



To enter this property into the computer from your office, select LISTINGS, select ADD. \*\*ALL FIELDS MARKED WITH AN ASTERISK (\*) MUST BE FILLED IN.\*\*

**\*MLS#** \_\_\_\_\_

**Additional MLS #:** \_\_\_\_\_

**\* AREA:** \_\_\_\_\_ (Primary Lookup)

MLS Name \_\_\_\_\_

MLS# \_\_\_\_\_

**\* ASKING PRICE: \$** \_\_\_\_\_

**(Select One Only)**

**\* TYPE**

Grocery Store

Hotel/Motel

Industrial

Office

Party Store

Resort

Retail

Restaurant/Bar

Wholesale

Other

Bar

Restaurant

Business Opp

Commercial Lease

**\* ADDRESS1:** \_\_\_\_\_

**ADDRESS2:** \_\_\_\_\_

**\* CITY:** \_\_\_\_\_

**\*STATE:** \_\_\_\_\_ **\* ZIP CODE:** \_\_\_\_\_

A = Houghton Lk  
 B = Lake James  
 C = Higgins Lake  
 D = Roscommon  
 E = St. Helen  
 F = Other  
 G = Grayling  
 H = Gladwin  
 I = Missaukee  
 J = Crawford  
 K = Clare  
 L = W Branch

**\*List Agent/Office:** \_\_\_\_\_ (15)

**Co-Agent/Office:** \_\_\_\_\_ (15)

**Alternate Contact #:** \_\_\_\_\_

**\*COMP SA** \_\_\_\_\_ (4) **\*COMP BA** \_\_\_\_\_ (4) **\*COMP TC** \_\_\_\_\_ (4) **\*COMP Variable(Y/N)** \_\_\_\_\_ (1)

**\*Owner's Last Name:** \_\_\_\_\_ (25)

**\*Apx # of Acres:** \_\_\_\_\_ **# of Offices** \_\_\_\_\_

**\*Apx Lot Size:** \_\_\_\_\_ (25)

**\*List Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **\*Expire Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Listing Agreement Type:**  Exc Rt to Sell  Exc Agency  Exc Rt to Sell Ltd Service  Exc Rt to Sell MLS entry only **\*Apx Year Built:** \_\_\_\_\_ (4)

**\*County:** \_\_\_\_\_ (15) (Lookup) **\*Township:** \_\_\_\_\_ (15) (Lookup)

**SQUARE** Retail \_\_\_\_\_ (8) Office \_\_\_\_\_ (8) Warehouse \_\_\_\_\_ (8)

**FOOTAGE:** Residential \_\_\_\_\_ (8) Per Unit \_\_\_\_\_ (8) Seating \_\_\_\_\_ (8)

Parking \_\_\_\_\_ (8) Parking Surface \_\_\_\_\_ (8) Road Surface \_\_\_\_\_ (8)

**Apx Total SQFT:** \_\_\_\_\_

**Sprinkler Service (Y/N):** \_\_\_\_\_ (Lookup)

**\*Tax Code Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (19)

**Occupied (Y/N):** \_\_\_\_\_ (Lookup) **Sign (Y/N):** \_\_\_\_\_ (Lookup)

**INCLUDED:** Inventory (Y/N) \_\_\_\_\_ (1) Fixtures/Equipment (Y/N): \_\_\_\_\_ (1)

**Doing Business As (DBA):** \_\_\_\_\_ (25)

**INCOME:** Rents \_\_\_\_\_ (6) Sales \_\_\_\_\_ (6) Other \_\_\_\_\_ (6)

**EXPENSES:** Insurance \_\_\_\_\_ (6) Taxes \_\_\_\_\_ (6) Utilities \_\_\_\_\_ (6)

**TOTAL:** Income \_\_\_\_\_ (6) Expenses \_\_\_\_\_ (6) Net \_\_\_\_\_ (6)

**\*Legal1:** \_\_\_\_\_ (255)

**\*Directions:** \_\_\_\_\_ (255)

**PUBLIC MARKETING REMARKS:** \_\_\_\_\_ (512)

\_\_\_\_\_

\_\_\_\_\_

**PRIVATE REALTOR REMARKS:** \_\_\_\_\_ (512)

\_\_\_\_\_

\_\_\_\_\_

**IDX Include:**  Yes  No **Virtual Tour URL:** \_\_\_\_\_

**FINANCING**

**Down Payment (SA, NOR, VAR):** \_\_\_\_\_ (3)

**\*Apx Summer Taxes:** \_\_\_\_\_ (5) **\*Apx Winter Taxes** \_\_\_\_\_ (5) **Tax Year Summer** \_\_\_\_\_ (4) **Tax Year Winter** \_\_\_\_\_ (4)

**Current Enc (Y/N)** \_\_\_\_\_ (Lookup) **\*Apx SEV Amount** \_\_\_\_\_ (6) **\*SEV Year** \_\_\_\_\_ (4)

DO NOT REDUCE THIS FORM - FAX IN ORIGINAL SIZE ONLY  
INFORMATION CONTAINED HEREIN IS DEEMED RELIABLE, BUT NOT GUARANTEED



**A. PARKING**

- 1-25 Spaces
- 26+ Spaces
- Assigned
- Covered
- Off Street
- Paved
- Parking Garage
- Parking Lot
- None
- Other

**B. CONSTRUCTION**

- Concrete Block
- Frame
- Log
- Post and Beam
- Pole Barn
- Steel
- Other
- New Construction

**C. EXTERIOR**

- Aluminum
- Asbestos Shingle
- Brick/Stone Masn.
- Brick Veneer
- Concrete Block
- Cedar
- Log
- Steel Siding
- Vinyl Siding
- Wood
- Other

**D. INTERIOR**

- Drywall
- Panel
- Plaster
- Other

**E. HEATING SYSTEM**

- Baseboard
- Ceiling
- Electric
- Forced Air
- Gravity Air
- Heat Pump
- Hot Water
- Natural Gas
- Oil
- Propane
- Steam
- Space Heater(s)
- Wall Furnace
- Wood
- Zoned
- Fuel Oil
- Other
- None

**F. COOLING SYSTEM**

- Central Electric
- Central Gas
- Window/Wall
- Other
- None

**G. ELECTRICAL SERVICE**

- Yes
- No
- 110-Volt
- 220-Volt
- 440-Volt
- Single-Phase
- Three-Phase

**H. SEWER**

- City
- Septic
- Shared

**I. SEWER LOCATION**

- Back
- Front
- Side

**J. WATER**

- City
- Shared
- Well

**K. WATER LOCATION**

- Back
- Front
- Side

**L. DRIVEWAY**

- Black Top
- Concrete
- Gravel
- Other

**M. ROAD SURFACES**

- Black Top
- Concrete
- County Road Frontage
- Dirt
- Easement
- Gravel
- Highway Frontage
- Paved
- Private

**N. ZONING**

- Agricultural
- Commercial
- Industrial
- Mobile
- Multi-Family
- Recreational
- Residential
- Other
- Manufactured
- Modular

**O. TO SHOW**

- Key List Office/Occupied
- Key List Office/Vacant
- Lock Box/Occupied
- Lock Box/Vacant
- Must have Appt
- Show w/Representative
- Alarm System
- Pets on Premises
- Show Anytime
- Other

**P. POSSESSION**

- At Closing
- Pre-Closing
- Delayed
- Negotiable
- Subj. to Tenants Rights
- 30 Days
- 45 Days
- 60 Days
- 90 Days
- Other

**Q. TERMS**

- Assumption
- Cash
- Conventional
- Land Contract
- FHA/VA
- FMHA
- Purchase Money Mtg
- Trade

**R. DOCUMENTS ON FILE**

- Abstract
- Agency Disclosure
- Association Fee Info
- Deed Restrictions
- Enviro. Info
- Home Warranty
- LBP Disclosure
- Leases
- Lengthy Legal
- Monthly Rent
- Master Deed
- Sub Restrictions
- Sellers Disclosure
- Survey
- Title Insurance
- Utility Bills
- Online
- None
- Other Reports

**S. ADD'TL ACCESSIBILITY**

- Covered Entrance
- Extra Width Hallways
- Main Floor Access
- Ramped Entrance
- Yes
- No

**T. INTERNET**

- Yes
- No
- Guest Listing