

**Property Type**  
**Commercial**

\* Denotes Required Features

**MLS of Greater Cincinnati, Inc.**

14 Knollcrest Dr./P.O. Box 37889 / Cincinnati, Ohio 45222

Phone: (513) 761-8833 FAX: (513) 761-8860

Revised: 11/5/08



\*County: \_\_\_\_\_ Tax ID #: \_\_\_\_\_ (Note: Can be selected during listing entry.)

\*Listing Off ID # \_\_\_\_\_ \*List Agent ID # \_\_\_\_\_ (name)

Co-Listing Off ID # \_\_\_\_\_ Co-List Agent ID # \_\_\_\_\_ (name)  
(Co-Listing Office / Agent must be a member of MLS)

\*Property Sub-Type (one):  Retail  Warehouse  Office  Manufacturing  Commercial  Investment  Industrial  Business Opportunity  
\*Area: \_\_\_\_\_ \*SIC Code: \_\_\_\_\_

\*St #: \_\_\_\_\_ Dir: \_\_\_\_\_ \*Street Name \_\_\_\_\_ Suffix: \_\_\_\_\_ Post Dir: \_\_\_\_\_ Unit: \_\_\_\_\_  
(A, B, etc) (N E S W) (Rd Ave St, etc) (N E S W) (or Lot #)

\*City/Municipality: \_\_\_\_\_ \*Zip: \_\_\_\_\_ (Note: Physical Property Address as verified by the Auditor)

Cross Street (nearest intersection): \_\_\_\_\_

\* Showing Instruction (only one)  Call Listing Office/Appointment Center  Call Listing Agent  Call Seller/Tenant  
Optional Showing Instructions (up to Two)  Under Contract; Accepting Back-up Offers  Electronic Lock Box  Vacant, Lock Box  Combination Lock Box  Keys at Office  Agent Must be Present for Showing

Showing Instr: \_\_\_\_\_

Public Transportation: \_\_\_\_\_

\*Price: \$ \_\_\_\_\_ \*Auction:  Yes  No (If Yes, Enter Price = 0)  
(Search Hint: Check "Include Auctions" to include auction listings in the results.)

\* Agreement Type (only one)  ER: Exclusive Right  ERV: ER Variable Rate  EA: Exclusive Agency  EAV: EA Variable Rate  BE: Buyers Exclusion  BEV: BE Variable Rate  
\* Limited Service Listing  Yes  No (Note: If Yes, use Agent Remarks to disclose limited services.)

\*Internet:  Yes  No \*Primary Photo:  Photo Supplied  To Be Built Logo  Sketch/Plat Supplied  Under Construction Logo  
(Note: The primary exterior photo or sketch must be supplied within 10 business days of the list date on the listing contract. MLS excludes the contract's list date, weekend days and holidays.)

\*Sub Agency-Coop: \_\_\_\_\_ \*Buyer Agency-Coop: \_\_\_\_\_  
(Note: % or \$ Sign Required & Amount)

Acreage (Lot Size): \_\_\_\_\_ \*Age: \_\_\_\_\_ \* Enter 0 & one if age is:  New (New, Under Const or To Be Built)  Unknown  
(# of Acres) (# of Years)  
(Search Hint: Check "Include 0 Acres" to include listings where Acreage was left "blank" in the results.) (Search Hint: To search for "newer" properties, enter an age range in years and select "New" from the pull-down combo selector box to include all possible listings in the results.)

\*List Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \*Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Occupant or Owner: \_\_\_\_\_

\*Property Ownership:  Consumer  Lender Owned (REO, F-MAE, F-MAC)  Builder/Developer  Government (HUD, VA)  Corporate  Sellers' Lender Approval Required  Estate/Trust

\*New Construction:  Yes  No \*Degree Complete:  Existing Structure  Renovation  For New Construction Only  Drywall Complete  Under Roof  Foundation  To Be Built

Township: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Other Tax ID#(s): \_\_\_\_\_ \*Assessment Amt (Annual): \_\_\_\_\_

\*Annual-Taxes: \_\_\_\_\_ \*Tax Rate: \_\_\_\_\_

Marketing Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Note: Approximately 240 characters; use Picture Descriptions for extended Mkt. Remarks - 1,000 characters per picture. No form of agent, broker or seller promotion, such as E-mail and web addresses, names, or phone numbers.)

Agent Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (approximately 240 characters; use for additional contact info or promo)

\*Directions: \_\_\_\_\_  
\_\_\_\_\_ (approximately 105 characters)

\*Total Buildings (# of): \_\_\_\_\_ Total Restrooms (# of): \_\_\_\_\_ \*Lot Dim: \_\_\_\_\_ (40X100 or Descp)  
Frontage: \_\_\_\_\_ EQD: \_\_\_\_\_ Bay Size: \_\_\_\_\_  
(Environmental Quality District)

Docks (# of): \_\_\_\_\_ Floor Loading: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_

Electric Power: \_\_\_\_\_ Amount Onsite Parking: \_\_\_\_\_ Traffic Count: \_\_\_\_\_  
(220 Volt, 440 Volt, 3 Phase, Other)

Plans Available:  Yes  No Rail Service Avail:  Yes  No

<b>Estimated Sq Ft / Numbers Only</b>		<b>Annual</b>	<b>Current Amounts Only</b>
Office : _____	(Gross Income Past 12 mos.)	<b>Gross Income</b>	\$ _____
Retail : _____	(% Vacancy X Gross Income)	<b>Vacancy</b>	\$ _____
Sales : _____		<b>Taxes (annual)</b>	\$ _____
Rentable : _____		<b>Insurance</b>	\$ _____
Warehouse : _____		<b>Gas and Electric</b>	\$ _____
Net Leasable Area : _____		<b>Water and Sewer</b>	\$ _____
Gross Buliding Area : _____		<b>Waste Removal</b>	\$ _____
<b>Price per Sq Ft</b>		<b>Maintenance</b>	\$ _____
Office \$ _____		<b>Other Expense</b>	\$ _____
Other \$ _____	(Gross Income, Less Total Expenses)	<b>Net Operating Income</b>	\$ _____

**Fixtures Description** : \_\_\_\_\_  
**Equipment Description** : \_\_\_\_\_  
**Tanks/Pump Description** : \_\_\_\_\_  
**Truck Doors Description** : \_\_\_\_\_  
**Inventory Description** ↓  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*Lease Only:**  Yes  No (Other than rent amounts - Example: Length of current leases, etc.)  
**Lease Info** \_\_\_\_\_

**Net Income \$** \_\_\_\_\_ **Gross Income \$** \_\_\_\_\_

**For Sale**  
**Value of Assets \$** \_\_\_\_\_ **Yearly Rent Amt \$** \_\_\_\_\_  
**Type Business** ( one):  
 Retail  Manufacturing  Wholesale  Franchise  Service  Other  Restaurant  
**Sub-Type Business** ( one):  
 Food  Beverage  Liquor  Fast Food  Soft Goods  Hard Goods  Other  
**Real Estate** ( one):  
 Rent Only  Lease Option  Optional  See Remarks  MLS Separate Listing  
**Price Includes:** \_\_\_\_\_ **License Includes:** \_\_\_\_\_  
**Public Transp:** \_\_\_\_\_

**↓ Required Features ↓**

<b>*Levels</b> ( <input checked="" type="checkbox"/> one): <input type="checkbox"/> 1 Story <input type="checkbox"/> 3 Story <input type="checkbox"/> 1.5 Story <input type="checkbox"/> 4 Story <input type="checkbox"/> 2 Story <input type="checkbox"/> 5+ Story <input type="checkbox"/> N/A	<b>*BSMT</b> ( <input checked="" type="checkbox"/> one): (Basement) <input type="checkbox"/> Full <input type="checkbox"/> Part <input type="checkbox"/> Craw <input type="checkbox"/> None <input type="checkbox"/> N/A	<b>*Foundation</b> ( <input checked="" type="checkbox"/> one): <input type="checkbox"/> Poured <input type="checkbox"/> Slab <input type="checkbox"/> Block <input type="checkbox"/> Wood <input type="checkbox"/> Stone <input type="checkbox"/> N/A	<b>*Flooring</b> ( <input checked="" type="checkbox"/> up to two): <input type="checkbox"/> Wood <input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Vinyl <input type="checkbox"/> Tile <input type="checkbox"/> Carpet <input type="checkbox"/> N/A
<b>*Gas</b> ( <input checked="" type="checkbox"/> one): <input type="checkbox"/> Natural <input type="checkbox"/> None <input type="checkbox"/> Propane <input type="checkbox"/> N/A <input type="checkbox"/> At Street	<b>*Water Source</b> ( <input checked="" type="checkbox"/> one): <input type="checkbox"/> Public <input type="checkbox"/> Well <input type="checkbox"/> None <input type="checkbox"/> N/A <input type="checkbox"/> Private <input type="checkbox"/> Cistern <input type="checkbox"/> At Street	<b>*Sewer</b> ( <input checked="" type="checkbox"/> one): <input type="checkbox"/> Public <input type="checkbox"/> Aerobic <input type="checkbox"/> Private <input type="checkbox"/> Storm <input type="checkbox"/> Septic <input type="checkbox"/> None <input type="checkbox"/> N/A	<b>*Easements</b> ( <input checked="" type="checkbox"/> up to two): <input type="checkbox"/> Of Record <input type="checkbox"/> Railroad <input type="checkbox"/> Sewer <input type="checkbox"/> Water <input type="checkbox"/> Drive <input type="checkbox"/> Electric <input type="checkbox"/> Road <input type="checkbox"/> None <input type="checkbox"/> Pipe <input type="checkbox"/> N/A
<b>*Occupancy</b> ( <input checked="" type="checkbox"/> one): <input type="checkbox"/> At Closing <input type="checkbox"/> Immediate <input type="checkbox"/> 30 Days <input type="checkbox"/> Negotiable <input type="checkbox"/> 60 Days <input type="checkbox"/> Tenant Right <input type="checkbox"/> 90 Days	<b>*Construction</b> ( <input checked="" type="checkbox"/> up to two): <input type="checkbox"/> Brick <input type="checkbox"/> Shingle <input type="checkbox"/> Wood <input type="checkbox"/> Stucco <input type="checkbox"/> Aluminium <input type="checkbox"/> Block <input type="checkbox"/> Cedar <input type="checkbox"/> Metal <input type="checkbox"/> Vinyl <input type="checkbox"/> Concrete <input type="checkbox"/> Stone <input type="checkbox"/> Glass <input type="checkbox"/> N/A	<b>*Roof</b> ( <input checked="" type="checkbox"/> up to two): <input type="checkbox"/> Shingle <input type="checkbox"/> Asbestos <input type="checkbox"/> Metal <input type="checkbox"/> Built-Up <input type="checkbox"/> Slate <input type="checkbox"/> Composition <input type="checkbox"/> Wood Shingle <input type="checkbox"/> Rolled <input type="checkbox"/> Tile <input type="checkbox"/> Membrane <input type="checkbox"/> Tar <input type="checkbox"/> N/A <input type="checkbox"/> Gravel	<b>*Access Roads</b> ( <input checked="" type="checkbox"/> one): <input type="checkbox"/> Public <input type="checkbox"/> Concrete <input type="checkbox"/> Private <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt <input type="checkbox"/> Dirt <input type="checkbox"/> N/A

**↓ Optional Features– Use “Listing Comment Addendum” to add  Comments for Selected Choices ↓**

<b>Site:</b> <input type="checkbox"/> Business Dist. <input type="checkbox"/> Shopping Ctr. <input type="checkbox"/> Freestanding <input type="checkbox"/> Industrial Park <input type="checkbox"/> Shopping Mall <input type="checkbox"/> Shopping Strip <input type="checkbox"/> Office Park <input type="checkbox"/> Multi-Tenant <input type="checkbox"/> Residential Area <input type="checkbox"/> Commercial Area <input type="checkbox"/> Riverfront <input type="checkbox"/> Other <input type="checkbox"/> Comments	<b>Parking:</b> <input type="checkbox"/> Private <input type="checkbox"/> Lot <input type="checkbox"/> Offsite <input type="checkbox"/> Concrete <input type="checkbox"/> Dirt <input type="checkbox"/> Public <input type="checkbox"/> Onsite <input type="checkbox"/> Assigned <input type="checkbox"/> Asphalt <input type="checkbox"/> Enclosed <input type="checkbox"/> Lights <input type="checkbox"/> Garage <input type="checkbox"/> Onstreet <input type="checkbox"/> 2+ Unit <input type="checkbox"/> Gravel <input type="checkbox"/> Covered <input type="checkbox"/> Comments	<b>Use/Type:</b> <input type="checkbox"/> Automotive <input type="checkbox"/> Food Service <input type="checkbox"/> Landscaping <input type="checkbox"/> Parking <input type="checkbox"/> Storage <input type="checkbox"/> Office Area <input type="checkbox"/> Workshop <input type="checkbox"/> Comments <input type="checkbox"/> Business <input type="checkbox"/> Franchise <input type="checkbox"/> Manufacturing <input type="checkbox"/> Professional <input type="checkbox"/> Tavern/Bar <input type="checkbox"/> Mail Room <input type="checkbox"/> Campground <input type="checkbox"/> Grocery/Pony <input type="checkbox"/> Medic/Dentist <input type="checkbox"/> Restaurant <input type="checkbox"/> Theater <input type="checkbox"/> Reception Area <input type="checkbox"/> Kitchen <input type="checkbox"/> Church <input type="checkbox"/> Hair Care <input type="checkbox"/> Mobile Hm Pk <input type="checkbox"/> Retire Home <input type="checkbox"/> Trucking <input type="checkbox"/> Meeting Rooms <input type="checkbox"/> Showroom <input type="checkbox"/> Commercial <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Multi Tenant <input type="checkbox"/> Shopping Ctr <input type="checkbox"/> Warehouse <input type="checkbox"/> Computer Room <input type="checkbox"/> Exercise Room <input type="checkbox"/> Daycare <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Showroom <input type="checkbox"/> Other <input type="checkbox"/> Comments
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<b>Inside Features:</b> <input type="checkbox"/> Industrial Water <input type="checkbox"/> Elevator <input type="checkbox"/> Wash Rack <input type="checkbox"/> Under 12' Doors <input type="checkbox"/> Conveyor <input type="checkbox"/> Freight Elevator <input type="checkbox"/> Smoke Detect <input type="checkbox"/> Over 12' Doors <input type="checkbox"/> Security Light <input type="checkbox"/> Crane <input type="checkbox"/> Heat Detect <input type="checkbox"/> Display Window <input type="checkbox"/> Truck Dock <input type="checkbox"/> Compressor <input type="checkbox"/> Railroad Siding <input type="checkbox"/> Cen Switchboard <input type="checkbox"/> Dock Curtain <input type="checkbox"/> Sprinkler Wet <input type="checkbox"/> Alarm System <input type="checkbox"/> Ans Switchboard <input type="checkbox"/> Dock Leveler <input type="checkbox"/> Sprinkler Dry <input type="checkbox"/> Drive-in Door <input type="checkbox"/> Comments	<b>Outside Features:</b> <input type="checkbox"/> Part Fenced <input type="checkbox"/> Sidewalks <input type="checkbox"/> Full Fenced <input type="checkbox"/> Curb/Gutter <input type="checkbox"/> Outside Storage <input type="checkbox"/> Lights <input type="checkbox"/> Irrigation <input type="checkbox"/> Comments	<b>Road Frontage:</b> <input type="checkbox"/> City <input type="checkbox"/> Private <input type="checkbox"/> County <input type="checkbox"/> Other <input type="checkbox"/> State <input type="checkbox"/> None <input type="checkbox"/> Interstate <input type="checkbox"/> Comments
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<b>Tenant Pays:</b> <input type="checkbox"/> Taxes <input type="checkbox"/> Water <input type="checkbox"/> Exterior Maintenance <input type="checkbox"/> All Utilities <input type="checkbox"/> Sewer <input type="checkbox"/> Common Area <input type="checkbox"/> Electric <input type="checkbox"/> Insurance <input type="checkbox"/> Trash Removal <input type="checkbox"/> Gas <input type="checkbox"/> Interior Maint <input type="checkbox"/> Other <input type="checkbox"/> Comments	<b>Owner Pays:</b> <input type="checkbox"/> Taxes <input type="checkbox"/> Water <input type="checkbox"/> Exterior Maintenance <input type="checkbox"/> All Utilities <input type="checkbox"/> Sewer <input type="checkbox"/> Common Area <input type="checkbox"/> Electric <input type="checkbox"/> Insurance <input type="checkbox"/> Trash Removal <input type="checkbox"/> Gas <input type="checkbox"/> Interior Maint <input type="checkbox"/> Other <input type="checkbox"/> Comments
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**Documents Available:**  
 Survey  Appraisal  Aerial Photo  Copy of Lease  Feasibility  P & L's  Rent Roll  
 Oper Statement  Inventory  Cash Analysis  Deed  Floor Plan  Site Plan  Comments

**Zoning** ( up to two):  Office  Business  Commercial  Industrial  Unzoned  Nonconforming  See Remarks

**\*Special Financing :**  Yes  No  Comments

**Financing Remarks** \_\_\_\_\_