



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

<b>*Type</b> <input type="checkbox"/> Business Opportunity <input type="checkbox"/> Commercial Bldg <input type="checkbox"/> Commercial Land <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial Lease	Additional MLS: _____ Additional MLS #: _____ <b>* Area:</b> _____ <b>* Asking Price \$:</b> _____
<b>*IDX</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Approx Lease Amount \$ _____
<b>* Internet Display</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Guest Listing	<b>* Address:</b> _____ <small>St. # St. Dir. *Street Name</small> Address2: _____ <b>* City:</b> _____ <b>* State:</b> _____ <b>* ZIP+4:</b> _____

<b>AGENT/OFFICE INFO</b>	<b>*List Agent/Office:</b> _____
	Alternate Contact #: _____
	Listing Agent 2 / Office: _____
	Listing Agent 3 / Office: _____
	<b>*List Date:</b> _____ <b>*Expire Date:</b> _____
	<b>*Comp SA:</b> _____ <b>*Comp BB:</b> _____ <b>* Comp TC:</b> _____
	<b>* List Agreement Type:</b> _____ <b>Owner Name:</b> _____
	Office Listing #: _____
	Type of Ownership: _____ <b>Short Sale Y/N:</b> _____ <b>Auction Property Y/N:</b> _____
	Private Realtor Remarks (512 Characters Only): _____ _____ _____

<b>GENERAL INFORMATION</b>	<b>* Parcel/Tax Code #:</b> _____ <b>Part/Lgr Parcel (Y/N):</b> _____
	<b>*Legal :</b> _____
	Vacant Acreage (Y/N): _____ <b>Approx # of Acres:</b> _____
	Vacant Lot (Y/N): _____ <b>Approx Lot Size:</b> _____
	<b>* County:</b> _____ <b>* Township:</b> _____ <b>Section:</b> _____
	<b>* Water Rights:</b> _____
	Lake/River Name: _____ <b>Approx Deeded Waterfront Ft:</b> _____
	Industrial Park: _____ <b>Business Complex Name:</b> _____
	Business Name: _____
	<b>* Approx. Year Built:</b> _____ <b>Number of Units:</b> _____ <b># of Offices:</b> _____
	Stories: _____ <b>Ceiling Height:</b> _____ <b># of Restrooms:</b> _____
	Building Occupied (Y/N): _____ <b>Real Estate Included Y/N:</b> _____ <b>Business Included (Y/N):</b> _____
	Inventory Included (Y/N): _____ <b>Fixtures/Equipment Included (Y/N):</b> _____
	Office Space (Y/N) : _____ <b>Sq ft Office:</b> _____
	Warehouse Space (Y/N) : _____ <b>Sq ft Warehouse:</b> _____
	Retail Space (Y/N) : _____ <b>Sq ft Retail:</b> _____
	Residential Space Available (Y/N) : _____ <b>Sq ft Residential:</b> _____
	<b>*Approx. Above Grade Sqft:</b> _____ <b>Approx Total Sq Ft:</b> _____
	<b>Annual Lease:</b> _____ <b>Lease Exp:</b> _____ <b>Lease Renewable Y/N:</b> _____



TAX INFO

Tax Year: \_\_\_\_\_ Approx. Total Tax Amount: \_\_\_\_\_  
 Approx. SEV Amount: \_\_\_\_\_ SEV Year: \_\_\_\_\_  
 Taxable Value: \_\_\_\_\_ Homestead Exempt %: \_\_\_\_\_ Special Assessment: \_\_\_\_\_  
 Summer Taxes: \_\_\_\_\_ Tax Year Summer: \_\_\_\_\_  
 Winter Taxes: \_\_\_\_\_ Tax Year Winter: \_\_\_\_\_

**\*Directions:** \_\_\_\_\_  
 \_\_\_\_\_  
 Cross Street: \_\_\_\_\_  
 Public Marketing Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 Public Addendum: \_\_\_\_\_  
 \_\_\_\_\_  
 Branded Virtual Tour \_\_\_\_\_  
 Unbranded Virtual Tour: \_\_\_\_\_



**A. PRESENT USE**

- 1. Adult Foster Care
- 2. Amusement Park
- 3. Automotive Service
- 4. Bar
- 5. Bed & Breakfast
- 6. Business Opportunity
- 7. Day Care
- 8. Distribution Capability
- 9. Driving Range
- 10. Franchise
- 11. Golf Course
- 12. Grocery Store
- 13. Hotel
- 14. Industrial
- 15. Educational
- 16. Manufacturing/Warehouse
- 17. Marina
- 18. Medical/Dental
- 19. Mini Storage
- 20. Miniature Golf
- 21. Mobile Home Park
- 22. Motel
- 23. Office
- 24. Other
- 25. Party Store
- 26. Recreation
- 27. Rental
- 28. Religious
- 29. Resort
- 30. Restaurant
- 31. Retail
- 32. Service
- 33. Strip Mall
- 34. Vacant Building
- 35. Vacant Land
- 36. Water Park
- 37. Wholesale
- 38. Working Farm

**B. ZONING**

- 1. Agricultural
- 2. Commercial
- 3. Forest/Recreational
- 4. Industrial
- 5. Hotel/Motel
- 6. Manufacture/Warehouse
- 7. Multi-Family
- 8. Non-Conforming
- 9. Planned Unit Development
- 10. Residential
- 11. Resort
- 12. Restaurant/Food Service
- 13. Retail
- 14. Office
- 15. Other
- 16. None

**C. LICENSES**

- 1. Beer/Wine
- 2. Food
- 3. Franchise
- 4. Liquor
- 5. Permits
- 6. Special Use
- 7. Tobacco
- 8. None
- 9. Other/See Remarks

**D. LAND/LOT FEATURES**

- 1. Adjoins State/Fed Land
- 2. Agricultural
- 3. Christmas Trees
- 4. Cleared
- 5. Corner Lot
- 6. Cul-de-sac
- 7. Level
- 8. Open Land Area
- 9. Recreation
- 10. Rolling
- 11. Sewer
- 12. Sloping
- 13. Some Wet Areas
- 14. Steep
- 15. Subdivision
- 16. Swamp
- 17. Wooded-Hardwoods
- 18. Wooded-Mixed
- 19. Wooded-Pines
- 20. Other

**E. WATER RELATED**

- 1. Access across Road
- 2. All Sports Lake
- 3. Boat Hoist
- 4. Boat House
- 5. Boat Launch
- 6. Boat Mooring
- 7. Dock
- 8. Gradual Slope to Water
- 9. Inland Lake
- 10. Island
- 11. No Wake
- 12. Road End Access
- 13. Rocky Shoreline/Bottom
- 14. Sandy Beach
- 15. Sandy Shoreline/Bottom
- 16. Sea Wall
- 17. Soft/Muck Bottom
- 18. Water View
- 19. Vegetation to Water's Edge
- 20. None

**F. ROAD SURFACE/TYPE**

- 1. Black Top
- 2. Concrete
- 3. City/Village
- 4. County Maintained
- 5. Dirt
- 6. Easement
- 7. Gravel
- 8. Highway Frontage
- 9. Private
- 10. Seasonal-Not Maintained
- 11. Shared
- 12. Other

**G. PARKING AREA**

- 1. 1-10
- 2. 11-20
- 3. 21+
- 4. Assigned
- 5. Covered
- 6. Gravel
- 7. Multi-Level
- 8. Off Site
- 9. Off Street
- 10. Paved
- 11. Parking Garage
- 12. Parking Lot
- 13. Private
- 14. Public Lot/Garage
- 15. Shopping Center
- 16. Street
- 17. Unpaved
- 18. None
- 19. Other

**H. DRIVE WAY**

- 1. Blacktop
- 2. Brick Pavers
- 3. Concrete
- 4. Dirt
- 5. Gravel
- 6. Shared
- 7. None
- 8. Other

**I. CONSTRUCTION**

- 1. Aluminum
- 2. Brick
- 3. Concrete Block
- 4. Energy Star Rated
- 5. Frame
- 6. Log
- 7. Ins Con Forms
- 8. Manufactured
- 9. Panelized
- 10. Post & Beam
- 11. Pole Building
- 12. Struc Ins Panels
- 13. Stone
- 14. Stucco
- 15. Steel
- 16. Stone/Brick
- 17. Vinyl
- 18. Wood
- 19. Other

**J. EXTERIOR SIDING**

- 1. Aluminum
- 2. Brick Veneer
- 3. Brick/Stone Masonry
- 4. Cedar
- 5. Concrete Block
- 6. Field Stone
- 7. Log
- 8. Log Veneer
- 9. Pressboard
- 10. Rough-Sawn
- 11. Steel
- 12. Stucco
- 13. Vinyl
- 14. Wood
- 15. Other

**K. EXTERIOR FEATURES**

- 1. Antenna
- 2. Attached Workshop
- 3. Awnings
- 4. Cable TV
- 5. Cable TV Available
- 6. Curbs
- 7. Decorative Ponds
- 8. Hot Tub
- 9. Irrigation System
- 10. Kennel
- 11. Landscaped Grounds
- 12. Play Equipment
- 13. Pool Above Ground
- 14. Pool In Ground
- 15. Satellite Dish
- 16. Sauna
- 17. Sea-Wall
- 18. Special Lighting
- 19. Sprinkler System
- 20. Storm Window/Doors
- 21. Tennis Court
- 22. Terraced yard

**L. EXTRAS**

- 1. Air Compressor
- 2. Freight Elevator
- 3. Grade Level OH Doors
- 4. Hydraulic Hoist
- 5. Loading Dock
- 6. Overhead Crane
- 7. Overhead Door
- 8. Phone System
- 9. Passenger Elevator
- 10. Pre-wiring
- 11. Reception Area
- 12. Refrigeration
- 13. Reinforced Floor
- 14. Security System
- 15. Fire Suppression System
- 16. None
- 17. Other/See Remarks

**M. ENERGY EFFICIENT**

- 1. Attached Greenhouse
- 2. Attached Solar Greenhouse
- 3. Built Green
- 4. Double Glazed Windows
- 5. Energy Star Air Filtration
- 6. Energy Rated
- 7. Energy Star Appliances
- 8. Energy Star Cent. Heat/Air
- 9. Energy Star Roofing
- 10. High Efficiency Furnace
- 11. LEED Certified
- 12. Rainwater Collection/Mgt
- 13. Set Back Thermostat
- 14. Solar Domestic Hot Water
- 15. Solar Hot Water Heat
- 16. Southern Exposure
- 17. Solar with Electric Backup
- 18. Solar Panel Rough-in
- 19. Storm Doors
- 20. Storm Windows
- 21. Triple Glazed Windows
- 22. Trombe Wall

**N. BARRIER FREE**

- 1. 36"+ Entrance Doors
- 2. Bathroom Sink
- 3. Kitchen Sink
- 4. Main Floor 1/2 Bath
- 5. Main Floor Bedroom
- 6. Main Floor Full Bath
- 7. Covered Entrance
- 8. Elevator
- 9. Extra Width Hallways
- 10. Grab Bars
- 11. Handrails
- 12. Levered Door Knobs
- 13. Low Threshold Shower
- 14. Lowered Light Switches
- 15. Main Floor Access
- 16. No Steps to Entry
- 17. Raised Toilet
- 18. Ramped Entrance
- 19. Rocker Light Switch
- 20. Roll-In Shower
- 21. Sinks With Clearance
- 22. Widened Doors
- 23. Yes
- 24. No



**O. FOUNDATION CONSTRUCTION**

- 1. Concrete Block
- 2. Crawl Space
- 3. Full Basement
- 4. Michigan Basement
- 5. Partial Basement
- 6. Poured Concrete
- 7. Slab
- 8. Walkout
- 9. Wood
- 10. Other

**P. BASEMENT FEATURES**

- 1. Skirting
- 2. Partially Finished
- 3. Fully Finished
- 4. Daylight Windows
- 5. Entrance Inside
- 6. Entrance Outside
- 7. Egress Windows

**Q. SEWER**

- 1. At Street
- 2. City/Municipal Sewer
- 3. On-Site
- 4. Septic
- 5. Sewer Stub Yes
- 6. Sewer Stub NO
- 7. Shared
- 8. Unknown
- 9. None
- 10. Other

**R. SEPTIC LOCATION**

- 1. Back
- 2. Front
- 3. Side

**S. WATER**

- 1. At Street
- 2. City Municipal Water
- 3. On-Site
- 4. Shared
- 5. Well
- 6. None
- 7. Other/See Remarks

**T. WELL LOCATION**

- 1. Back
- 2. Front
- 3. Side

**U. GAS SERVICE**

- 1. Attached
- 2. Available At Street
- 3. Consumers Energy
- 4. DTE
- 5. Mich. Con.
- 6. Natural Gas
- 7. Propane Gas
- 8. Public Service Gas
- 9. Public Service Avail
- 10. None
- 11. Other/See Remarks

**V. ELECTRIC SERVICE**

- 1. Yes
- 2. No
- 3. 110-Volt
- 4. 220-Volt
- 5. 440-Volt
- 6. Single-Phase
- 7. Three-Phase
- 8. Consumers Energy
- 9. Great Lakes Energy
- 10. Touchstone
- 11. Toppinabee
- 12. City Electric
- 13. Public Service Elec.
- 14. Co-op Electric
- 15. Generator Electric
- 16. None
- 17. Other/See Remarks

**W. INTERNET CONNECTIVITY**

- 1. Cable
- 2. Dial-up
- 3. DSL
- 4. Satellite
- 5. T-1
- 6. None

**X. HEATING SYSTEM**

- 1. Baseboard
- 2. Ceiling
- 3. Electric
- 4. Floor
- 5. Forced Air
- 6. Fuel Oil
- 7. Geo Thermal
- 8. Gravity Air
- 9. Heat Pump
- 10. Hot Water
- 11. Natural Gas
- 12. Outdoor Wood Burn Furnace
- 13. Propane
- 14. Radiant
- 15. Solar
- 16. Space Heater
- 17. Steam
- 18. Wall Furnace
- 19. Wood
- 20. Zoned
- 21. Other
- 22. None

**Y. AIR CONDITIONING**

- 1. Central Electric
- 2. Central A/C
- 3. Central Gas
- 4. Window A/C
- 5. Wall A/C
- 6. Other
- 7. None

**Z. WATER HEATER**

- 1. Electric
- 2. Natural Gas
- 3. Propane
- 4. Inst / On Demand
- 5. None
- 6. Other

**ZA. INTERIOR CONSTRUCTION**

- 1. Cedar
- 2. Drywall
- 3. Knotty Pine
- 4. Log
- 5. Plaster
- 6. Panel
- 7. Other

**ZB. LANDLORD PAYS**

- 1. All Build Main
- 2. Bldg Ins
- 3. Com Area Main
- 4. Custodial
- 5. Interior Maint
- 6. Owner Insurance
- 7. RE/Taxes
- 8. Security
- 9. Utilities
- 10. None
- 11. Other

**ZC. MINERAL RIGHTS**

- 1. Yes Available
- 2. No Unavailable
- 3. Lease
- 4. Partial
- 5. Reserved
- 6. Pass W/ Title
- 7. Unknown
- 8. Other

**ZD. FINANCING TERMS**

- 1. 1031 Exchange
- 2. Cash
- 3. Commercial Loan
- 4. Conventional
- 5. Owner Assist /Land Contract
- 6. Gross Lease
- 7. Net Lease
- 8. Other Lease
- 9. Lease W/ Option
- 10. VA
- 11. Other

**ZE. POSSESSION**

- 1. At Closing
- 2. Pre-Closing
- 3. Delayed
- 4. Negotiable
- 5. Subject To Tenants Rights
- 6. 30 Days
- 7. 45 Days
- 8. 60 Days
- 9. 90 Days
- 10. Other

**ZF. DOCUMENTS/DISCLOSURES**

- 1. Abstract
- 2. Agency Disclosure
- 3. Association Fee Info
- 4. Deed Restrictions
- 5. Environmental Info
- 6. Equipment/Fixtures List
- 7. Leases
- 8. Lengthy Legal
- 9. Monthly Rent
- 10. Master Deed
- 11. Sellers Disclosure
- 12. Survey
- 13. Title Insurance
- 14. Utility Bills
- 15. Online
- 16. None
- 17. Other Reports

**ZG. SHOWING INSTRUCTIONS**

- 1. Alarm System
- 2. Call List Agent
- 3. Call List Office
- 4. Call before Show Code
- 5. Key in List Office
- 6. Must have Appt
- 7. No Sign
- 8. Private Lockbox
- 9. Property Winterized
- 10. Show w/list agent
- 11. Sentrilock Lockbox
- 12. Other-See Remarks