



# 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

**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 by you, deposit forfeited if LCAOR has to go and retrieve)

**Please select payment option.**

☐ Check (# \_\_\_\_\_)    ☐ Master Card    ☐ Visa    ☐ American Express    ☐ Discover

Or ☐ Call Me for payment

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

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

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

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. Our reciprocal listings do NOT syndicate out to other websites.

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

Commercial Sale

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 (\*\*).

Status

\*Listing Status: ☐ Active (Property is open to offers and IS available for showings) ☐ Coming Soon (Property is open to offers but is NOT available for showings)

Basics

Listing Information:

\*List Price:

List Price Low:

\*Parcel Number:

\*Parcel Number Available? ☐ Yes ☐ No

Additional Parcels? ☐ Yes ☐ No

Additional Parcels (Separated By Comma):

Concessions in Price:

Concessions in Price Type:

Seller Consider Concessions? ☐ Yes ☐ No

County/City/Area/Tract:

\*County:

\*City:

\*\*MLS Area:

Address Information:

\*Street #:

Str Number Ext:

Str Direction Prefix: ☐ East ☐ North ☐ Northeast ☐ Northwest ☐ South ☐ Southeast ☐ Southwest ☐ West

\*Street Name:

Str Suffix:

☐ Alley☐ Avenue☐ Boulevard☐ Causeway

☐ Circle☐ Court☐ Cut / Cutoff☐ Drive

☐ Expressway☐ Freeway☐ Grove☐ Highway

☐ Interstate☐ Island☐ Junction☐ Lane

☐ Loop☐ Mall☐ Parkway☐ Pass / Bypass

☐ Pathway☐ Pike☐ Place☐ Plaza

☐ Rise☐ Road☐ Run☐ Square

☐ Street☐ Terrace☐ Trace☐ Trail

☐ Turnpike☐ Walk☐ Way

Str Suffix Modifier:

Str Direction Suffix: ☐ East ☐ North ☐ Northeast ☐ Northwest ☐ South ☐ Southeast ☐ Southwest ☐ West

Unit #:

\*State:

\*Postal Code:

Postal Code +4:

Country:

\*Directions:

Basic Information:

Ownership:

Land Lease? ☐ Yes ☐ No

\*Common Interest: ☐ None  
☐ Community Apartment

☐ Condominium  
☐ Planned Development

☐ Stock Cooperative  
☐ Timeshare

\*Property Sub Type: ☐ Mixed Use  
☐ Ranch  
☐ Farm

☐ High Tech-Flex  
☐ Hotel/Motel  
☐ Industrial

☐ Unimproved Land  
☐ Mobile Home  
☐ Multi Family

☐ Office  
☐ Retail  
☐ Specialty

☐ Business  
☐ Warehouse  
☐ Agriculture

Industrial Type: ☐ High Tech/R&D  
☐ Manufacturing  
☐ Warehouse/Distribution

☐ Warehouse/Office

Retail Center Type: ☐ Community/Specialty  
☐ Grocery Anchor  
☐ Mixed Use

☐ Power  
☐ Regional Center  
☐ Unanchored

Investment Property? ☐ Yes ☐ No

Office Class: ☐ A ☐ B ☐ C

Year Built:

\*Building Area Total:

\*Lot Size Area:

Year Built Source:

☐ Appraiser☐ Assessor☐ Builder☐ Estimated☐ Other

☐ Public Records☐ See Remarks☐ Seller

Living Area Source:

☐ Appraiser☐ Assessor☐ Builder☐ Estimated☐ GIS Calculated

☐ Not Taped☐ Other☐ Owner☐ Plans☐ Public Records

☐ See Remarks☐ Seller☐ Survey☐ Taped

Lot Size Source:

☐ Appraiser☐ Assessor☐ Builder☐ Estimated☐ GIS Calculated

☐ Not Taped☐ Other☐ Owner☐ Plans☐ Public Records

☐ See Remarks☐ Seller☐ Survey☐ Taped

Building Area Units: ☐ Square Feet ☐ Square Meters

Leasable Area Units: ☐ Square Feet ☐ Square Meters

High Tech Flex Sqft:

Residential Sqft:

Office Sqft:

\*Lot Size Units: ☐ Acres ☐ Square Feet

Largest Contiguous Sqft:

Industrial Sqft:

Condo Area:

Condo Area Units: ☐ Square Feet ☐ Square Meters

Retail Sqft:

Building Name:

Total Building NRA:

Builder Name:

\*Building Status: ☐ Demolished ☐ Existing ☐ Land ☐ Proposed ☐ Under Construction ☐ Under Renovation

Current Use: ☐ Agricultural  
☐ Place of Worship  
☐ Commercial

☐ Horses  
☐ Improved  
☐ Industrial

☐ Investment  
☐ Multi-Family  
☐ Parking lot

☐ Recreational  
☐ Residential  
☐ See Remarks

☐ Storage  
☐ Unimproved

Stories Total:

Entry Level:

Occupancy: ☐ Available ☐ Occupied ☐ Vacant

Lease Considered? ☐ Yes ☐ No

Current Use Comments:

Total Monthly Rent:

Park Name:

\*Special Listing Conditions: ☐ Standard  
☐ Notice Of Default  
☐ Real Estate Owned

☐ HUD Owned  
☐ Short Sale  
☐ Probate Listing

☐ Auction  
☐ Bankruptcy Property  
☐ Third Party Approval

☐ Trust  
☐ Conservatorship

Probate Authority: ☐ Court Confirmation Not Required ☐ Court Confirmation Required

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Seller's Initials (\_\_\_\_)(\_\_\_\_) Agent/Broker/Participant's Initials (\_\_\_\_)(\_\_\_\_)

Commercial Sale

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 (\*\*).

Basic Information continued:

Asset Class:

☐ Farm/Ranch

☐ High Tech-Flex

☐ Hotel/Motel

☐ Industrial

☐ Land/Unimproved

☐ Mobile Home Park

☐ Multi-Family

☐ Office

☐ Retail

☐ Specialty

Business Type:

☐ Accounting☐ Administrative and Support☐ Adult Family Home☐ Advertising☐ Agriculture☐ Animal Grooming☐ Appliances☐ Aquarium Supplies☐ Arts and Entertainment☐ Athletic☐ Auto Body☐ Auto Dealer☐ Auto Glass☐ Auto Parts☐ Auto Rent/Lease☐ Auto Repair-Specialty☐ Auto Service☐ Auto Stereo/Alarm☐ Auto Tires☐ Auto Wrecking☐ Bakery☐ Bar/Tavern/Lounge☐ Barber/Beauty☐ Bed & Breakfast☐ Books/Cards/Stationary☐ Build to Suit☐ Butcher☐ Cabinets☐ Candy/Cookie☐ Car Wash☐ Carpet/Tile☐ Child Care☐ Church☐ Clothing☐ Commercial☐ Computer☐ Condominium☐ Construction/Contractor☐ Convalescent☐ Convenience Store☐ Dance Studio☐ Decorator☐ Deli/Catering☐ Dental☐ Distribution☐ Doughnut☐ Drugstore☐ Dry Cleaner☐ Education/School☐ Electronics☐ Employment☐ Farm☐ Ranch☐ Fast Food☐ Financial☐ Fitness☐ Florist/Nursery☐ Food & Beverage☐ Forest Reserve☐ Franchise☐ Furniture☐ Gas Station☐ Gift Shop☐ Government☐ Grocery☐ Hardware☐ Health Food☐ Health Services☐ Hobby☐ Home Cleaner☐ Hospitality☐ Hotel/Motel☐ Ice Cream/Frozen Yogurt☐ Industrial☐ Jewelry☐ Landscaping☐ Laundromat☐ Liquor Store☐ Live/Work☐ Locksmith☐ Manufacturing☐ Medical☐ Mixed☐ Mobile/Trailer Park☐ Multi-Tenant☐ Music☐ Nursing Home☐ Office Supply☐ Other☐ Pad(s)☐ Paints☐ Parking☐ Pet Store☐ Photographer☐ Pizza☐ Printing☐ Professional Service☐ Professional/Office☐ Real Estate☐ Recreation☐ Regional Center☐ Rental☐ Restaurant☐ Retail☐ Saddlery/Harness☐ Showroom☐ Single-Tenant☐ Special Use☐ Sporting Goods☐ Stand-Alone☐ Storage☐ Strip Mall☐ Toys☐ Transportation☐ Travel☐ Upholstery☐ Utility☐ Variety☐ Video☐ Wallpaper☐ Warehouse☐ Wholesale

Description

Public Remarks:

The Public Remarks may only contain a description of the property, its features, its location or community, specific terms to or exclusions from a sale (or lease). All text must be entered in the English language ONLY. The following are NOT allowed to appear in the property description: Gate/Alarm Codes, Lockbox Combo, FSBO, Vacant, Occupied, Open House Information, Showing Instructions, Email Addresses, Website Addresses, Phone Numbers, Agent, Assistant, Co-Lister or Owner Names, or any language that violates Fair Housing/HUD Guidelines.

Exclusions:

Inclusions:

Business URL:

Business URL Description:

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. Be- gin your URL with HTTP:// or HTTPS://. For example http://www.virtualtoursite.com/etc.

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Seller's Initials (\_\_\_\_)(\_\_\_\_) Agent/Broker/Participant's Initials (\_\_\_\_)(\_\_\_\_)

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

**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
- ☐ 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

**\*Lot Features continued:**

- ☐ 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
- ☐ 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
- ☐ 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

**Construction Materials continued:**

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

# Commercial Sale California Regional MLS Matrix Listing Input Form

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Building Details continued:			
<b>Roof:</b> <input type="checkbox"/> None <input type="checkbox"/> Asbestos Shingle <input type="checkbox"/> Asphalt <input type="checkbox"/> Bahama <input type="checkbox"/> Barrel <input type="checkbox"/> Bitumen <input type="checkbox"/> Bituthene <input type="checkbox"/> Clay <input type="checkbox"/> Common Roof <input type="checkbox"/> Composition <input type="checkbox"/> Concrete <input type="checkbox"/> Copper <input type="checkbox"/> Elastomeric <input type="checkbox"/> Fiberglass <input type="checkbox"/> Fire Retardant <input type="checkbox"/> Flat <input type="checkbox"/> Flat Tile <input type="checkbox"/> Foam <input type="checkbox"/> Green Roof <input type="checkbox"/> Mansard <input type="checkbox"/> Membrane <input type="checkbox"/> Metal <input type="checkbox"/> Mixed <input type="checkbox"/> Other <input type="checkbox"/> Reflective <input type="checkbox"/> Ridge Vents <input type="checkbox"/> Rolled/Hot Mop <input type="checkbox"/> See Remarks <input type="checkbox"/> Shake <input type="checkbox"/> Shingle <input type="checkbox"/> Slate <input type="checkbox"/> Spanish Tile <input type="checkbox"/> Stone <input type="checkbox"/> Synthetic <input type="checkbox"/> Tar/Gravel <input type="checkbox"/> Tile <input type="checkbox"/> Wood	<b>Heating continued:</b> <input type="checkbox"/> Kerosene <input type="checkbox"/> Pellet Stove <input type="checkbox"/> Wood <input type="checkbox"/> Oil <input type="checkbox"/> Solar <input type="checkbox"/> ENERGY STAR Qualified Equipment <input type="checkbox"/> High Efficiency <input type="checkbox"/> Combination <input type="checkbox"/> Fireplace(s) <input type="checkbox"/> Humidity Control <input type="checkbox"/> Wood Stove <input type="checkbox"/> See Remarks  <b>Security Features:</b> <input type="checkbox"/> 24 Hour Security <input type="checkbox"/> Gated with Attendant <input type="checkbox"/> Automatic Gate <input type="checkbox"/> Carbon Monoxide Detector(s) <input type="checkbox"/> Card/Code Access <input type="checkbox"/> Closed Circuit Camera(s) <input type="checkbox"/> Fire and Smoke Detection System <input type="checkbox"/> Fire Rated Drywall <input type="checkbox"/> Fire Sprinkler System <input type="checkbox"/> Firewall(s) <input type="checkbox"/> Gated Community <input type="checkbox"/> Gated with Guard <input type="checkbox"/> Guarded <input type="checkbox"/> Resident Manager <input type="checkbox"/> Security Lights <input type="checkbox"/> Security System <input type="checkbox"/> Smoke Detector(s) <input type="checkbox"/> Window Bars <input type="checkbox"/> Wired for Alarm System  <b>*Laundry:</b> <input type="checkbox"/> None <input type="checkbox"/> Common Area <input type="checkbox"/> Community <input type="checkbox"/> Dryer Included <input type="checkbox"/> Electric Dryer Hookup <input type="checkbox"/> Gas & Electric Dryer Hookup <input type="checkbox"/> Gas Dryer Hookup <input type="checkbox"/> In Carport <input type="checkbox"/> In Closet <input type="checkbox"/> In Garage <input type="checkbox"/> In Kitchen <input type="checkbox"/> Individual Room <input type="checkbox"/> Inside <input type="checkbox"/> Laundry Chute <input type="checkbox"/> Upper Level <input type="checkbox"/> Outside <input type="checkbox"/> Propane Dryer Hookup <input type="checkbox"/> See Remarks <input type="checkbox"/> Stackable	<b>*Laundry continued:</b> <input type="checkbox"/> Washer Hookup <input type="checkbox"/> Washer Included  <b>Cooling:</b> <input type="checkbox"/> Ductless <input type="checkbox"/> None <input type="checkbox"/> Central Air <input type="checkbox"/> Dual <input type="checkbox"/> Zoned <input type="checkbox"/> Wall/Window Unit(s) <input type="checkbox"/> Evaporative Cooling <input type="checkbox"/> Heat Pump <input type="checkbox"/> Humidity Control <input type="checkbox"/> Whole House Fan <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> ENERGY STAR Qualified Equipment <input type="checkbox"/> High Efficiency <input type="checkbox"/> SEER Rated 13-15 <input type="checkbox"/> SEER Rated 16+ <input type="checkbox"/> See Remarks  <b>Fence:</b> <input type="checkbox"/> None <input type="checkbox"/> Average Condition <input type="checkbox"/> Barbed Wire <input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Chain Link <input type="checkbox"/> Cross Fenced <input type="checkbox"/> Electric <input type="checkbox"/> Excellent Condition <input type="checkbox"/> Fair Condition <input type="checkbox"/> Glass <input type="checkbox"/> Goat Type <input type="checkbox"/> Good Condition <input type="checkbox"/> Grapestake <input type="checkbox"/> Invisible <input type="checkbox"/> Livestock <input type="checkbox"/> Masonry <input type="checkbox"/> Needs Repair <input type="checkbox"/> New Condition <input type="checkbox"/> Partial <input type="checkbox"/> Pipe <input type="checkbox"/> Poor Condition <input type="checkbox"/> Privacy <input type="checkbox"/> Redwood <input type="checkbox"/> Security <input type="checkbox"/> See Remarks <input type="checkbox"/> Split Rail <input type="checkbox"/> Stone <input type="checkbox"/> Stucco Wall <input type="checkbox"/> Vinyl <input type="checkbox"/> Wire	<b>Fence continued:</b> <input type="checkbox"/> Wood <input type="checkbox"/> Wrought Iron  <b>Signage:</b> <input type="checkbox"/> Sign Freestanding <input type="checkbox"/> Sign on Building  <b>Building Features:</b> <input type="checkbox"/> Elevators <input type="checkbox"/> Living Quarters <input type="checkbox"/> Phone System <input type="checkbox"/> Rec Room <input type="checkbox"/> TV System  <b>Waterfront Features:</b> <input type="checkbox"/> Across the Road from Lake/Ocean <input type="checkbox"/> Bay Front <input type="checkbox"/> Beach Access <input type="checkbox"/> Beach Front <input type="checkbox"/> Canal Front <input type="checkbox"/> Creek <input type="checkbox"/> Fishing in Community <input type="checkbox"/> Includes Dock <input type="checkbox"/> Lagoon <input type="checkbox"/> Lake <input type="checkbox"/> Lake Front <input type="checkbox"/> Lake Privileges <input type="checkbox"/> Marina in Community <input type="checkbox"/> Navigable Water <input type="checkbox"/> Ocean Access <input type="checkbox"/> Ocean Front <input type="checkbox"/> Ocean Side of Freeway <input type="checkbox"/> Ocean Side Of Highway 1 <input type="checkbox"/> Pond <input type="checkbox"/> Reservoir in Community <input type="checkbox"/> River Front <input type="checkbox"/> Sea Front <input type="checkbox"/> Seawall <input type="checkbox"/> Stream <input type="checkbox"/> Waterfront With Home Across Road
Utilities:			
<b>Utilities:</b> <input type="checkbox"/> None <input type="checkbox"/> Cable Available <input type="checkbox"/> Cable Connected <input type="checkbox"/> Cable Not Available <input type="checkbox"/> Electricity Available <input type="checkbox"/> Electricity Connected <input type="checkbox"/> Electricity Not Available <input type="checkbox"/> Natural Gas Available <input type="checkbox"/> Natural Gas Connected <input type="checkbox"/> Natural Gas Not Available <input type="checkbox"/> Other <input type="checkbox"/> Phone Available <input type="checkbox"/> Phone Connected <input type="checkbox"/> Phone Not Available	<b>Utilities continued:</b> <input type="checkbox"/> Propane <input type="checkbox"/> See Remarks <input type="checkbox"/> Sewer Available <input type="checkbox"/> Sewer Connected <input type="checkbox"/> Sewer Not Available <input type="checkbox"/> Underground Utilities <input type="checkbox"/> Water Available <input type="checkbox"/> Water Connected <input type="checkbox"/> Water Not Available  <b>*Water Source:</b> <input type="checkbox"/> None <input type="checkbox"/> Agricultural Well <input type="checkbox"/> Cistern	<b>*Water Source continued:</b> <input type="checkbox"/> Other <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> See Remarks <input type="checkbox"/> Shared Well <input type="checkbox"/> Well  <b>Electric:</b> <input type="checkbox"/> 220 Volts For Spa <input type="checkbox"/> 220 Volts in Garage <input type="checkbox"/> 220 Volts in Kitchen <input type="checkbox"/> 220 Volts in Laundry <input type="checkbox"/> 220 Volts in Workshop <input type="checkbox"/> 220V Other - See Remarks	<b>Electric continued:</b> <input type="checkbox"/> 220 Volts <input type="checkbox"/> 440 Volts <input type="checkbox"/> Electricity - On Bond <input type="checkbox"/> Electricity - On Property <input type="checkbox"/> Electricity - Unknown <input type="checkbox"/> Heavy <input type="checkbox"/> Photovoltaics on Grid <input type="checkbox"/> Photovoltaics Seller Owned <input type="checkbox"/> Photovoltaics Stand-Alone <input type="checkbox"/> Photovoltaics Third-Party Owned <input type="checkbox"/> Standard

# Commercial Sale California Regional MLS Matrix Listing Input Form

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Utilities continued:			
Laundry Equipment Own Lease: <input type="checkbox"/> Lease <input type="checkbox"/> Own		Voltage:	Amperage:
Phase:	Clearance Height Min:		Clearance Height Max:
Garage and Parking:			
Parking Total:	Uncovered Spaces:	Carport Spaces:	Parking Ratio:
Land & Terms			
Land Information:			
Land Use: <input type="checkbox"/> Industrial <input type="checkbox"/> Mobile Home Park <input type="checkbox"/> Multi-Family <input type="checkbox"/> Office <input type="checkbox"/> Other <input type="checkbox"/> Retail			
Number of Buildings:		Number of Units Leased:	Anchors / Co-Tenants:
Topography:		Zoning:	Lot Size Dimensions:
Lot Dimensions Source: <input type="checkbox"/> Appraiser <input type="checkbox"/> Assessor <input type="checkbox"/> Builder <input type="checkbox"/> Estimated <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Not Taped <input type="checkbox"/> Other <input type="checkbox"/> Owner <input type="checkbox"/> Plans <input type="checkbox"/> Public Records <input type="checkbox"/> See Remarks <input type="checkbox"/> Survey <input type="checkbox"/> Taped			
Listing Terms: <div><div><input type="checkbox"/> 1031 Exchange <input type="checkbox"/> Cal Vet Loan <input type="checkbox"/> Cash <input type="checkbox"/> Cash To Existing Loan <input type="checkbox"/> Cash to New Loan <input type="checkbox"/> Contract <input type="checkbox"/> Conventional</div><div><input type="checkbox"/> Fannie Mae <input type="checkbox"/> FHA <input type="checkbox"/> FHA 203(b) <input type="checkbox"/> FHA 203(k) <input type="checkbox"/> Freddie Mac <input type="checkbox"/> Government Loan <input type="checkbox"/> Land Use Fee</div><div><input type="checkbox"/> Lease Back <input type="checkbox"/> Lease Option <input type="checkbox"/> Lien Release <input type="checkbox"/> Non-Smoking Premises <input type="checkbox"/> Owner May Carry <input type="checkbox"/> Owner Pay Points <input type="checkbox"/> Owner Survey</div><div><input type="checkbox"/> Owner Will Carry <input type="checkbox"/> Private Financing Available <input type="checkbox"/> Relocation Property <input type="checkbox"/> Subject To Court <input type="checkbox"/> Subject To Other <input type="checkbox"/> Submit <input type="checkbox"/> Subordinate</div><div><input type="checkbox"/> Trade <input type="checkbox"/> Trust Conveyance <input type="checkbox"/> Trust Deed <input type="checkbox"/> USDA Loan <input type="checkbox"/> VA Loan <input type="checkbox"/> VA No Loan <input type="checkbox"/> VA No No Loan</div></div>			
Current Financing: <div><div><input type="checkbox"/> None <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> Assumable</div><div><input type="checkbox"/> Cal Vet Loan <input type="checkbox"/> Contract <input type="checkbox"/> Conventional <input type="checkbox"/> Existing Bonds</div><div><input type="checkbox"/> Fannie Mae <input type="checkbox"/> FHA 203(b) <input type="checkbox"/> FHA 203(k) <input type="checkbox"/> Freddie Mac</div><div><input type="checkbox"/> Government Loan <input type="checkbox"/> Other <input type="checkbox"/> Private <input type="checkbox"/> Trust Deed</div><div><input type="checkbox"/> USDA <input type="checkbox"/> VA No Loan <input type="checkbox"/> VA No No Loan</div></div>			
Office & MLS			
Listing Information:			
*Buyer Agency Comp:	*Buyer Agency Comp Type: <input type="checkbox"/> \$ <input type="checkbox"/> % <input type="checkbox"/> See Remarks		*Dual Variable Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Buyer Agency Comp Remarks:			
*Listing Contract Date:	*Expiration Date:	Listing Service: <input type="checkbox"/> Entry Only <input type="checkbox"/> Full Service <input type="checkbox"/> Limited Service	
Sign on Property? <input type="checkbox"/> Yes <input type="checkbox"/> No		**Start Showing Date (required only for Coming Soon - ≤ 21 days in the future):	
*Listing Agreement: <input type="checkbox"/> Seller Reserved <input type="checkbox"/> Exclusive Right To Sell <input type="checkbox"/> Exclusive Right With Exception <input type="checkbox"/> Net <input type="checkbox"/> Open <input type="checkbox"/> Probate			
Occupant Information:			
*Showing Contact Type: <input type="checkbox"/> None <input type="checkbox"/> Agent <input type="checkbox"/> Occupant <input type="checkbox"/> Other <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> See Remarks			
Showing Contact Name:		Showing Contact Phone:	Ext:
Occupant Information:			
*Occupant Type: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant		Owner Name:	Owner Phone:
Showing Information:			
*Showing Instructions:			
*Lock Box Location:			
*Lock Box Description: <input type="checkbox"/> None <input type="checkbox"/> Call Listing Office <input type="checkbox"/> Combo <input type="checkbox"/> Multacc <input type="checkbox"/> Risco <input type="checkbox"/> See Remarks <input type="checkbox"/> Seller providing Access <input type="checkbox"/> Sentrilock <input type="checkbox"/> Supra			
Lock Box Version: <input type="checkbox"/> Supra <input type="checkbox"/> Supra BT <input type="checkbox"/> Supra BT LE		Lock Box Serial Number:	

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

## Office &amp; MLS continued:

## 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 Pager Ph	_____ Co-Agent Direct Ph	_____ Co-Agent Text Message	_____ Office Ph
_____ Agent Direct Ph	_____ Agent Text Message	_____ Co-Agent Email	_____ Co-Agent Toll Free	_____ Other
_____ Agent Email	_____ Agent Toll Free	_____ Co-Agent Fax	_____ Co-Agent Voice Mail	
_____ Agent Fax	_____ Agent Voice Mail	_____ Co-Agent Home Ph	_____ Offers Email	
_____ Agent Home Ph	_____ Co-Agent Cell Ph	_____ Co-Agent Pager Ph	_____ Office Fax	

## 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:

## Financial Information

## General Financial Information:

Accounting Type: ☐ Actual ☐ ProForma

Tax Annual Amount:

Tax Other Assessment:

Cap Rate:

Tax Year:

Tax Rate:

<b>Tax Other Assessment Source:</b> <input type="checkbox"/> Appraiser	<input type="checkbox"/> Other	<input type="checkbox"/> See Remarks
<input type="checkbox"/> Builder	<input type="checkbox"/> Owner	<input type="checkbox"/> Seller
<input type="checkbox"/> Estimated	<input type="checkbox"/> Public Records	<input type="checkbox"/> Unknown

## Annual Expense Information:

Expense Year:

Real Estate Tax:

Personal Property Amount:

Legal Accounting:

Advertising:

Insurance:

Electric:

Water/Sewer:

Trash:

Prof. Management:

Resident Manager:

Building:

Maintenance:

Supplies:

Other:

Total Expenses:

Reserves:

## Annual Operating Information:

Gross Scheduled Income:

Vacancy Allowance:

Vacancy Allowance Rate:

Laundry Income:

Other Income:

Effective Gross:

Operating Expense:

Net Operating Income:



Commercial Sale

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 (\*\*).

Unit Information			
Unit Information:			
# of Units in Community:	Max Tot Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters		Min Total Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters
Cap Rate:	Tax Year:	Tax Rate:	
Unit #1			
# Of Units:	#Beds:	#Baths:	Rent:
Area:	Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters	Description:	
Unit #2			
# Of Units:	#Beds:	#Baths:	Rent:
Area:	Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters	Description:	
Unit #3			
# Of Units:	#Beds:	#Baths:	Rent:
Area:	Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters	Description:	
Unit #4			
# Of Units:	#Beds:	#Baths:	Rent:
Area:	Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters	Description:	
Unit #5			
# Of Units:	#Beds:	#Baths:	Rent:
Area:	Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters	Description:	
Power Production			
If you have one or more Power Production events planned, you may enter them here.			
Power Production #1:			
Power Production Type: <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Wind		Power Production Size:	
Power Production Year Install:		Power Production Annual:	
Power Production Annual Status: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated <input type="checkbox"/> Partially Estimated			
Power Production Ownership: <input type="checkbox"/> Leased <input type="checkbox"/> Owned			
Power Production #2:			
Power Production Type: <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Wind		Power Production Size:	
Power Production Year Install:		Power Production Annual:	
Power Production Annual Status: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated <input type="checkbox"/> Partially Estimated			
Power Production Ownership: <input type="checkbox"/> Leased <input type="checkbox"/> Owned			
Power Production #3:			
Power Production Type: <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Wind		Power Production Size:	
Power Production Year Install:		Power Production Annual:	
Power Production Annual Status: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated <input type="checkbox"/> Partially Estimated			
Power Production Ownership: <input type="checkbox"/> Leased <input type="checkbox"/> Owned			
Power Production #4:			
Power Production Type: <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Wind		Power Production Size:	
Power Production Year Install:		Power Production Annual:	
Power Production Annual Status: <input type="checkbox"/> Actual <input type="checkbox"/> Estimated <input type="checkbox"/> Partially Estimated			
Power Production Ownership: <input type="checkbox"/> Leased <input type="checkbox"/> Owned			
Signatures			
Agent Signature:		Date:	
Sellers Signature:		Date:	
Broker/Participant's Signature:		Date:	
Sellers Signature:		Date:	