

# 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

**Buyer Client Agency:** Yes / No    **Buyer Customer:** Yes / No    **Sub-Agency:** Yes / No    **Variable Commission:** Yes / No

**Buyer Client Commission:** \_\_\_\_\_ (\$/%)    **Buyer Customer Commission:** \_\_\_\_\_ (\$/%)    **Sub-Agency Commission:** \_\_\_\_\_ (\$/%)    **Variable Rate Description:** \_\_\_\_\_

## 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 1<sup>st</sup>     Release of Liability     Other-See Remarks  
 Conventional     GNMA Loan     Owner 2<sup>nd</sup>     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

6 Month

Mo. to Mo.

1 Year

Multi-Year

Leaseback

Lease Option

Lease Purchase

### Tenant Pays

All Maintenance

All Utilities

Association Fee

Cable

Electric

Garbage

Gas

Internet Connection

Landscape Management

Pest Control

Pool

RV/Boat Parking

Sales Tax

Satellite Dish

Security System

Sewer

Telephone

Water

Yard

Other

None

### Landlord Expenses

Assessment

Insurance

Janitor

Maintenance

Management

Security

Taxes

Other

None

### Landlord Utilities

Cable

Electric

Garbage

Gas

Water/Sewer

Other

None

## 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

Asbestos

Block

Board & Batten

Brick

Brick Siding

Cedar

Cinder Block

Composite

Concrete

Concrete Siding

Cypress

Dryvit

Frame

GP/LP Siding

HardiePlank

Log

Masonite

Metal

Pressboard Siding

Rough-Sawn Siding

Shake

Shell

Steel

Stone

Stone/Frame

Stucco

Stucco-Eifs

Stucco-Hard Coat

Stucco-unk

Tabby

Vinyl

Wood

Other

### Structure Condition

Boarded-Up

Condemned

Cosmetic Repairs

No Power

Renovated

Restored

Structural Repairs

Tax Incentives

Unrestored

Updated

### Foundation

Basement

Block

Brick

Built-Up

Concrete

Crawl Space

Joists

Piers/Pilings

Raised Slab

Slab

Steel

Subfloor

Wood

Other

None

### Common Walls

1 Common Wall

2 Common Walls

3 Common Walls

No One Above

No One Below

No Common Walls

### Roof

Asbestos

Asphalt

Built-Up

Composition

Concrete

Copper

Flat

Foam

Membrane

Metal/Steel

Pitched

Rolled Rubber

Shake

Slate

Solar Shingle

Tar/Gravel

Tile

Tin

Wood Shingle

Other

### Energy Features

Attic Fan

Double Pane Windows

Double Pane/Thermo

Electric Air Filter

Energy Star

Extra Insulation

Geothermal

Good Cents

Instant Heat

Insulated Doors

Insulated Floors

Insulation

LEED

NAHB Green

Power Vent

Programmable Thermostat

Recovery System

Ridge Vents

Roof Turbines

Roof Vent Fans

Smart Thermostat

Solar Screens

Spray Foam

Storm Doors

Storm Windows

Other

None

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

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

<input type="checkbox"/> Barbed Wire	<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Ornamental Metal	<input type="checkbox"/> Split Rail	<input type="checkbox"/> Wood
<input type="checkbox"/> Brick	<input type="checkbox"/> Cross	<input type="checkbox"/> Picket	<input type="checkbox"/> Stone	<input type="checkbox"/> Wrought Iron
<input type="checkbox"/> Chain Link	<input type="checkbox"/> Electric	<input type="checkbox"/> Post and Rail	<input type="checkbox"/> Vinyl (PVC)	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Invisible	<input type="checkbox"/> Privacy	<input type="checkbox"/> Wire Mesh	

**Storage Facility**

<input type="checkbox"/> Diesel	<input type="checkbox"/> Feed Barn	<input type="checkbox"/> Grain	<input type="checkbox"/> Hay Shed	<input type="checkbox"/> Other
<input type="checkbox"/> Equipment	<input type="checkbox"/> Gas	<input type="checkbox"/> Hay	<input type="checkbox"/> Propane	<input type="checkbox"/> None
<input type="checkbox"/> Feed				

**Systems****Cable**

<input type="checkbox"/> Cable Access	<input type="checkbox"/> Cable in Street	<input type="checkbox"/> Cable Ready	<input type="checkbox"/> None
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# of Cool Units: \_\_\_\_\_

**Cool Source**

<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Solar	<input type="checkbox"/> Other	<input type="checkbox"/> None
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**Cool Type**

<input type="checkbox"/> Central	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Whole House Fan	<input type="checkbox"/> Zoned	<input type="checkbox"/> None
<input type="checkbox"/> Common	<input type="checkbox"/> Wall Unit	<input type="checkbox"/> Window Unit	<input type="checkbox"/> Other	

**Electric**

<input type="checkbox"/> 3 Phase	<input type="checkbox"/> 440 Volt	<input type="checkbox"/> Heavy Duty	<input type="checkbox"/> RV 30 Amp	<input type="checkbox"/> Other
<input type="checkbox"/> 110 Volt	<input type="checkbox"/> Circuit Breakers	<input type="checkbox"/> Light Duty	<input type="checkbox"/> RV 50 Amp	<input type="checkbox"/> None
<input type="checkbox"/> 220 Volt	<input type="checkbox"/> Fuses			

# of Heat Units: \_\_\_\_\_

**Heat Source**

<input type="checkbox"/> Electric	<input type="checkbox"/> Oil	<input type="checkbox"/> Solar	<input type="checkbox"/> Wood	<input type="checkbox"/> None
<input type="checkbox"/> Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Steam	<input type="checkbox"/> Other	

**Heat Type**

<input type="checkbox"/> Baseboard	<input type="checkbox"/> Floor Furnace	<input type="checkbox"/> Radiator / Radiant	<input type="checkbox"/> Wall Unit	<input type="checkbox"/> Zoned
<input type="checkbox"/> Central	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Space Heater	<input type="checkbox"/> Window Unit	<input type="checkbox"/> Other
<input type="checkbox"/> Common	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Unit Heater	<input type="checkbox"/> Wood Stove	<input type="checkbox"/> None

**Gas**

<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Private LP Tank	<input type="checkbox"/> Propane	<input type="checkbox"/> None
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**Sewer**

<input type="checkbox"/> Available	<input type="checkbox"/> Lift Station	<input type="checkbox"/> Public	<input type="checkbox"/> Sewer In Street	<input type="checkbox"/> Unknown
<input type="checkbox"/> Community	<input type="checkbox"/> Private	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> None
<input type="checkbox"/> Grinder Pump				

Telephone: Available / DSL / Installed

Underground Utilities: Yes / No

**Financial**

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

<input type="checkbox"/> Annual	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Weekly	<input type="checkbox"/> None
<input type="checkbox"/> Bimonthly	<input type="checkbox"/> One-Time	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Other	

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

<input type="checkbox"/> Annual	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Weekly	<input type="checkbox"/> None
<input type="checkbox"/> Bimonthly	<input type="checkbox"/> One-Time	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Other	

Annual Flood Insurance: _____	Sub Lease: Yes / No	Tax Year: _____	Tax Amount: _____
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Annual Expenses: _____	Gross Expenses: _____	Gross Income: _____	Net Operating Income: _____	Cap Rate: _____
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**Showing**

Internet Listing Display: Yes / No	Internet Address Allowed: Yes / No	IDX Consumer Comment: Yes / No	IDX Automated Valuation: Yes / No
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Virtual Tour Unbranded 1 Link: _____	Virtual Tour Unbranded 2 link: _____
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Virtual Tour Branded 1 link: _____	Virtual Tour Branded 2 link: _____
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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 - SentiLock | <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**

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**Directions:**

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**Public Remarks:**

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**REALTOR® Remarks:**

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**Office Notes:**

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