

Commercial Input Form for Matrix

Required fields in **blue**

General

Property Sub Type

Business Opportunity Commercial Lease Commercial Sale Commercial/Industrial Lot Industrial

Street #: _____ Street Dir: _____ Street Name: _____ Street Suffix: _____ Street Dir Suffix: _____ Unit #: _____

City: _____ County: _____ Zip Code: _____ Subdivision: _____

List Price: _____ List Date: ___/___/___ Expiration Date: ___/___/___ CCR (Covenants, Conditions & Restrictions): Yes / No

Seller

Bank Court Order Estate Institution Relocation
 Builder Developer Homeowner/Owner Investor Other
 Corporate

Elementary School: _____ Middle School: _____ High School: _____

Listing Agent/Office

List Agent: _____ Co-List Agent 1: _____ Co-List Agent 2: _____

Listing Type: Exclusive Right to Sell / Exclusive Agency / Limited Service Listing

Conditions

Possession

3-7 Days After Close At Closing Leased Dish Prior to Close Other
 After Close Immediate Negotiable See Agent Remarks

Seller Terms

1031 Exchange Lease Option Preapproval Required USDA
 As Is FHA Lease Purchase Private VA
 Assume FHLMC Approval Leaseback Qualifying Will Lease
 Cash FNMA Approval Non-Qualifying Release of Eligibility Wrap Around
 Construction Possible Short Sale Owner 1st Release of Liability Other-See Remarks
 Conventional GNMA Loan Owner 2nd Seller Pays Closing

Special Listing Conditions

Auction Notice of Default REO Short Sale Special Financing
 Foreclosure Probate Seller Licensed Agent Special Contract Standard
 Material Relationship

Documents List

Aerial Photo Disclosures Lease Plot Map Site Plan
 Appraisal Electric Legal Description Profit & Loss Statmt Soil Analysis
 Architectural Plans Environmental Study Licensing Restrictions Soil Map
 Boundary Survey Equipment Mortgage Septic Cpmt Topography
 Covenants Floor Plan Other-See Remarks Septic System Traffic Count
 Deed Restrictions Impact Study Percolation Test Sewer Map None
 Demographics Inventory Plat Map

Sale Includes

Building Equipment Inventory Land Other
 Business

Exclusions: _____ Land Lease: Yes / No Land Lease Amt: _____

Land Lease Pmt Freq: _____ Land Lease Exp Date: ___/___/___

Lease

Lease Type

Full Service
 Gross
 Industrial Gross
 Modified Gross
 Modified Net
 NNN
 Other

Lease Unit

\$/Amt/Month
 \$/Amt/Year
 \$/SF/Month
 \$/SF/Year

Lease Term

3 Month
 Mo. to Mo.
 Multi-Year
 Lease Option
 Lease Purchase
 6 Month
 1 Year
 Leaseback

Tenant Pays

All Maintenance
 Garbage
 Pest Control
 Satellite Dish
 Water
 All Utilities
 Gas
 Pool
 Security System
 Yard
 Association Fee
 Internet Connection
 RV/Boat Parking
 Sewer
 Other
 Cable
 Landscape Management
 Sales Tax
 Telephone
 None
 Electric

Landlord Expenses

Assessment
 Janitor
 Management
 Taxes
 None
 Insurance
 Maintenance
 Security
 Other

Landlord Utilities

Cable
 Garbage
 Water/Sewer
 Other
 None
 Electric
 Gas

Structure

Building #: _____ **Unit Floor:** _____ **Builder Model:** _____ **SqFt Source:** _____
Building Name: _____ **# of Unit Stories:** _____ **Builder Name:** _____ **Building Class:** _____
of Building Units: _____ **Approx Year Built:** _____ **New Construction:** Yes / No **Property Attached:** Yes / No
Building Stories: _____ **Build to Suit:** Yes / No **Approx SqFt:** _____

Construction/Siding

Aluminum
 Cinder Block
 GP/LP Siding
 Shake
 Stucco-Hard Coat
 Asbestos
 Composite
 HardiePlank
 Shell
 Stucco-unk
 Block
 Concrete
 Log
 Steel
 Tabby
 Board & Batten
 Concrete Siding
 Masonite
 Stone
 Vinyl
 Brick
 Cypress
 Metal
 Stone/Frame
 Wood
 Brick Siding
 Dryvit
 Pressboard Siding
 Stucco
 Other
 Cedar
 Frame
 Rough-Sawn Siding
 Stucco-Eifs

Structure Condition

Boarded-Up
 Cosmetic Repairs
 Renovated
 Structural Repairs
 Unrestored
 Condemned
 No Power
 Restored
 Tax Incentives
 Updated

Foundation

Basement
 Built-Up
 Joists
 Slab
 Wood
 Block
 Concrete
 Piers/Pilings
 Steel
 Other
 Brick
 Crawl Space
 Raised Slab
 Subfloor
 None

Common Walls

1 Common Wall
 3 Common Walls
 No One Above
 No One Below
 No Common Walls
 2 Common Walls

Roof

Asbestos
 Concrete
 Membrane
 Shake
 Tile
 Asphalt
 Copper
 Metal/Steel
 Slate
 Tin
 Built-Up
 Flat
 Pitched
 Solar Shingle
 Wood Shingle
 Composition
 Foam
 Rolled Rubber
 Tar/Gravel
 Other

Energy Features

Attic Fan
 Geothermal
 LEED
 Ridge Vents
 Spray Foam
 Double Pane Windows
 Good Cents
 NAHB Green
 Roof Turbines
 Storm Doors
 Double Pane/Thermo
 Instant Heat
 Power Vent
 Roof Vent Fans
 Storm Windows
 Electric Air Filter
 Insulated Doors
 Programmable Thermostat
 Smart Thermostat
 Other
 Energy Star
 Insulated Floors
 Recovery System
 Solar Screens
 None
 Extra Insulation
 Insulation

ADA Features: Yes / No**ADA Features**

30' Doors Levered No Steps Showers Other
 Big Bath Low Counters Ramp Access Wide Halls None
 High Garage Low Switches

Loading

Conveyor Dock Elevator Oversized Door Other
 Crane Drive Thru Door Hoist Rail Side None

Building Features

10+ Ceilings Expansion Avail Multi-Purpose Restroom Vending
 Atrium Fencing Outside Shower Signage Will Remodel
 Display Laundry Outside Storage Sun Room-Heated Other
 Drive Through Live In Recreation Area

Misc Equipment

Compressor Fire Alarm Furniture Roof Sign Sprinkler
 Conveyor Fixtures Hoist Security Other
 Crane Freight Elevator Machinery Security Light None
 Elevator Fuel Pump Pole Sign

Other Structures

Barn Gazebo Out Building Pond House Storage Building
 Cabana Greenhouse Pavilion Shed Workshop
 Detached Garage Guest House/Cottage Play House Stable Other

Interior**Appliances**

Ceiling Fans Freezer Microwave Range Washer
 Central Vacuum Hood Fan Oven - Cont Clean Range Hood Water Softener
 Commercial Grade Ice Maker Cnctn Oven - Double Range/Oven Wine Chiller
 Convection Oven Ice Maker Machine Oven - Self-Clean Refrigerator Other-See Remarks
 Cooktop-Separate Indoor Grill Oven - Single Smoke Detector None
 Dishwasher Instant Hot Water Oven - Wall Trash Compactor Elevator Ready
 Disposal Intercom Oven - Warmer W/D Stack Security System
 Dryer Jennaire

Attic

Floored Pull Down Stairs Other None
 Partial Floored Scuttle Walk-In

Basement: Yes / No

Basement Description: Finished / Unfinished / Other-See Remarks **Elevator:** Yes / No **# of Fireplaces:** _____

Floors

Brick Hardwood Slate Vinyl Wood
 Carpet Marble Terrazzo Wall to Wall Carpet Other
 Concrete Parquet Tile

Units (Visit <http://forms.mygiar.com> for the entire Rooms form.)

Total Rooms: _____ **# of Parking Spaces:** _____ **Deposit:** _____ **Tenant Occupied:** Yes / No
Unit Stories: _____ **Approx SqFt:** _____ **Lockbox:** _____ **Lease Ends:** ___/___/___
Floor Location: _____ **Rent:** _____ **Unit Avail:** ___/___/___ **Prop Mgmt:** Yes / No

Occupied

Available 1 Year Available 3 – 6 Months Tenant Vacant Other-See Remarks
 Available 1 – 3 Months Owner

Rent Includes

Electric Garbage Maintenance Water Other-See Remarks
 Garage Gas

Existing Lease Information

0 – 6 Month 4 – 6 Years Daily/Weekly Option to Buy Other
 1 – 3 Years 7 – 12 Years Month-to-Month Option to Renew No Lease

Property

Approx Acreage: _____	Tax ID/Parcel # 2: _____	Clear Span (ft): _____	# of Parking Spaces: _____
Total Lot SqFt: _____	Deed Book/Page: _____	Overhead Door (ft): _____	Garage Units: _____
Lot Front: _____	Legal Phase: _____	Tenant Occupied: Yes / No	Road Resp: _____
Lot Rear: _____	Legal Block: _____	Lease Exp Date: ___/___/___	Distance to Electric: _____
Lot Left: _____	Legal Lot: _____	Flood Zone: Yes / No	Distance to Gas: _____
Lot Right: _____	Total Bldg SqFt: _____	Flood Ins Req: Yes / No / Unkn	Distance to Sewer: _____
Road Frontage (ft): _____	Office SqFt: _____	X Zone: Yes / No	Distance to Water: _____
Water Frontage (ft): _____	Warehouse SqFt: _____	Legal Description: _____	
Traffic Count: _____	Retail SqFt: _____	# Building Stories Allowed: _____	
Tax ID/Parcel # 1: _____	Manufacturing SqFt: _____	Parking: Yes / No	

Lot Description

<input type="checkbox"/> Acreage 1-5	<input type="checkbox"/> Dead End	<input type="checkbox"/> Leased Land	<input type="checkbox"/> Rolling-Gentle	<input type="checkbox"/> Will Divide
<input type="checkbox"/> Acreage 5-10	<input type="checkbox"/> Exceptional View	<input type="checkbox"/> Level Lot	<input type="checkbox"/> Rolling-Rough	<input type="checkbox"/> Wooded
<input type="checkbox"/> Acreage 10+	<input type="checkbox"/> Fill Needed	<input type="checkbox"/> Low	<input type="checkbox"/> Rural	<input type="checkbox"/> Wooded-Heavy
<input type="checkbox"/> Additional Land Available	<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Marshland	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Wooded-Partial
<input type="checkbox"/> Brush	<input type="checkbox"/> Flood Zone-Some Areas	<input type="checkbox"/> No Mineral Rights	<input type="checkbox"/> Sloping	<input type="checkbox"/> Woods Trail
<input type="checkbox"/> Bulkhead/Seawall	<input type="checkbox"/> Frontage	<input type="checkbox"/> Open Land	<input type="checkbox"/> Steep	<input type="checkbox"/> Yard Well
<input type="checkbox"/> Bush-Hogged	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Pasture	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Zero Lot Line
<input type="checkbox"/> Cleared	<input type="checkbox"/> Greenbelt	<input type="checkbox"/> Privacy	<input type="checkbox"/> Subdivision Recorded	<input type="checkbox"/> Other
<input type="checkbox"/> Corner	<input type="checkbox"/> Interior	<input type="checkbox"/> Private Backyard	<input type="checkbox"/> Subdivision Unrecorded	<input type="checkbox"/> None/Condo
<input type="checkbox"/> Cul-de-sac	<input type="checkbox"/> Irregular	<input type="checkbox"/> Property Corners Marked	<input type="checkbox"/> Townhouse	
<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Landscaped	<input type="checkbox"/> Rocky	<input type="checkbox"/> Wetlands	

Road Surface

<input type="checkbox"/> Asphalt	<input type="checkbox"/> Curb	<input type="checkbox"/> Graded/Maintained	<input type="checkbox"/> Shell	<input type="checkbox"/> Unpaved
<input type="checkbox"/> Brick	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Gravel	<input type="checkbox"/> Stone	<input type="checkbox"/> Other
<input type="checkbox"/> Cobblestone	<input type="checkbox"/> Dirt	<input type="checkbox"/> Paved	<input type="checkbox"/> Trail	<input type="checkbox"/> None
<input type="checkbox"/> Concrete				

Access

<input type="checkbox"/> Airstrip	<input type="checkbox"/> Dirt Road	<input type="checkbox"/> No Road	<input type="checkbox"/> Public	<input type="checkbox"/> US Hwy
<input type="checkbox"/> City Road	<input type="checkbox"/> Easement	<input type="checkbox"/> Other-See Remarks	<input type="checkbox"/> State Hwy	<input type="checkbox"/> Water Access Only
<input type="checkbox"/> Controlled Access	<input type="checkbox"/> Near Interstate	<input type="checkbox"/> Private	<input type="checkbox"/> Trail	<input type="checkbox"/> No Access
<input type="checkbox"/> County Road	<input type="checkbox"/> No Driveway			

Current Use

<input type="checkbox"/> Anchor	<input type="checkbox"/> Franchise	<input type="checkbox"/> Marine	<input type="checkbox"/> Refrigerated/Cold Storage	<input type="checkbox"/> Special Use
<input type="checkbox"/> Building	<input type="checkbox"/> Free Standing	<input type="checkbox"/> Medical	<input type="checkbox"/> Regional Center/Mall	<input type="checkbox"/> Specialty Center
<input type="checkbox"/> Business	<input type="checkbox"/> Full Service Hotel	<input type="checkbox"/> Mid/High-Rise	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Street Retail
<input type="checkbox"/> Business Park	<input type="checkbox"/> Garden/Low-Rise	<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Residential	<input type="checkbox"/> Strip Center
<input type="checkbox"/> Car Service	<input type="checkbox"/> Government Subsidized	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Super Regional Center
<input type="checkbox"/> Church	<input type="checkbox"/> Historic	<input type="checkbox"/> Motel	<input type="checkbox"/> Retail	<input type="checkbox"/> Truck Terminal/Hub/Transit
<input type="checkbox"/> Community Center	<input type="checkbox"/> Hotel	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Retail Pad	<input type="checkbox"/> Vacant
<input type="checkbox"/> Construction	<input type="checkbox"/> Industrial	<input type="checkbox"/> Neighborhood Center	<input type="checkbox"/> RV Community	<input type="checkbox"/> Vehicle Related
<input type="checkbox"/> Convenience/Service/Gas Station	<input type="checkbox"/> Industrial Condo	<input type="checkbox"/> Office	<input type="checkbox"/> Self Storage	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Day Care/Nursery	<input type="checkbox"/> Institutional/Governmental	<input type="checkbox"/> Office Condo	<input type="checkbox"/> Services	<input type="checkbox"/> Warehouse (Rf)
<input type="checkbox"/> Distribution	<input type="checkbox"/> Leased Land	<input type="checkbox"/> Outlet Center	<input type="checkbox"/> Shopping Center	<input type="checkbox"/> Wholesale
<input type="checkbox"/> Economy/Limited Service Hotel	<input type="checkbox"/> Lots	<input type="checkbox"/> Professional	<input type="checkbox"/> Showroom	<input type="checkbox"/> Other
<input type="checkbox"/> Flex Space	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> PUD	<input type="checkbox"/> Single Family	<input type="checkbox"/> None
<input type="checkbox"/> Food Service	<input type="checkbox"/> Marina	<input type="checkbox"/> Recreational		

Improvements

<input type="checkbox"/> Cross Fence	<input type="checkbox"/> Fencing	<input type="checkbox"/> Open Land	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Other
<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Irrigated	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Underground Utilities	<input type="checkbox"/> None
<input type="checkbox"/> Curbs				

Fencing

Barbed Wire Concrete Block Ornamental Metal Split Rail Wood
 Brick Cross Picket Stone Wrought Iron
 Chain Link Electric Post and Rail Vinyl (PVC)
 Concrete Invisible Privacy Wire Mesh

Storage Facility

Diesel Feed Barn Grain Hay Shed Other
 Equipment Gas Hay Propane None
 Feed

Systems**Cable**

Cable Access Cable in Street Cable Ready None

of Cool Units: _____**Cool Source**

Electric Gas Solar Other None

Cool Type

Central Heat Pump Whole House Fan Zoned None
 Common Wall Unit Window Unit Other

Electric

3 Phase 440 Volt Heavy Duty RV 30 Amp Other
 110 Volt Circuit Breakers Light Duty RV 50 Amp None
 220 Volt Fuses

of Heat Units: _____**Heat Source**

Electric Oil Solar Wood None
 Gas Propane Steam Other

Heat Type

Baseboard Floor Furnace Radiator / Radiant Wall Unit Zoned
 Central Forced Air Space Heater Window Unit Other
 Common Heat Pump Unit Heater Wood Stove None

Gas

Natural Gas Private LP Tank Propane None

Sewer

Available Lift Station Public Sewer In Street Unknown
 Community Private Septic Tank Storm Sewer None
 Grinder Pump

Telephone: Available / DSL / Installed

Underground Utilities: Yes / No

Financial

Master Assoc: Yes / No **Mandatory:** Yes / No **Fee Amount:** _____ **Assoc Name:** _____ **Assoc Phone:** _____

Master Association Fee Frequency

Annual Monthly Quarterly Weekly None
 Bimonthly One-Time Semi-Annual Other

Community Assoc: Yes / No **Mandatory:** Yes / No **Fee Amount:** _____ **Assoc Name:** _____ **Assoc Phone:** _____

Community Association Fee Frequency

Annual Monthly Quarterly Weekly None
 Bimonthly One-Time Semi-Annual Other

Annual Flood Insurance: _____ **Sub Lease:** Yes / No **Tax Year:** _____ **Tax Amount:** _____

Annual Expenses: _____ **Gross Expenses:** _____ **Gross Income:** _____ **Net Operating Income:** _____ **Cap Rate:** _____

Showing

Internet Listing Display: Yes / No **Internet Address Allowed:** Yes / No **IDX Consumer Comment:** Yes / No **IDX Automated Valuation:** Yes / No

Virtual Tour Unbranded 1 Link: _____ **Virtual Tour Unbranded 2 link:** _____

Virtual Tour Branded 1 link: _____ **Virtual Tour Branded 2 link:** _____

Sign on Property: Yes / No

Showing Instructions

- | | | | | |
|--|---|---|---|--|
| <input type="checkbox"/> 24 Hour Access | <input type="checkbox"/> Call Listing Agent | <input type="checkbox"/> Key On-Site Office | <input type="checkbox"/> Other | <input type="checkbox"/> Special Hours |
| <input type="checkbox"/> Appointment-Agent | <input type="checkbox"/> Gate Code Req | <input type="checkbox"/> Non GIMLS Lockbox | <input type="checkbox"/> Owner Occupied | <input type="checkbox"/> Special Notice |
| <input type="checkbox"/> Appointment-Only | <input type="checkbox"/> Gate Pass Req | <input type="checkbox"/> Lockbox - SentriLock | <input type="checkbox"/> Show At Will | <input type="checkbox"/> See Agent Remarks |
| <input type="checkbox"/> Call for Lockbox Code | <input type="checkbox"/> Key In Office | | | |

Showing Information

- | | | | | |
|---|-----------------------------------|--|---|---|
| <input type="checkbox"/> Alarm-Must Call Office | <input type="checkbox"/> No A.M. | <input type="checkbox"/> On-Site Rental Office | <input type="checkbox"/> Pet-Must Call Office | <input type="checkbox"/> Under Construction |
| <input type="checkbox"/> Day Sleeper | <input type="checkbox"/> No Sign | <input type="checkbox"/> On-Site Sales Office | <input type="checkbox"/> See Agent Remarks | <input type="checkbox"/> Vacant |
| <input type="checkbox"/> Model Home | <input type="checkbox"/> Occupied | <input type="checkbox"/> Owner Occupied | <input type="checkbox"/> Tenant Occupied | |

Remarks

Directions:

Public Remarks:

REALTOR® Remarks:

Office Notes:
