



### CARETS Commercial Lease Listing Form

Field names with character/selection limits contain the limit number in parenthesis (#). Required fields are listed in **RED** and denoted with an asterisk \*

## Management Information

Leasing Agent ID \_\_\_\_\_ Managing Agent ID \_\_\_\_\_

Owner Contact Name \_\_\_\_\_ Owner Name \_\_\_\_\_

Owner Phone \_\_\_\_\_ Developer \_\_\_\_\_

**Owner User\*** - YES / NO **Investment Property\*** - YES / NO

Anchors/Co-Tenants \_\_\_\_\_

## Location Information

**Property Name\*** \_\_\_\_\_ **Business Park Name** \_\_\_\_\_

**Property Type\*** (select from list) **Office Type** (select from list)

<input type="checkbox"/> Retail	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Multi-Tenant	<input type="checkbox"/> Other
<input type="checkbox"/> Office	<input type="checkbox"/> Mobile Home Park	<input type="checkbox"/> Single Tenant	<input type="checkbox"/> Church
<input type="checkbox"/> Industrial	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Owner-User	<input type="checkbox"/> Nursing Facility
<input type="checkbox"/> High Tech-Flex	<input type="checkbox"/> Farm/Ranch	<input type="checkbox"/> Government	<input type="checkbox"/> Master Sale record
<input type="checkbox"/> Land	<input type="checkbox"/> Specialty	<input type="checkbox"/> Medical/Dental	

**Market (MKT) Area\*** \_\_\_\_\_ **County\*** \_\_\_\_\_

**Building Status\*** (select from list) **Vicinity** \_\_\_\_\_

<input type="checkbox"/> Existing	<b>General Zoning</b> _____
<input type="checkbox"/> Proposed	<b>Key (Map/Grid)</b> ____/____ ex. 825/a1
<input type="checkbox"/> Under Construction	
<input type="checkbox"/> Under Renovation	
<input type="checkbox"/> Demolished	
<input type="checkbox"/> Land	

## Address Information

**Street Number\*** \_\_\_\_\_ **Street Number2** \_\_\_\_\_ **Street Direction1** \_\_\_\_\_ **Street Name\*** \_\_\_\_\_

**Street Direction2** \_\_\_\_\_ **City\*** \_\_\_\_\_ **State\*** \_\_\_\_\_ **Zip Code\*** \_\_\_\_\_ **Zip+4** \_\_\_\_\_

**Cross Street** \_\_\_\_\_

**Location Description** \_\_\_\_\_

**Second Address** \_\_\_\_\_

**Road Frontage (ft)** \_\_\_\_\_

**Directions** \_\_\_\_\_

## Building / Lot Information

### Building Details:

Total Building SF\* \_\_\_\_\_

Total Building NRA \_\_\_\_\_

Office SF \_\_\_\_\_

Retail SF \_\_\_\_\_

Industrial SF \_\_\_\_\_

High Tech-Flex SF \_\_\_\_\_

Res SF \_\_\_\_\_

Largest Contiguous SF \_\_\_\_\_

Building Class A\_\_ B\_\_ C\_\_  
(office only)

Percent Leased \_\_\_\_\_

Num Tenants \_\_\_\_\_

Num Buildings\* \_\_\_\_\_

Total Units \_\_\_\_\_

Floors\* \_\_\_\_\_

Security System: YES / NO

Expenses \$ \_\_\_\_\_ /sf/yr

Elevators \_\_\_\_\_

Sprinkler: YES / NO

AC: YES / NO

Condo: YES / NO

### Construction Information:

Year Built\* \_\_\_\_\_

Year Renovated \_\_\_\_\_

Completion Date \_\_\_\_\_

Roof Type \_\_\_\_\_

### Construction Type: (select one or more)

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Brick    | <input type="checkbox"/> Metal    |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Steel    |
| <input type="checkbox"/> Framed   | <input type="checkbox"/> Stucco   |
| <input type="checkbox"/> Glass    | <input type="checkbox"/> Tiltwall |
| <input type="checkbox"/> Joist    | <input type="checkbox"/> Vinyl    |
| <input type="checkbox"/> Masonry  | <input type="checkbox"/> Wood     |

### Parking:

Covered Parking \_\_\_\_\_

Uncovered Parking \_\_\_\_\_

Total Parking \_\_\_\_\_

Parking Ratio \_\_\_\_\_

## Parcel Information

Tax ID #\* \_\_\_\_\_

Parcel Notes: (255 characters max)

Tax ID # 2 \_\_\_\_\_

Tax ID # 3 \_\_\_\_\_

Tax ID # 4 \_\_\_\_\_

Tax ID # 5 \_\_\_\_\_

Prop Tax: \_\_\_\_\_

Prop Tax Year: \_\_\_\_\_

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## Comments

(500 characters max)

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## Industrial Only Information

### Industrial Type: (select one)

- Manufacturing
- Warehouse/Distribution
- High Tech/ R&D
- Warehouse/Office

### Other Details:

Gas available: YES / NO

Sewer: YES / NO

Yard: YES / NO

Fenced: YES / NO

Paved: YES / NO

Water Front: YES / NO

Electric Standard: YES / NO

Electric Heavy: YES / NO

Amps \_\_\_\_\_

Volts \_\_\_\_\_

Phase \_\_\_\_\_

### Clearance Information:

Clearance Height Min. \_\_\_\_\_

Clearance Height Max. \_\_\_\_\_

### Door & Crane Information:

Dock High Doors: YES / NO Qty \_\_\_\_\_

Grade Level Doors: YES / NO Qty \_\_\_\_\_

Rail Service: YES / NO Qty \_\_\_\_\_

Cranes: YES / NO Qty \_\_\_\_\_

## Retail Only Information

### Center Type:

- Grocery Anchor
- Community/Specialty
- Regional Center
- Mixed Use
- Unanchored
- Power

Population \_\_\_\_\_ (3mile radius)

Household Income \_\_\_\_\_ (3 mile radius)

Traffic Count \_\_\_\_\_

Traffic Count Year \_\_\_\_\_

Pads \_\_\_\_\_

## Listing Management

### Hold New Listing\* YES / NO

(If you choose "Yes" to Hold New Listing, your listing will be held in abeyance with a status of "Hold" and will NOT be displayed in CARETS search results. You will still be able to view and edit this listing along with your other active listings. Listings in "Hold" status will NOT go out on Hot Sheets until they are changed to "New" status. If you choose "No" to Hold New Listing, your listing will be immediately available for searches and will have a status of "New".)

## Asset Class

### Choose Asset Class\*

- |  |   |
|--|---|
| <input type="checkbox"/> Office          | <input type="checkbox"/> Hotel/Motel      |
| <input type="checkbox"/> Industrial      | <input type="checkbox"/> Farm/Ranch       |
| <input type="checkbox"/> Retail          | <input type="checkbox"/> Mobile Home Park |
| <input type="checkbox"/> Land/Unimproved | <input type="checkbox"/> Specialty        |
| <input type="checkbox"/> Multi-Family    | <input type="checkbox"/> High Tech/Flex   |

## Additional Search Tags

### Retail: (select one or more)

- |  |  |
|--|--|
| <input type="checkbox"/> Car lot           | <input type="checkbox"/> Stand – Alone     |
| <input type="checkbox"/> Drive – Thru      | <input type="checkbox"/> Street Retail     |
| <input type="checkbox"/> Grocery Anchor    | <input type="checkbox"/> Strip Mall        |
| <input type="checkbox"/> Industrial/Retail | <input type="checkbox"/> Car Wash          |
| <input type="checkbox"/> Mixed-Use         | <input type="checkbox"/> Gas Station       |
| <input type="checkbox"/> Pad(s)            | <input type="checkbox"/> Car Repair        |
| <input type="checkbox"/> Power             | <input type="checkbox"/> Convenience Store |
| <input type="checkbox"/> Regional Center   | <input type="checkbox"/> Showroom          |
| <input type="checkbox"/> Restaurant        |  |

### Industrial/ Flex: (select one or more)

- Distribution
- Car Lot
- Industrial/Office
- Manufacturing
- Industrial/Retail
- Mini-Storage
- Warehouse

### Office: (select one or more)

- |  |   |
|--|---|
| <input type="checkbox"/> Single – Tenant | <input type="checkbox"/> Nursing Facility           |
| <input type="checkbox"/> Special Use     | <input type="checkbox"/> Live/Work                  |
| <input type="checkbox"/> Government      | <input type="checkbox"/> Gym/Rec Center             |
| <input type="checkbox"/> School          | <input type="checkbox"/> Adult Family Home          |
| <input type="checkbox"/> Medical/Dental  | <input type="checkbox"/> Church/ Religious Facility |
| <input type="checkbox"/> Mixed – Use     | <input type="checkbox"/> Condos                     |
| <input type="checkbox"/> Multi -Tenant   | <input type="checkbox"/> Day Care                   |

### Land: (select one or more)

- Waterfront
- Recreation Use
- Parking Lot
- Parking Structure
- Forest
- Build To Suit

## General Listing Information

Listing Agent 1 ID\* \_\_\_\_\_

Selling Office Compensation\* \_\_\_\_\_

Listing Agent 2 ID \_\_\_\_\_

SOC Exclusions\* YES / NO

Listing Agent 3 ID \_\_\_\_\_

Surveys Available:

Listing Agent 4 ID \_\_\_\_\_

Environmental: YES / NO

Listing Date\* \_\_\_\_\_

Boundary: YES / NO

Listing Price\* \_\_\_\_\_

Wetlands: YES / NO

Expiration Date\* \_\_\_\_\_

Current Use: \_\_\_\_\_

Distressed: YES / NO

Terms: (200 character max)

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## General Listing Information (continued)

Showing Instructions: **View With Discretion: YES / NO**

**Call Listing Agent: YES / NO**

**Instructions:** (255 character max)

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## Financial Information

Investment Information: (check one)

**Proforma**  **Actual**  **Unknown**

**Investment Property\*** YES / NO

**Owner User:** YES / NO

**Gross Income:** \_\_\_\_\_

**Vacancy Factor %:** \_\_\_\_\_

**Operating Expenses:** \_\_\_\_\_

**Net Operation Income:** \_\_\_\_\_

**CAP Rate:** \_\_\_\_\_

Documents (Number of Years Available)

**Profit/Loss Years:** \_\_\_\_\_

**Balance Sheet Years:** \_\_\_\_\_

**YTD Operating Statement:** YES / NO

**Financing Available:** YES / NO

**Assumable:** YES / NO

## Detail Listing Information

**Min Industrial SF** \_\_\_\_\_ sqft

**Max Industrial SF** \_\_\_\_\_ sqft

**Min Office SF** \_\_\_\_\_ sqft

**Max Office SF** \_\_\_\_\_ sqft

**Min Total SF** \_\_\_\_\_ sqft

**Max Total SF** \_\_\_\_\_ sqft

**Lease Rate Low \$** \_\_\_\_\_/sqft

**Lease Rate High \$** \_\_\_\_\_/sqft

**Heat Source** \_\_\_\_\_

**Dividable:** YES / NO

**Easements:** YES / NO

**Covenants:** YES / NO

**Topography** \_\_\_\_\_

**Site Dimensions** \_\_\_\_\_  
(i.e. 100 X 80 ft)

**Land Depth** \_\_\_\_\_ ft

**Land Width** \_\_\_\_\_ ft

Utilities: (check one)

### Sanitary Sewer

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

### Water

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

### Electricity

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

### Storm Sewer

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

### Gas Lines

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

### Other Utilities

- City
- County
- MUD
- Private
- Yes
- No
- Unknown

### Signage:

- Signage on Building
- Signage Freestanding

### Amenities:

**Structure on Site:** YES / NO

**Pool Outdoor:** YES / NO

**Pool Indoor:** YES / NO

**Cable:** YES / NO

**Other Amenities** \_\_\_\_\_



## Industrial Asset Class Information

### Space Information:

Clearance Height Min \_\_\_\_\_ ft

Clearance Height Max \_\_\_\_\_ ft

Dock High Door Count \_\_\_\_\_

Grade Level Door Count \_\_\_\_\_

Crane Count \_\_\_\_\_

### Utilities:

Gas Available: YES / NO      Amps \_\_\_\_\_

Sewer: YES / NO      Volts \_\_\_\_\_

Electric Standard: YES / NO      Phase \_\_\_\_\_

Electric Heavy: YES / NO

## Multi-Family Asset Class General Information

### Building Information:

Num of Units W/ Patios \_\_\_\_\_

Num of Units W/ Fireplaces \_\_\_\_\_

### Amenities:

Rec Room: YES / NO      Common Laundry: YES / NO

Num Dishwashers \_\_\_\_\_

## Multi-Family Asset Class Financial Information

### Annual Expense Information

Expense Year \_\_\_\_\_  
 Real Estate Taxes \_\_\_\_\_  
 +Personal Prop Taxes \_\_\_\_\_  
 +Account/Legal \_\_\_\_\_  
 +Advertising \_\_\_\_\_  
 +Insurance \_\_\_\_\_  
 +Electricity \_\_\_\_\_  
 +Water/Sewer \_\_\_\_\_  
 +Trash \_\_\_\_\_  
 +Prof. Mgr \_\_\_\_\_  
 +Res. Mgr \_\_\_\_\_  
 +Maintenance \_\_\_\_\_  
 +Supplies \_\_\_\_\_  
 +Other Expenses \_\_\_\_\_  
 =Total Expenses \_\_\_\_\_  
 Reserves \_\_\_\_\_

### Annual Operating Information

Gross Sch Rents \_\_\_\_\_  
 Vacancy \$ / % \_\_\_\_\_  
 +Laundry Income \_\_\_\_\_  
 +Parking Income \_\_\_\_\_  
 +Other Income \_\_\_\_\_  
 =Effective Gross \_\_\_\_\_  
 -Total Expenses \_\_\_\_\_  
 =NOI \_\_\_\_\_

## Multi-Family Asset Class Unit Information

<u># Units</u>	<u>Beds/Baths</u>	<u>Avg Size SQFT</u>	<u>Avg Rent/Month</u>	<u>Rent/SQFT</u>
_____	Studio	_____	_____	_____
_____	1Bed/1Bath	_____	_____	_____
_____	1Bed/2.5Bath	_____	_____	_____
_____	2Bed/1Bath	_____	_____	_____
_____	2Bed/1.5Bath	_____	_____	_____
_____	2Bed/2Bath	_____	_____	_____
_____	3Bed/1Bath	_____	_____	_____
_____	3Bed/1.5Bath	_____	_____	_____
_____	3Bed/2Bath	_____	_____	_____
_____	Other	_____	_____	_____

## Land Asset Class Information

### Land Features:

Land Depth \_\_\_\_\_ ft

Land Width \_\_\_\_\_ ft

Owner Will Build to Suit: *YES / NO*

Easements: *YES / NO*

Covenants: *YES / NO*

### Access:

Curb Cuts: *YES / NO*

Road Frontage 1 \_\_\_\_\_

Road Frontage 2 \_\_\_\_\_

Access from \_\_\_\_\_

## Hotel/Motel Asset Class Information

### Building

#### Characteristics:

Avg Rate

Num Units

#### Rooms

Single \_\_\_\_\_

Double \_\_\_\_\_

Economy \_\_\_\_\_

Suites \_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

Corridors: *YES / NO*

### Utilities:

Phone System: *YES / NO* Televisions: *YES / NO*

### Financial Details:

Financial Year \_\_\_\_\_

+ Room Revenue \_\_\_\_\_

+ Food & Bev \_\_\_\_\_

+ Other Income \_\_\_\_\_

= Gross Income \_\_\_\_\_

### Operating Information

Room Expenses \_\_\_\_\_

+ Food/Bev. Exp \_\_\_\_\_

+ Other Exp \_\_\_\_\_

= Total Exp \_\_\_\_\_

Net Operating Inc \_\_\_\_\_

- Debt Service \_\_\_\_\_

= Cash Flow \_\_\_\_\_

### Property Amenities:

Num of Conference Room(s) \_\_\_\_\_

## Farm/Ranch Asset Class Information

### Land Information:

Acres Tillable \_\_\_\_\_

Acres Timber \_\_\_\_\_

Irrigation \_\_\_\_\_

Water Rights \_\_\_\_\_

Acres Fenced \_\_\_\_\_

Soil Type \_\_\_\_\_

Flood Plain Data \_\_\_\_\_

### Building Characteristics:

House \_\_\_\_\_

Barn \_\_\_\_\_

## Mobile Home Park Asset Class Information

### Park Characteristics:

Permanent Spaces    Rented    Available

Single Wide \_\_\_\_\_

Double Wide \_\_\_\_\_

Triple Wide \_\_\_\_\_

RV Spaces \_\_\_\_\_

Other \_\_\_\_\_

### Selling Prices Includes:

Personal Property *YES / NO*    Owned Mobiles *YES / NO*

### Amenities:

Leased Laundry Equip. *YES / NO*

Owned Laundry Equip. *YES / NO*

On Bus Line *YES / NO*

Total Units \_\_\_\_\_

Num Park-Owned Units \_\_\_\_\_

### Form of Ownership:

- Corp
- Partnership
- Sole Proprietor
- Franchise
- Unknown

Num Mortgaged Units \_\_\_\_\_

Num Free and Clear \_\_\_\_\_

List Office has Mortgage Info: *YES / NO*

Manager Living Quarters: *YES / NO*

Years Currently Owned \_\_\_\_\_