ONLY a live link to a Virtual Tour of the property. The Virtual Tour may not include such things as: agent/broker photos, agent/broker names, phone numbers, web site addresses, email addresses or advertising other than about the property. No messages or solicitations of any kind. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.*

## Syndication Remarks & Branded Virtual Tour

### Syndication Remarks:

*Syndication Remarks may contain information intended specifically for the consumers; this includes contact and other non-confidential information. Syndication Remarks is used in place of the Property Description for syndication display. If left blank during input, syndication websites will continue to receive the text you place in the "Property Description" field.*

### Virtual Tour URL Branded (Agent/Broker Information):

*This Virtual Tour may include Agent/Office branding and will only be used in our Syndication data feeds. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.*

## Features

### Building Details:

#### \*Lot Features:

- ☐ 0-1 Unit/Acre
- ☐ 2-5 Units/Acre
- ☐ 6-10 Units/Acre
- ☐ 11-15 Units/Acre
- ☐ 16-20 Units/Acre
- ☐ 21-25 Units/Acre
- ☐ 26-30 Units/Acre
- ☐ 31-35 Units/Acre
- ☐ 36-40 Units/Acre
- ☐ Agricultural
- ☐ Agricultural - Dairy
- ☐ Agricultural - Other
- ☐ Agricultural - Row/Crop
- ☐ Agricultural - Tree/Orchard
- ☐ Agricultural - Vine/Vineyard
- ☐ Back Yard
- ☐ Bluff
- ☐ Close to Clubhouse
- ☐ Corner Lot
- ☐ Corners Marked
- ☐ Cul-De-Sac
- ☐ Desert Back
- ☐ Desert Front
- ☐ Sloped Down
- ☐ Front Yard
- ☐ Garden
- ☐ Gentle Sloping
- ☐ Greenbelt
- ☐ Horse Property
- ☐ Horse Property Improved

#### \*Lot Features continued:

- ☐ Horse Property Unimproved
- ☐ Landscaped
- ☐ Lawn
- ☐ Level with Street
- ☐ Lot 10000-19999 Sqft
- ☐ Lot 20000-39999 Sqft
- ☐ Lot 6500-9999
- ☐ Lot Over 40000 Sqft
- ☐ Flag Lot
- ☐ Irregular Lot
- ☐ Rectangular Lot
- ☐ Level
- ☐ Misting System
- ☐ Near Public Transit
- ☐ No Landscaping
- ☐ On Golf Course
- ☐ Over 40 Units/Acre
- ☐ Park Nearby
- ☐ Pasture
- ☐ Patio Home
- ☐ Paved
- ☐ Percolate
- ☐ Ranch
- ☐ Rocks
- ☐ Rolling Slope
- ☐ Secluded
- ☐ Sprinkler System
- ☐ Sprinklers Drip System
- ☐ Sprinklers In Front
- ☐ Sprinklers In Rear

#### \*Lot Features continued:

- ☐ Sprinklers Manual
- ☐ Sprinklers None
- ☐ Sprinklers On Side
- ☐ Sprinklers Timer
- ☐ Steep Slope
- ☐ Tear Down
- ☐ Treed Lot
- ☐ Up Slope from Street
- ☐ Utilities - Overhead
- ☐ Value In Land
- ☐ Walkstreet
- ☐ Yard
- ☐ Zero Lot Line

#### Construction Materials:

- ☐ Adobe
- ☐ Alcan
- ☐ Aluminum Siding
- ☐ Asbestos
- ☐ Asphalt
- ☐ Block
- ☐ Blown-In Insulation
- ☐ Board & Batten Siding
- ☐ Brick
- ☐ Brick Veneer
- ☐ Cedar
- ☐ Cellulose Insulation
- ☐ Cement Siding
- ☐ Clapboard
- ☐ Concrete

#### Construction Materials continued:

- ☐ Drywall Walls
- ☐ Ducts Professionally Air-Sealed
- ☐ Fiber Cement
- ☐ Fiberglass Siding
- ☐ Flagstone
- ☐ Frame
- ☐ Glass
- ☐ Hardboard
- ☐ HardiPlank Type
- ☐ ICFs (Insulated Concrete Forms)
- ☐ Lap Siding
- ☐ Log
- ☐ Log Siding
- ☐ Masonite
- ☐ Metal Siding
- ☐ Natural Building
- ☐ NES Insulation Pkg
- ☐ Other
- ☐ Plaster
- ☐ Radiant Barrier
- ☐ Rammed Earth
- ☐ Redwood Siding
- ☐ See Remarks
- ☐ Shake Siding
- ☐ Shingle Siding
- ☐ Slump Block
- ☐ Spray Foam Insulation
- ☐ Steel
- ☐ Steel Siding
- ☐ Stone

# Commercial Lease

# California Regional MLS Matrix Listing Input Form

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## Building Details Continued:

### Construction Materials continued:

- ☐ Stone Veneer
- ☐ Straw
- ☐ Stucco
- ☐ Synthetic Stucco
- ☐ TVA Insulation Pkg
- ☐ Unknown
- ☐ Vertical Siding
- ☐ Vinyl Siding
- ☐ Wood Siding
- ☐ Stone Veneer

### Roof:

- ☐ None
- ☐ Asbestos Shingle
- ☐ Asphalt
- ☐ Bahama
- ☐ Barrel
- ☐ Bitumen
- ☐ Bituthene
- ☐ Clay
- ☐ Common Roof
- ☐ Composition
- ☐ Concrete
- ☐ Copper
- ☐ Elastomeric
- ☐ Fiberglass
- ☐ Fire Retardant
- ☐ Flat
- ☐ Flat Tile
- ☐ Foam
- ☐ Green Roof
- ☐ Mansard
- ☐ Membrane
- ☐ Metal
- ☐ Mixed
- ☐ Other
- ☐ Reflective
- ☐ Ridge Vents
- ☐ Rolled/Hot Mop
- ☐ See Remarks
- ☐ Shake
- ☐ Shingle
- ☐ Slate
- ☐ Spanish Tile
- ☐ Stone
- ☐ Synthetic
- ☐ Tar/Gravel

### Roof continued:

- ☐ Tile
- ☐ Wood

### Heating:

- ☐ Ductless
- ☐ None
- ☐ Central
- ☐ Zoned
- ☐ Baseboard
- ☐ Floor Furnace
- ☐ Wall Furnace
- ☐ Space Heater
- ☐ Forced Air
- ☐ Gravity
- ☐ Heat Pump
- ☐ Radiant
- ☐ Electric
- ☐ Natural Gas
- ☐ Propane
- ☐ Kerosene
- ☐ Pellet Stove
- ☐ Wood
- ☐ Oil
- ☐ Solar
- ☐ ENERGY STAR Qualified Equipment
- ☐ High Efficiency
- ☐ Combination
- ☐ Fireplace(s)
- ☐ Humidity Control
- ☐ Wood Stove
- ☐ See Remarks

### Building Features:

- ☐ Elevators
- ☐ Living Quarters
- ☐ Phone System
- ☐ Rec Room
- ☐ TV System

### Fence:

- ☐ None
- ☐ Average Condition
- ☐ Barbed Wire
- ☐ Block
- ☐ Brick
- ☐ Chain Link
- ☐ Cross Fenced
- ☐ Electric
- ☐ Excellent Condition
- ☐ Fair Condition
- ☐ Glass
- ☐ Goat Type
- ☐ Good Condition
- ☐ Grapestake
- ☐ Invisible
- ☐ Livestock
- ☐ Masonry
- ☐ Needs Repair
- ☐ New Condition
- ☐ Partial
- ☐ Pipe
- ☐ Poor Condition
- ☐ Privacy
- ☐ Redwood
- ☐ Security
- ☐ See Remarks
- ☐ Split Rail
- ☐ Stone
- ☐ Stucco Wall
- ☐ Vinyl
- ☐ Wire
- ☐ Wood
- ☐ Wrought Iron

### Cooling:

- ☐ Ductless
- ☐ None
- ☐ Central Air
- ☐ Dual
- ☐ Zoned
- ☐ Wall/Window Unit(s)
- ☐ Evaporative Cooling
- ☐ Heat Pump
- ☐ Humidity Control
- ☐ Whole House Fan
- ☐ Electric
- ☐ Gas
- ☐ ENERGY STAR Qualified Equipment
- ☐ High Efficiency
- ☐ SEER Rated 13-15
- ☐ SEER Rated 16+
- ☐ See Remarks

## Utilities:

### Utilities:

- ☐ None
- ☐ Cable Available
- ☐ Cable Connected
- ☐ Cable Not Available
- ☐ Electricity Available
- ☐ Electricity Connected
- ☐ Electricity Not Available
- ☐ Natural Gas Available
- ☐ Natural Gas Connected
- ☐ Natural Gas Not Available
- ☐ Other
- ☐ Phone Available
- ☐ Phone Connected
- ☐ Phone Not Available

### Utilities continued:

- ☐ Propane
- ☐ See Remarks
- ☐ Sewer Available
- ☐ Sewer Connected
- ☐ Sewer Not Available
- ☐ Underground Utilities
- ☐ Water Available
- ☐ Water Connected
- ☐ Water Not Available

### \*Water Source:

- ☐ None
- ☐ Agricultural Well
- ☐ Cistern

### \*Water Source continued:

- ☐ Other
- ☐ Private
- ☐ Public
- ☐ See Remarks
- ☐ Shared Well
- ☐ Well

### Electric:

- ☐ 220 Volts For Spa
- ☐ 220 Volts in Garage
- ☐ 220 Volts in Kitchen
- ☐ 220 Volts in Laundry
- ☐ 220 Volts in Workshop
- ☐ 220V Other - See Remarks

### Electric continued:

- ☐ 220 Volts
- ☐ 440 Volts
- ☐ Electricity - On Bond
- ☐ Electricity - On Property
- ☐ Electricity - Unknown
- ☐ Heavy
- ☐ Photovoltaics on Grid
- ☐ Photovoltaics Seller Owned
- ☐ Photovoltaics Stand-Alone
- ☐ Photovoltaics Third-Party Owned
- ☐ Standard

### Voltage:

### Amperage:

### Phase:

### Clearance Height Min:

### Clearance Height Max:

## Garage and Parking:

### Parking Total:

### Uncovered Spaces:

### Carport Spaces:

### Parking Ratio:

# Commercial Lease

# California Regional MLS Matrix Listing Input Form

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## Land & Terms

### Land Information:

**Land Use:** ☐ Industrial ☐ Mobile Home Park ☐ Multi-Family ☐ Office ☐ Other ☐ Retail

**Number of Buildings:**

**Number of Units Total:**

**Number Units Leased:**

**Anchor / Co-Tenants:**

**Move In:**

**Topography:**

**Lot Size Dimensions:**

**Zoning:**

**Lot Dimensions Source:**

☐ Appraiser

☐ Estimated

☐ Other

☐ See Remarks

☐ Assessor

☐ GIS Calculated

☐ Owner

☐ Survey

☐ Builder

☐ Not Taped

☐ Plans

☐ Taped

☐ Public Records

### Owner Pays:

☐ None  
☐ All Utilities  
☐ Cable TV  
☐ Electricity  
☐ Exterior Maintenance

☐ Gas  
☐ Grounds Care  
☐ HVAC Maintenance  
☐ Insurance  
☐ Janitorial Service

☐ Management  
☐ Other  
☐ Parking Fee  
☐ Pest Control  
☐ Pool Maintenance

☐ Repairs  
☐ Roof  
☐ Security  
☐ See Remarks  
☐ Sewer

☐ Snow Removal  
☐ Taxes  
☐ Telephone  
☐ Trash Collection  
☐ Water

### Tenant Pays:

☐ None  
☐ ADA Upgrades  
☐ All Utilities  
☐ Association Fees  
☐ Cable TV  
☐ Electricity

☐ Exterior Maintenance  
☐ Grounds Care  
☐ Gas  
☐ HVAC Maintenance  
☐ Insurance  
☐ Janitorial Service

☐ Management  
☐ Other  
☐ Parking Fee  
☐ Pest Control  
☐ Pool Maintenance  
☐ Repairs

☐ Roof Maintenance  
☐ Security  
☐ See Remarks  
☐ Sewer  
☐ Snow Removal  
☐ Taxes

☐ Telephone  
☐ Trash Collection  
☐ Water

## Office & MLS

### Listing Information:

**\*Buyer Agency Comp:**

**\*Buyer Agency Comp Type:** ☐ \$ ☐ % ☐ See Remarks

**\*Dual Variable Compensation?** ☐ Yes ☐ No

**Buyer Agency Comp Remarks:**

**\*Listing Contract Date:**

**\*Expiration Date:**

**Listing Service:**

☐ Entry Only ☐ Full Service ☐ Limited Service

**Sign on Property?**

☐ Yes ☐ No

**\*\*Start Showing Date (required only for Coming Soon - ≤ 21 days in the future):**

**\*Listing Agreement:**

☐ Seller Reserved  
☐ Exclusive Right To Lease

☐ Exclusive Right With Exception  
☐ Net

☐ Open  
☐ Probate

### Occupant Information:

**\*Showing Contact Type:** ☐ None ☐ Agent ☐ Occupant ☐ Other ☐ Owner ☐ Property Manager ☐ See Remarks

**Showing Contact Name:**

**Showing Contact Phone:**

**Ext:**

### Occupant Information:

**\*Occupant Type:** ☐ Owner ☐ Tenant ☐ Vacant

**Owner Name:**

**Owner Phone:**

### Showing Information:

**\*Showing Instructions:**

### \*Lock Box Location:

**\*Key Safe Description:**

☐ None  
☐ Call Listing Office  
☐ Combo

☐ Multacc  
☐ Risco  
☐ See Remarks

☐ Seller providing Access  
☐ Sentrilock  
☐ Supra

**Lock Box Version:**

☐ Supra ☐ Supra BT ☐ Supra BT LE

**Lock Box Serial Number:**

### Contact Information:

**Other Phone Description:**

**Other Phone Number:**

**Ext:**

**\*Preferred Order of Contact:** — Select up to 6 contact options using the numbers 1 to 6 to specify the order.

\_\_\_\_ Agent Cell Ph  
\_\_\_\_ Agent Direct Ph  
\_\_\_\_ Agent Email  
\_\_\_\_ Agent Fax  
\_\_\_\_ Agent Home Ph

\_\_\_\_ Agent Pager Ph  
\_\_\_\_ Agent Text Message  
\_\_\_\_ Agent Toll Free  
\_\_\_\_ Agent Voice Mail  
\_\_\_\_ Co-Agent Cell Ph

\_\_\_\_ Co-Agent Direct Ph  
\_\_\_\_ Co-Agent Email  
\_\_\_\_ Co-Agent Fax  
\_\_\_\_ Co-Agent Home Ph  
\_\_\_\_ Co-Agent Pager Ph

\_\_\_\_ Co-Agent Text Message  
\_\_\_\_ Co-Agent Toll Free  
\_\_\_\_ Co-Agent Voice Mail  
\_\_\_\_ Offers Email  
\_\_\_\_ Office Fax

\_\_\_\_ Office Ph  
\_\_\_\_ Other

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## Office & MLS

Private Remarks:

## MLS

Ad Number:

Before selecting "No" on any of the below options written authorization from the seller is required.

\*Internet Entire Listing Display? ☐ Yes ☐ No

\*Internet Address Display? ☐ Yes ☐ No

\*Internet Consumer Comment? ☐ Yes ☐ No

\*Internet Automated Valuation Display? ☐ Yes ☐ No

\*Neighborhood Market Report Seller Participant? ☐ Yes ☐ No

Agent information:

List Agent MLS ID:

Co-List Agent MLS ID:

List Team ID:

Co-List Team ID:

Offers Email:

Photographer MLS ID:

## BRE - Listing Agent/State License

Listing Agent information:

List Agent:

\*List Agent State License Number:

Co-Listing Agent information:

Co-List Agent:

Co-List Agent State License Number:

## Power Production

If you have one or more Power Production events planned, you may enter them here.

Power Production #1:

Power Production Type: ☐ Photovoltaics ☐ Wind

Power Production Size:

Power Production Year Install:

Power Production Annual:

Power Production Annual Status: ☐ Actual ☐ Estimated ☐ Partially Estimated

Power Production Ownership: ☐ Leased ☐ Owned

Power Production #2:

Power Production Type: ☐ Photovoltaics ☐ Wind

Power Production Size:

Power Production Year Install:

Power Production Annual:

Power Production Annual Status: ☐ Actual ☐ Estimated ☐ Partially Estimated

Power Production Ownership: ☐ Leased ☐ Owned

Power Production #3:

Power Production Type: ☐ Photovoltaics ☐ Wind

Power Production Size:

Power Production Year Install:

Power Production Annual:

Power Production Annual Status: ☐ Actual ☐ Estimated ☐ Partially Estimated

Power Production Ownership: ☐ Leased ☐ Owned

Power Production #4:

Power Production Type: ☐ Photovoltaics ☐ Wind

Power Production Size:

Power Production Year Install:

Power Production Annual:

Power Production Annual Status: ☐ Actual ☐ Estimated ☐ Partially Estimated

Power Production Ownership: ☐ Leased ☐ Owned

# Commercial Lease

# California Regional MLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (\*) and conditionally required fields are denoted with a double red asterisk (\*\*).

## Open House

### Open House #1:

Date:		Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended		Refreshments:	
				Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker		Virtual Open house URL:			
Comments:				Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Open House #2:

Date:		Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended		Refreshments:	
				Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker		Virtual Open house URL:			
Comments:				Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Open House #3:

Date:		Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended		Refreshments:	
				Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker		Virtual Open house URL:			
Comments:				Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Open House #4:

Date:		Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Showing Agent:		Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended		Refreshments:	
				Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker		Virtual Open house URL:			
Comments:				Active? <input type="checkbox"/> Yes <input type="checkbox"/> No	

The information contained above is furnished for the sole benefit of Participants of CRMLS. All information is intended as representative but is not guaranteed to be accurate.

## Signatures

Agent Signature:	Date:
Sellers Signature:	Date:
Broker/Participant's Signature:	Date:
Sellers Signature:	Date: