



Quad City Area REALTOR® Association COMMERCIAL PROPERTY FORM

MLS # _____

Seller's Initials _____ Date: ___/___/___

All fields marked with an asterisk (*) and Bold Text are required.

AREA CODES

- 25 - Other Illinois 35 - Warren County 45 - East Moline 54 - Davenport - SE 1/4 61 - Blue Grass/Bufalo/Walcott
26 - Erie, Prophetstown/Lyndon/Tampico/ Fenton 37 - Henderson County 46 - Upper Rock Island County 55 - Bettendorf - NE 62 - Other Iowa
27 - Albany/Fulton/Morrison 39 - Colona/Carbon Cliff 47 - Geneseo/Henry County North 56 - Bettendorf - SE 63 - De Witt Area, Calamus, Wheatland
28 - Carroll County 40 - Mercer County 48 - Henry County South 57 - Riverdale 64 - Clinton/Camanche
29 - Fulton County 41 - Rock Island County South 50 - Whiteside County 58 - LeClaire/Pleasant Valley/ Princeton 65 - Muscatine County
31 - Mcdonough County 42 - Rock Island 51 - Davenport - NW 1/4 59 - Eldridge/Park View/Long Grove/ McCausland 66 - Maquoketa Area/Miles/Preston/ Charlotte/Sabula
33 - Knox County 43 - Moline 52 - Davenport - SW 1/4 60 - N. Scott/Donahue/Maysville/Dixon 67 - Bellevue Area
44 - Coal Valley/Orion 53 - Davenport - NE 1/4

STANDARD
* TYPE
[] Industrial
[] Office
[] Retail
[] Land & Farm
[] Lots
[] Acres
[] Farm
[] Multi-Family
* STATUS
[] Active
[] Contingent
[] Pending
[] Sold
Area: _____ (1) * County: _____
* Listing Price \$: _____ (Enter \$0 for Lease ONLY)
* Address: _____
Street # _____ Street Dir. _____ Street Name _____
Address 2: _____ Street Type: _____
*City: _____
*State: _____ (2) * Zip+4: _____

GENERAL INFORMATION
*Directions to Property: _____ (100)
*Parcel#/Tax ID: _____ (15) * Legal Description: _____ (35)
*List Agent: _____ * Managing Broker (Y/N): _____ Cell Phone: _____
* LO Fax: _____
Co-List Agent: _____ * Managing Broker (Y/N): _____ Cell Phone: _____
Co-Agent From Other Office: _____ * Managing Broker (Y/N): _____ Other Office: _____
Other Agent: _____ *Managing Broker (Y/N): _____ Cell Phone: _____
Appointment Phone: _____ * Listing Type: [] Exclusive Agency [] Exclusive Right to Sell
* Co-Op Compensations: _____ * Dual/Variable (Y/N): _____ (1) * IDX Include (Y/N): _____ (1)
* Internet Include (Y/N): _____ (1) * Internet Address (Y/N): _____ (1) * Internet AVM (Y/N): _____ (1) * Internet Comments (Y/N): _____
Virtual Tour (URL): _____
Associated Docs (Y/N): _____ Builder: _____
* List Date: ___/___/___ * Expire Date: ___/___/___
* For Sale (Y/N): _____ (1) * For Lease (Y/N): _____ (1)
Investment (Y/N): _____ Confidentiality Agreement Required (Y/N): _____ (1) Lease Terms: _____
* Annual Taxes: _____ * Tax Year: _____ Exemptions: _____
* Owners Name: _____ * Agent Owned (Y/N): _____
* Agent Related to Seller (Y/N): _____ * Zoning: _____
3 Phase (Y/N): _____ Amps: _____ (5) Volts: _____ (10) Fire District Class _____
* Approx Lot Size: _____ Approx. # of Acres: _____
* Flood Insurance: [] Yes [] No [] Possible * Lease Type: [] Gross [] Modified [] Net [] None [] Other [] Percentage
Lease \$/Month: _____ Lease \$/SQ FT: _____ CAM \$/SQ FT: _____
Est Taxes/ SQ FT: _____ Est Insurance/SQ FT: _____
Building Name: _____ Park Center Building: _____ * Year Built: _____
Nearest Highway: _____ Miles to Highway: _____ Miles to Airport: _____
* Total Building SQ FT: _____ * Available SQ FT: _____
Landlord Contributes T.I.: _____ * # Parking Spaces Allocated: _____ T.I. (Y/N): _____
Garages (Y/N): _____ Max Ceiling Ht: (Feet) _____ (Inches) _____ Min Ceiling Ht: (Feet) _____ (Inches) _____
Common Hallway (Y/N): _____ Elevator Served (Y/N): _____ Security System (Y/N): _____
* Handicap Modified (Y/N): _____ Fenced (Y/N): _____ Also Reference MLS #: _____
Gross Operating Income: _____ Total Operating Expense: _____ Net Operating Income: _____
* Underground Storage Tank (Y/N/UNK): _____ Income (A/P/H): _____ (1) Expenses (A/P/H): _____

CAT 6, INDUSTRIAL
Available Office SQ FT: _____ Avail Mnf/Warehouse SQ FT: _____
Drive-In Doors: _____ # Dock Doors: _____
Dock Hgt (Inches): _____ # Rail Doors: _____ (1) Sprinkler (Y/N): _____ (1)

CAT 7, RETAIL
Available Retail SQ FT _____ Total # Stories: _____



CAT 9, LAND 7 FARM	<p>* Acres (Y/N): _____</p> <p>Lease/Acre: _____ (15)</p> <p>* Range: _____ (2)</p> <p>Rent/Tillable Acre: _____</p> <p>Other Acres: _____</p> <p>Cropbase Lease (Y/N): _____ (1)</p> <p>CRP (Y/N): _____</p>	<p>* Subdivided (Y/N): _____ (1)</p> <p>* Section: _____ (15)</p> <p>* Principal Meridian #: _____</p> <p>* FSA Acres Tillable: _____</p> <p>* FSA Farm Number: _____</p> <p>Seller/Quiet Tenant Farm Rights (Y/N): _____ (1)</p>	<p>* Farm (Y/N): _____ (1)</p> <p>* Township: _____ (15)</p> <p>Tenant/Operator: _____</p> <p>Acres Permanent Pasture: _____</p> <p>* FSA Cropbase: _____</p> <p>Corn Suitability Rating/PI: _____</p>
CAT 10, MULTI-FAMILY	<p>* Style: <input type="checkbox"/> Up & Down <input type="checkbox"/> Side By Side <input type="checkbox"/> Townhouse <input type="checkbox"/> Conversion <input type="checkbox"/> Mid-Rise <input type="checkbox"/> Other Style</p> <p>Total # Units: _____ (4) Total # Buildings: _____ (2) Total SQ FT: _____</p> <p>Private Patio/Deck (Y/N): _____ Common Laundry (Y/N): _____ (1) Individual Laundry (Y/N): _____ (1)</p>		
REMARKS	<p>Remarks (512): _____</p> <p>_____</p> <p>_____</p> <p>Agency Remarks (150): _____</p> <p>_____</p> <p>Ad Remarks (150) (Only for Marketing not included for Internet download): _____</p> <p>_____</p>		

Features:

Select all that apply for:
CATEGORY 6, INDUSTRIAL
CATEGORY 7, OFFICE
CATEGORY 8, RETAIL
CATEGORY 9, LAND & FARM
CATEGORY 10, MULTI-FAMILY

A. SALE/LEASE INCLUDES (R)

1. Land
2. Building
3. Business
4. License/Permits
5. Equipment
6. Trade Fixtures
7. Inventory
8. Furniture
9. Other Sale/Lease Includes
10. None

B. LOCATION (R)

1. Neighborhood
2. Downtown
3. Strip Center
4. Shopping Mall
5. Industrial Area
6. Industrial Park
7. Office Park
8. Rural
9. Suburban
10. Rural/Outlying
11. Other Location

C. FRONTAGE/ACCESS (R)

1. Corner Lot
2. Inside Lot
3. Cul-De-Sac
4. City Street
5. Unpaved
6. Paved 2 Lane
7. Paved 4 Lane
8. Paved 6 Lane
9. Frontage Road
10. Interstate
11. Country Road
12. State Road
13. Gravel
14. Township Road
15. Fair Weather Road
16. Easement
17. Other Frontage Road

D. OTHER ACCESS

1. Rail Serv Available
2. Rail Spur On-Site
3. River Access
4. River Dock

E. HEATING (R)

1. Forced Air
2. Gas
3. Electric
4. Radiant/Base
5. Geo Thermal
6. Hot Water
7. Solar
8. Space Heater
9. Office Only
10. Partial
11. Individual Units
12. Zones
13. Fuel Oil
14. Propane
15. None
16. Other Heating

F. COOLING (R)

1. Central
2. Individual Control
3. Individual Units
4. Partial
5. Office Only
6. Heat Pump
7. Water
8. None
9. Other Cooling

G. WALL CONSTRUCTION (R)

1. Frame
2. Brick
3. Block
4. Masonry
5. Tiltup Concrete
6. Aluminum
7. Steel/ST Frame
8. Steel/WD Frame
9. Other Wall Construction

H. FLOOR CONSTRUCTION (R)

1. Wood
2. Tile/Vinyl
3. Carpeted
4. Concrete
5. Reinforced Concrete
6. Terazzo
7. Other Floor Construction

I. ROOF CONSTRUCTION (R)

1. Comp Shingle
2. Comp Roll
3. Wood/Shingle/Shake
4. Tar/Gravel
5. Tile
6. Metal
7. Membrane
8. Flat
9. Sloped
10. Other Roof Construction

J. EXTERIOR FINISH (R)

1. Wood Siding
2. Stucco
3. Brick
4. Glass
5. Concrete
6. Steel
7. Aluminum
8. Vinyl
9. Other Exterior Finish

K. TERMS/LEASE (R)

1. Yearly
2. 2 Years
3. 3 Years
4. 4 Years
5. 5 Years
6. Over 5 Years
7. Percent Lease
8. Renewal Option
9. Gr Rent Increase
10. IDX Rent Increase
11. Tax Stops
12. Insurance Stops
13. Util Stops
14. Month to Month
15. Other Terms/Lease
16. N/A

L. SEWER SOURCE (R)

1. Septic
2. Private Septic
3. City Sewer
4. Common Sewage
5. Disposal System
6. Tap Fee
7. None
8. Other Sewer

M. OWNER PAYS (R)

1. All
2. Real Estate Taxes
3. Insurance
4. Structural Maintenance
5. Internal Maintenance
6. Common Area
7. Common Area Maint
8. Janitorial
9. Trash
10. Snow/Lawn
11. Gas
12. Electric
13. Heating
14. Cooling
15. Water/Sewer
16. Management
17. Special Assessment
18. None
19. Owner Pays Other
20. N/A

N. TENANT PAYS (R)

1. All
2. Real Estate Taxes
3. Insurance
4. Structural Maintenance
5. Internal Maintenance
6. Common Area
7. Common Area Maint
8. Janitorial
9. Trash
10. Snow/Lawn
11. Gas
12. Electric
13. Heating
14. Cooling
15. Water/Sewer
16. Management
17. Special Assessment
18. None
19. Tenant Pays Other
20. N/A

O. OWNERSHIP (R)

1. Individual
2. Joint Tenant
3. Gen Partnership
4. Lim Partnership
5. Corporation
6. Trust
7. Government
8. L.L. Corp
9. Estate
10. Other

P. AVAIL AT LISTING OFF (R)

1. Survey
2. Leases
3. Legal Description
4. Aerial Photo
5. Traffic Counts
6. Demographics
7. Appraisal
8. Environmental Survey
9. Approved Perc Tests
10. TOPO Map
11. Tile Map
12. Aprv Platmap
13. Pre Platmap
14. Soil Survey
15. Restrictions/Covens
16. Flood Map
17. Spec Easement
18. None
19. Other Docs

Q. INSULATION (R)

1. Roof
2. Side Walls
3. Party Walls
4. Floors
5. Partial
6. Sound
7. None
8. Other Insulation
9. Unknown

R. BUILDING DESCRIPTION

1. Free Standing
2. Multi-Tenant
3. Single Tenant
4. 1 Story
5. 2 Story
6. 3 Story
7. 4 Story
8. 5 Story
9. 6 Story
10. Over 6 Story
11. Basement
12. Other Bldg Description

S. TAX INCENTIVE

1. TIF District
2. Enterprise Zone
3. Foreign Trade Zone
4. Tax Abatement
5. In City Limit
6. None
7. Other Tax Incentive

T. POSSIBLE FINANCING (R)

1. Cash Convention
2. Seller Finance
3. Mortgage Assumption
4. Immediate
5. Negotiable
6. At Closing
7. Spec Date
8. Subj to Tenants Rights
9. Other Possible Financing

U. SHOWING INSTRUCTIONS (R)

1. Appointment Only
2. Key in LO
3. Call LO
4. List Agent Must Be Present
5. Call Owner
6. Call Tenant
7. Call Manager
8. Electronic Keybox/ Keysafe
9. Combination Box
10. Agency Combination Box
11. Sign On Property
12. No Sign on Property
13. Other Showing Instructions
14. Vacant
15. No Appointment Required
16. Book A Showing

V. AMENITIES

1. Cable
2. Fiber Optics
3. Wireless Internet
4. Computer Cabling
5. Community Wifi

W. MISCELLANEOUS

1. Senior Approved
2. Resident Manager
3. Pool
4. Club House
5. Pets Approved

ZD. WATER SUPPLY (R)

1. Municipal
2. Sub-Pump/Shallow
3. Shared Well
4. Private
5. Tap Fee
6. Well
7. Other Water Supply
8. None

**Features:**

Select all that apply for:
CATEGORY 9, LAND & FARM

X. PROPERTY TYPE/USE

1. Commercial
2. Industrial
3. Agricultural
4. Residential
5. Other Property Type/Use

Y. POTENTIAL USES

1. Office
2. Office Park
3. Retail
4. Light Industrial
5. Heavy Industrial
6. Industrial Park
7. Single Family Lots
8. Multi-Family
9. Condominium
10. Recreation
11. Agricultural
12. Mixed Use
13. Other Potential Uses

Z. LAND DESCRIPTION (R)

1. Level
2. Ravine
3. Sloping
4. Rolling
5. Gentle Rolling
6. Wooded
7. Part Wooded
8. Timber
9. Pond
10. Creek
11. Spring
12. Lake
13. River
14. Other Land Description

ZA. EASEMENTS/RESTR (R)

1. Unknown
2. Utility
3. Access
4. Drainage
5. Railroad Easements
6. Pipe Line
7. Road
8. Govt Program
9. Air Rights
10. Mineral Rights
11. Power Line
12. Other Easements/Restr

ZB. UTILITIES ONSITE (R)

1. Electric
2. Gas
3. Water
4. Sewer
5. Phone
6. None
7. Other Utilities

ZC. OPTIONS (R)

1. SubLease
2. Exchange
3. Option Possible
4. Option for Sale
5. Build to Suite
6. Owner will Partition
7. Other Options

ZD. WATER / SEWER (R)

1. Municipal
2. Sub-Pump/Shallow
3. Shared Well
4. Private
5. Tap Fee
6. Well
7. Other Water Supply
8. None

ZE. LEASE INFOR

1. Unleased
2. Surface leased
3. Minerals Leased
4. Cropland Leased
5. Pasture Leased
6. Timber Leased
7. Air Rights Leased
8. Tenant Rights
9. Billboard Leased
10. Other Lease Info

ZF. SALE OPTIONS

1. Entire Parcel
2. Individual Lots
3. Will Subdivide
4. Build to Suit
5. Owner will Partition
6. Other Sale Options

ZG. POSSESSION (R)

1. Immediate
2. Negotiable
3. At Closing
4. Specific Date
5. Subject to Tenant Right
6. Other Possession

ZH. FARM TYPE

1. Diversified
2. Grain
3. Hog
4. Cattle
5. Dairy
6. Pasture
7. Sheep
8. Orchard
9. Poultry
10. Horse
11. Other Farm Type

ZI. FARM IMPROVEMENTS

1. Storage
2. Livestock Conf
3. Machine Storage
4. Shop
5. House
6. Mobile Home
7. Garage
8. Grain Storage
9. Sealed Silos
10. Unsealed Silos
11. Drying Facility
12. Barn
13. Corn Crib(s)
14. Stable
15. Concrete
16. Fenced
17. Part Fenced
18. Unfenced
19. Cross Fenced
20. Fencing Agreement
21. Feeding Facility
22. Backup Power
23. Sub-Pump
24. Hydrants All Weather
25. Irrigation System
26. LP Tank Owned
27. LP Tank Leased
28. Well Tiled
29. Part Tiled
30. Natural Drainage
31. None
32. Other Farm Improvements

ZJ. FARM RESIDENCE

1. Manufactured Home
2. Mobile Home
3. Bungalow
4. Ranch
5. Split Foyer
6. 1.5 Stories
7. 2 Stories
8. 2 Bedroom
9. 3 Bedroom
10. 4+ Bedroom
11. 1 Bath
12. 1+ Bath
13. 0-20 Years
14. 20-40 Years
15. 40+ Years
16. None
17. Other Farm Residence