

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

(All Required Fields in Gray)

MLS # \_\_\_\_\_  
Assigned by Computer

**Property Type:**  Commercial  Industrial  Business Opportunity  Check if New of Under Construction

**Property Subtype:**  Retail/Commercial  Office  Industrial

**Mailing Address:**

**Street # - Modifier:** \_\_\_\_\_ - \_\_\_\_\_ **Direction:** \_\_\_\_\_ **Street Name:** \_\_\_\_\_ **Suffix:** \_\_\_\_\_ **Post Direction:** \_\_\_\_\_

**Unit #:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code +4:** \_\_\_\_\_ - \_\_\_\_\_

**Cross Streets:** \_\_\_\_\_ & \_\_\_\_\_

**Office ID:** \_\_\_\_\_ **Agent ID:** \_\_\_\_\_ **Co-Office ID:** \_\_\_\_\_ **Co-Agent ID:** \_\_\_\_\_

**Area:** \_\_\_\_\_ **Subarea:** \_\_\_\_\_ **Municipality:** \_\_\_\_\_

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

**Listing Price:** \_\_\_\_\_ **Property Available For Sale:**  Yes  No

**Lease Price per SqFt per Year:** \_\_\_\_\_ **Estimated Additional Annual Charges:** \_\_\_\_\_  
(Common Area Maintenance, Taxes, Insurance)

**Lease Type:**  Build to Suit \_\_\_\_\_  Gross \_\_\_\_\_  
 Modified Gross \_\_\_\_\_  Triple Net \_\_\_\_\_  
 Percentage \_\_\_\_\_

**Lease Term** (50 Characters): \_\_\_\_\_ (Length, Escalators, Renewals)

**Exclusive Agency:**  Yes  No **Reserved Prospect:**  Yes  No

**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:** \_\_\_\_\_

**Lot Size:** (acres or sq. ft.) \_\_\_\_\_

**Est. Year Built:** \_\_\_\_\_ **New Construction:**  Yes  No

**Listing Date:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_ **School District:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Owner Phone:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Occupant Type:**  Owner  Tenant  Vacant

**Showing Instructions:** \_\_\_\_\_

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

**Homestead %:** \_\_\_\_\_ **Spec Assessment & Type %:** \_\_\_\_\_

**Non-Conforming Use:**  Yes  No **Zoning:** \_\_\_\_\_

**Annual Prop Ins (\$):** \_\_\_\_\_ **Annual Maint (\$):** \_\_\_\_\_ **Annual Utilities (\$):** \_\_\_\_\_

**Annual Mgt Fees (\$):** \_\_\_\_\_ **Gross Op Income (\$):** \_\_\_\_\_ **Total Expenses (\$):** \_\_\_\_\_

**Net Op Income (\$):** \_\_\_\_\_

**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:**  All Sports  Assoc. Access  Channel  Deeded Access  Deeded Boat Lot  Dock  No Wake

Private Frontage  Public Access  Shared Frontage  View

**Year Remodeled:** \_\_\_\_\_ **Utility Extension District:**  Yes  No **Date Available:** \_\_\_\_\_

**Current Building Use:** \_\_\_\_\_

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**Total # Units:** \_\_\_\_\_ **Total # Bldgs:** \_\_\_\_\_ **# Loading Docks/Wells:** \_\_\_\_\_

**# Finished Bldg Lvl:** \_\_\_\_\_ **Total # Parking:** \_\_\_\_\_ **Grd Lvl OH Drs:** \_\_\_\_\_

**# Freight Elevators:** \_\_\_\_\_ **# Passenger Elevators:** \_\_\_\_\_ **Ceiling Height:** \_\_\_\_\_

**Floor Load:** \_\_\_\_\_ **Power/Phase:** \_\_\_\_\_ **Power/Voltage:** \_\_\_\_\_

**Total Sqft:** \_\_\_\_\_ **Total Bldg Retail SqFt:** \_\_\_\_\_ **Total Bldg Warehse SqFt:** \_\_\_\_\_

**Total Bldg Office SqFt:** \_\_\_\_\_ **Total Bldg Other SqFt:** \_\_\_\_\_ **Total Bldg SqFt (Gross)** \_\_\_\_\_

**Rentable Retail SqFt:** \_\_\_\_\_ **Rentable Warehse SqFt:** \_\_\_\_\_ **Rentable Office SqFt:** \_\_\_\_\_

**Rentable Other SqFt:** \_\_\_\_\_ **Total Net SqFt:** \_\_\_\_\_

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

**Construction Type:** \*  Block \_\_\_\_\_  Concrete \_\_\_\_\_  
 Frame/Wood \_\_\_\_\_  Pole/Wood \_\_\_\_\_  Steel \_\_\_\_\_

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

**Roofing:**  Blt 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 \_\_\_\_\_  Common Area Maint. \_\_\_\_\_  
 Electric \_\_\_\_\_  Gas \_\_\_\_\_  
 Janitorial \_\_\_\_\_  Management Fee \_\_\_\_\_  
 Prop Taxes/Assessments \_\_\_\_\_  Sewer \_\_\_\_\_  
 Trash \_\_\_\_\_  Water \_\_\_\_\_  
 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

**Lease Information:**  Able to Divide  Build to Suit  Option to Purchase  Turn Key

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## Southwestern Michigan Regional Information Center

**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 \_\_\_\_\_

**Listing to Internet:**  Commercial Source

### 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

