

**Commercial Industrial For Lease Listing Input Form (Printed Version)**

AutoFill is not guaranteed. The MLS is not responsible for the accuracy of AutoFill information which is taken from Tax records. All AutoFill fields can be altered manually after the fill is complete.

\* = Required Information    A=AutoFill

**GENERAL INFORMATION**

**Building Type \***

IL - Comm Ind For Lease     LT - Loft

**MLS Area Code (4) \***

**House# (6) - A \***

**Direction - A \***

**Street Name (20) - A \***

**City (16) - A \***

**Zip (5) - A \***

**APN# - Assessors Parcel Number (16) - A**

**List Price (8) \***

**List Date (10) \***

**Expire Date (10) \***

**Dual Variable \***

N - No     Y - Yes

**Comp to Selling Office (6) \***

**Comp to Selling Office \***

\$     %

**Zoning (4)**

**Listing Type \***

EA - Exclusive Agency     ER - Exclusive Right     NT - Net     OP - Open

**Listing Service \***

E - Entry Only     F - Full Service     L - Limited Service

**Census Tract - A**

**Listing Agent Name (20) \***

**Listing Agent BRE# \***

**Listing Broker BRE# \***

**Co-List Agent Name (20)**

**Co List Agent BRE#**

**Tot Sq Ft of Bldg - A \***

**Available Sq Ft \***

**Min Sq Ft for Lease \***

**Tot # Parking Spaces \***

**Year Built (4) - A \***

**General Description of Property (40)**

**Present Use (30)**

**Primary Use \***

H - Heavy Industrial  L - Light Industrial  M - Manufacturing  O - Office  R - Retail  S - Service

**Directions to Property (31) \***

**District/Neighborhood/Subdivision (16) \***

**Cross Street (16) \***

**Showing Access Information (31) \***

**Occupied By \***

M-Manager  O-Owner  T-Tenant  V-Vacant

**Apx Lot Acres (7) - A \***

**Apx Lot Sq Ft (7) - A \***

**Tax Database ID**

Alameda  Contra Costa

**Tax ID**

**Branded Virtual Tour**

**Unbranded Virtual Tour**

**Printed Neighborhood Rpt \***

N - No  Y - Yes

**VOW Include \***

Yes  No

**VOW Address \***

Yes  No

**VOW Comment \***

Yes  No

**VOW AVM \***

Yes  No

**REMARKS**

**Confidential Remarks (1000 Characters)**

**Remarks (1000 Characters)**

**FEATURES**

**A – Ceiling Height**

- A1 – Under 12 Ft    A2 – 12 Ft – 18 Ft    A3 – Over 18 Ft

**C – Cooling**

- C1 – Area A/C    C2 – Central 1 Zone A/C    C3 – Window Unit    C4 – Other

**B – Commercial Type**

- B1 – Commercial    B2 – Garage/Auto    B3 – Industrial – Heavy    B4 – Industrial – Light  
 B5 – Industrial Warehouse    B6 – Manufacturing    B7 – Medical/Dental    B8 – Office Building  
 B9 – Research & Development    B10 – Retail    B11 – Service    B12 – Shopping Center  
 B13 – Vacant Land    B14 – Other

**D – Disclosure/Zones \***

- D1 – Agt Related To Principal    D2 – Current Business License    D3 – Exclusions – See Remarks  
 D4 – First Right of Refusal    D5 – Mello-Roos    D6 – Owner is Lic Real Est Agt    D7 – Probate/Court  
 D8 – Probate/Independent Adm    D9 – Rent Control    D10 – Special Assmt/Bonds  
 D11 – Special Flood Haz Area    D12 – Special Studies Zone    D13 – None  
 D14 – Other – Call/See Agent

**E – Exterior \***

- E1 – Block    E2 – Brick    E3 – Brick/Veneer    E4 – Concrete    E5 – Masonry    E6 – Metal  
 E7 – Steel Block    E8 – Stucco    E9 – Tilt-Up    E10 – Wood/Frame    E11 – None    E12 – Other

**F – Floors \***

- F1 – Brick  F2 – Ceramic Tile  F3 – Concrete Slab  F4 – Hardwood Floors  F5 – Linoleum  
 F6 – Partially Carpeted  F7 – Unfinished  F8 – Vinyl  F9 – W/W Carpeting  F10 – Wood  
 F11 – None  F12 – Other

**G – Garage/Parking \***

- G1 – Carport(s)  G2 – Class A Garage  G3 – Common Parking Areas  G4 – Enclosed Garage  
 G5 – Private Lot  G6 – Room for Truck Parking  G7 – Security Garage  G8 – Spaces Assigned  
 G9 – Street Parking  G10 – None  G11 – Other

**H – Heating**

- H1 – Central Gravity  H2 – Electric  H3 – Floor Furnace  H4 – Forced Air 1 Zone  H5 – Gas  
 H6 – Radiant  H7 – Solar  H8 – Space  H9 – Steam  H10 – Wall Furnace  H11 – No Heat  
 H12 – Other Heat

**L – Lessee Expenses \***

- L1 – Electric  L2 – Elevator  L3 – Exterior Maintenance  L4 – Fire Insurance  L5 – Gas  
 L6 – Glass Insurance  L7 – Grounds Maintenance  L8 – HVAC Maintenance  L9 – Interior Maintenance  
 L10 – Janitorial  L11 – Liability Insurance  L12 – Merchants Association  L13 – Roof Maintenance  
 L14 – Sewer  L15 – Site Maintenance  L16 – Tax Escalation Clause  L17 – Taxes  L18 – Trash  
 L19 – Water  L20 – None  L21 – Other

**I – Lease Includes \***

- I1 – Allowance For Improvement  I2 – Custom Lessee Improvement  I3 – Partitions  
 I4 – Secretarial Service  I5 – Space Parking  I6 – Space Planning  I7 – None  I8 – Other

**J – Lease Terms Available \***

- J1 – Less than 2 Years  J2 – 2 To 5 Years  J3 – 5 To 10 Years  J4 – Over 10 Years  
 J5 – Month to Month  J6 – Option to Renew  J7 – None  J8 – Other

**K – Lease Type \***

- K1 – % Clause  K2 – Cost Of Liv Escalation Cl  K3 – Covenant  K4 – Full Service  K5 – Gross  
 K6 – Net  K7 – Net Net  K8 – Purchase Option Available  K9 – Straight  K10 – Sublease  
 K11 – Tax Clause  K12 – Triple Net  K13 – None  K14 – Other

**M – Local Government \***

- M1 – Neighborhood Approval  M2 – Public Hearing  M3 – Type of Business Allowed  M4 – Use Permit  
 M5 – None  M6 – Other

**N – Location \***

- N1 – Corner  N2 – Inside  N3 – Shopping Center  N4 – Professional Center  N5 – Business District  
 N6 – Industrial District  N7 – Mid-Block  N8 – Strip Retail  N9 – None  N10 – Other

**O – Miscellaneous**

- O1 – Approved RR Spur/Siding
- O2 – Burglar Alarm
- O3 – Counters
- O4 – Display Case
- O5 – Elevator
- O6 – Existing Lease
- O7 – Fenced Yard
- O8 – Fire Alarm
- O9 – Fire Sprinkler System
- O10 – Floor Drain
- O11 – Free Standing Building
- O12 – Gas Tanks and Pumps
- O13 – Limited Wheelchair Access
- O14 – Major Tenant(s)
- O15 – Month to Month
- O16 – Paved Yard
- O17 – Overhead Crane
- O18 – Refrigerators
- O19 – Shelving
- O20 – Show Windows
- O21 – Smoke Detector
- O22 – Steam Cleaning
- O23 – Trade Fixtures
- O24 – Wheelchair Access
- O25 – Other

**P – Possession \***

- P1 – Negotiable
- P2 – Tenant's Rights
- P3 – None
- P4 – Other

**Q – Reports \***

- Q1 – Asbestos
- Q2 – City Inspection
- Q3 – Electrical Report
- Q4 – Engineer's Report
- Q5 – Fire Inspection
- Q6 – Furnace Inspection
- Q7 – Health Inspection
- Q8 – Pest Control Report
- Q9 – Pool Inspection
- Q10 – Roof Report
- Q11 – None
- Q12 – Other

**R – Roof \***

- R1 – Aluminum Over Tar
- R2 – Barrel/Truss
- R3 – Composition Shingles
- R4 – Metal
- R5 – Rolled Composition
- R6 – Slate
- R7 – Tar and Gravel
- R8 – Tile
- R9 – Unknown
- R10 – Wood Shake
- R11 – Wood Shingle
- R12 – None
- R13 – Other

**S – Story**

- S1 – One
- S2 – Two
- S3 – Three
- S4 – Four
- S5 – Five or More
- S6 – Mezzanine
- S7 – Basement
- S8 – Other

**T – Truck Door**

- T1 – 6 Ft – 8 Ft
- T2 – 9 Ft – 12 Ft
- T3 – Over 12 Ft
- T4 – Cross Dock
- T5 – Drive-In
- T6 – Dock-High
- T7 – No Truck Door
- T8 – Other

**U – Utilities**

- U1 – 220 – Volt
- U2 – 3 Phase
- U3 – 400 Amp Or More
- U4 – 440 Volt
- U5 – Electric
- U6 – Gas
- U7 – Hot Water
- U8 – Hydrant(s)
- U9 – Master Meter
- U10 – Public Sewer
- U11 – Public Water
- U12 – Separate Meter
- U13 – Telephone Multi-Wiring
- U14 – Well
- U15 – Other

**V – Internet Display**

- V1 – Full Street Address
- V2 – Partial Street Name
- V3 – No Address

**W – Energy Saving Feature**

- W1 – Attic Fan
- W2 – Biodeisel Furnace
- W3 – Caulked/Sealed
- W4 – Ceiling Insulation
- W5 – Chemical Free Insulation
- W6 – Energy Audit – Available
- W7 – EnergyAudit Req City-Cnty
- W8 – Energy Star Appliances
- W9 – Energy Star HVAC
- W10 – Energy Star Lighting
- W11 – Energy Star Windows Doors
- W12 – Geothermal Energy Source
- W13 – Green-Resource Eff Feats
- W14 – Heat Pump – Air
- W15 – Heat Pump – Geothermal
- W16 – Insulated Water Heater
- W17 – Insulation – Floor
- W18 – Insulation – Other
- W19 – Insulation – Partial
- W20 – Insulation – Per Owner
- W21 – Insulation – Unknown
- W22 – Low E Glass
- W23 – Low Flow Shower
- W24 – Low Flow Toilet
- W25 – No Insulation
- W26 – None
- W27 – Other
- W28 – Passive Solar
- W29 – Skylight Tube(s)
- W30 – Skylight(s)
- W31 – Smart Home System
- W32 – Smart Vent
- W33 – Smart Vent Foundation
- W34 – Smart Vent Roof
- W35 – Solar Available
- W36 – Solar Chamber
- W37 – Solar Domestic Water
- W38 – Solar Plumbed
- W39 – Solar Power
- W40 – Solar Power Battery Bkup
- W41 – Solar Power Off Grid
- W42 – Solar Power On Grid
- W43 – Solar Screens
- W44 – Storm Doors
- W45 – Storm Windows
- W46 – Thermostat Controller
- W47 – Triple Pane Windows
- W48 – Varies by Unit
- W49 – Walls Insulated
- W50 – Weather Stripped Door(s)
- W51 – Weather Stripping

**ZZ – Internet Sites**

- ZZ1 – Yes – All Sites
- ZZ2 – No – No Sites

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