

COMMERCIAL/INDUSTRIAL SALE – Data Input Form
Southwestern Michigan Regional Information Center

(All Required Fields in Gray)

MLS # _____
Assigned by Computer

Property Type: Commercial Industrial Business Opportunity

County Name: _____ **Tax ID:** _____ (Enter Tax ID without hyphens, ex: 111868900036000)

Office ID: _____ **Agent ID:** _____ **Co-Office ID:** _____ **Co-Agent ID:** _____

Check if New or Under Construction

Property Subtype: Business Opportunity Retail/Commercial Office Industrial

Area: _____ **Subarea:** _____ **Municipality:** _____ **Listing Price:** _____

Property Available for Lease: Yes No

Mailing Address:

Street # - Modifier: _____ - _____ **Direction:** _____ **Street Name:** _____ **Suffix:** _____ **Post Direction:** _____

Unit #: _____ **City:** _____ **Zip Code +4:** _____ - _____

Between Streets: _____ & _____

Public Viewable: Yes No **Show Address to Public:** Yes No **Show AVM to Public:** Yes No **VOW Public Comments:** Yes No

Sub Agcy: _____ **Buyer Agcy:** _____ **Trans Coord:** _____ **Variable Rate:** _____
_____% (Amt) _____ % (Amt) _____ % (Amt) Yes No **Comments:** _____

Exclusive Agency: Yes No **Reserved Prospect:** Yes No **Lot Size:** (acres or sq. ft.) _____

Est. Year Built: _____ **New Construction:** Yes No

Listing Date: _____ **Expiration Date:** _____ **School District:** _____

Occupant Type: Owner Tenant Vacant **Owner Name:** _____ **Owner Phone:** _____ - _____ - _____

Showing Instructions: _____

Taxable Value (\$): _____ **SEV (\$):** _____ **For Tax Year:** _____ **Annual Property Tax (\$):** _____ **Tax Year:** _____

Homestead %: _____ **Spec Assessment & Type %:** _____ **Zoning:** _____

Non-Conforming Use: Yes No **Current Building Use:** _____

Lot Dimensions: _____ **Road Frontage:** _____

Waterfront: Yes No **OR Water Access:** Yes No

Water Frontage: _____ **Body of Water:** _____

Water Type: Lake River Stream/Creek Pond

Water Feature Amenities: Assoc. Access Channel Deeded Access Deeded Boat Lot Dock View Public Access
 No Wake All Sports Private Frontage Shared Frontage

Annual Prop Ins (\$): _____ **Total Sqft:** _____ **Total # Units:** _____

Annual Maint (\$): _____ **Total Bldg Retail SqFt:** _____ **Total # Bldgs:** _____

Annual Utilities (\$): _____ **Total Bldg Warehse SqFt:** _____ **# Loading Docks/Wells:** _____

Annual Mgt Fees (\$): _____ **Total Bldg Office SqFt:** _____ **# Finished Bldg Lvl:** _____

Gross Op Income (\$): _____ **Total Bldg Other SqFt:** _____ **Total # Parking:** _____

Total Expenses (\$): _____ **Total Bldg SqFt (Gross):** _____ **Grd Lvl OH Drs:** _____

Net Op Income (\$): _____ **# Freight Elevators:** _____

Year Remodeled: _____ **Rentable Retail SqFt:** _____ **# Passenger Elevators:** _____

Utility Extension District: Yes No **Rentable Warehse SqFt:** _____ **Ceiling Height:** _____

Date Available: _____ **Rentable Office SqFt:** _____ **Floor Load:** _____

Rentable Other SqFt: _____ **Power/Phase:** _____

Power/Voltage: _____

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Uses: * Distribution _____ Restaurant/Bar _____
 Institutional _____ Retail _____
 Manufacturing _____ Service _____
 Office _____ Storage _____
 Recreation _____ Other _____

Ownership: Corporation Franchise LLC Partnership Proprietorship Trust Other

Business Includes: * Equipment _____ Real Estate _____
 Furniture _____ Non-Applicable _____
 Inventory _____ Other _____
 Licenses _____

Construction Type: * Block _____ Pole/Wood _____
 Concrete _____ Steel _____
 Frame/Wood _____

Exterior Material: Aluminum Brick/Stone Concrete Block Metal Poured Concrete Stucco Vinyl Wood Other

Roofing: Bit Up/Stone Comp Shingle Metal Rubber Slate Tile Wood Shingle Other

Below Grade: Basement Full Partial Walkout None

Additional Features: Barrier Free Bath Common Area Expandable Fiber Optic Hwy Fire/Sprinkler Multi User Area OH Crane
 Railroad Spur Security System Util Sep Mtr Outdoor Storage Fenced Storage Clearspan

Tenant Pays All: * Building Insurance _____ Property Taxes + _____
 Common Area Maint _____ Assessments _____
 Electric _____ Sewer _____
 Gas _____ Trash _____
 Janitorial _____ Water _____
 Management Fee _____ Other _____

Sewer: Public Septic System Other None

Water: Public Well None

Utilities Attached: Cable Electric Extra Well Natural Gas Propane Telephone

Utilities Available at Street: Broadband Cable Electric Natural Gas Public Sewer Public Water Storm Sewer
 Telephone None

Heat Source: Electric Natural Gas Geothermal Oil Propane Solar Wood None

Heat Type: Baseboard Forced Air Gravity Heat Pump Hot Water Outdoor Furnace Radiant Space Heater
 Steam None

Air Conditioning: Central Chiller System Wall Unit Window Unit None

Driveway: Easement Paved Unpaved Shared Paved Shared Unpaved

Street Type: Easement Paved Private Public Seasonal Unpaved

Mineral Rights: Yes No Partial Available Unknown

Purchase Terms Available: * 2nd Mortgage _____ Land Contract _____
 Assumable _____ Purchase Money Mtg _____
 Cash/Conventional _____ Tax Def Exchange _____
 Cash Only _____ Other _____

* Feature group allows a 40 character comment line for each selection in the feature group.

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Documents at Listing Office: *

- Aerial Photo _____
- Plat Map _____
- Survey _____

- Traffic Study _____
- Other _____

Documents Requiring Confidentiality Agreement: *

- Appraisals _____
- APOD _____
- Demographics _____
- Environmental Reports _____
- Feasibility Study _____
- Financials _____
- Inspection Reports _____
- Leases _____
- MESC 1027 _____
- Rent Roll _____
- Site Plan _____
- Soil Tests _____
- Other _____

Sale Conditions: REO/Bank Owned Short Sale Possible

Listing to Internet: Commercial Source

BUSINESS OPPORTUNITY

Business Name: _____

Business Description: _____

Full Time Employees: _____ # Part Time Employees: _____

Gross Sales 1 Year (\$): _____ Gross Sales 3 Year (\$): _____

Real Estate Value (\$): _____ Inventory Value (\$): _____

Equip. Value (\$): _____ Bus. Only Value (\$): _____

Other Value (\$): _____

Property Available for Lease: Yes No

COMMERCIAL/INDUSTRIAL UNIT MANAGEMENT

Unit Description	Unit #	Identical Units	Sq. Ft.	Occupied	Rent \$/month	\$ Per Sq/Ft	# Bedrooms	# Baths	# HVAC	Rental Term	Tenant Pays					
											Electric	Gas	Other	Sewer	Trash	Water

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