

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 Check if New or Under Construction

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

Property Subtype: Retail/Commercial Office Industrial

Mailing Address:

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

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

Cross Streets: _____ & _____

Area: _____ **Subarea:** _____ **Municipality:** _____

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

Listing Price: _____

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:** _____

Mineral Rights: Yes No Partial Available Unknown

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: _____

Possession: _____

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: _____

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:** _____

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

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Total Sqft: _____ **Total Bldg Retail SqFt:** _____ **Total Bldg Warehouse SqFt:** _____
Total Bldg Office SqFt: _____ **Total Bldg Other SqFt:** _____ **Total Bldg SqFt (Gross)** _____
Rentable Retail SqFt: _____ **Rentable Warehouse SqFt:** _____ **Rentable Office SqFt:** _____
Rentable Other SqFt: _____ **Total Net SqFt:** _____

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 Facility
 Over Head Crane Railroad Spur Security System Util Sep Mtr Outdoor Storage Fenced Storage Clearspan

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

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

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Driveway: Easement Paved Unpaved Shared Paved Shared Unpaved

Street Type: Paved Private Public Unpaved Easement Seasonal

Purchase Terms Available: * 2nd Mortgage _____
 Assumable _____
 Cash/Conventional _____
 Land Contract _____

Purchase Money Mtg _____
 Tax Def Exchange _____
 Other _____

Documents at Listing Office: * Aerial Photo _____
 Plat Map _____
 Survey _____

Traffic Study _____
 Other _____

Documents Requiring Confidentiality Agreement: *

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

Sale Conditions: REO/Bank Owned Short Sale Possible None Other

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

