

# GARDEN STATE MLS

COM

COMMERCIAL/INDUSTRIAL/  
INVESTMENT/OFFICE

## MULTIPLE LISTING SYSTEM PROPERTY PROFILE SHEET

Page 1

ML# (System Assigned) \_\_\_\_\_

®=A REQUIRED ENTRY

<b>1) ® County #</b> Cnty# _____ County Name _____		<b>2) ® Town #</b> Town# _____ Town Name _____		<b>3) ® For Sale or Lease</b> <input type="checkbox"/> For Sale <input type="checkbox"/> For Lease FSOL (Must Choose Only 1)			
<b>4) ® Street #</b> Street# _____		<b>5) ® Street Name</b> Street _____		<b>6) ® Zip</b> Zip _____ +4 _____		<b>7) ® List Price</b> LP _____	
<b>8) Section/Subdiv/Development</b> Sec _____				<b>9) Realtor.ComZip</b> R.ComZip _____		<b>10) ® Price Per Sq Ft</b> PricSqFt _____	
<b>11) ® Zoning</b> Zone _____		<b>12) Zoning Compliance</b> <input type="checkbox"/> Yes <input type="checkbox"/> No ZonComp (Choose Only 1)		<b>13) Permitted Use</b> PerUse _____			
<b>14) Prior Use</b> PriUse _____							
<b>15) Building #</b> Bld# _____		<b>16) ® Suite Number</b> Suite# _____		<b>17) ® Block Identifier</b> Blk _____		<b>18) ® Lot Identifier</b> Lot _____	
<b>19) Out of County</b> OC _____		<b>20) Color of Building</b> Color _____		<b>21) Seller Disclosure Avail.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No SDA (Choose Only 1)		<b>22) ® GSMLS.COM</b> <input type="checkbox"/> Yes <input type="checkbox"/> No GS.Com (Must Choose Only 1)	

### GENERAL INFORMATION

<b>23) ® Building Sq Ft</b> SqFtBldg _____		<b>24) ® Available Sq Ft</b> SqFtAvail _____		<b>25) ® Office Sq Ft</b> OffSqFt _____		<b>26) Number of Stories</b> #Story _____					
<b>27) ® Number of Lavatories</b> #Lav _____		<b>28) Number of Units</b> #Units _____		<b>29) # Parking Spaces</b> #PrkSp _____		<b>30) Available Parking Spaces</b> #AvPrkSp _____					
<b>31) ® Number of Bays</b> #Bays _____		<b>32) ® Number of Docks</b> #Docks _____		<b>33) ® Number of OH Doors</b> #Doors _____		<b>34) ® Max Door Height</b> MaxDrHt _____					
<b>35) ® Max Ceiling Height</b> CeilHt _____		<b>36) Column Space</b> ColSpace _____		<b>37) Floor Load</b> FlrLoad _____		<b>38) Number of Amps</b> #Amps _____					
<b>39) Number of Volts</b> #Volts _____		<b>40) Total Acres</b> Acre _____		<b>41) Approximate Lot Size</b> LotSiz (Either Lot Size or Acres is required) _____							
<b>42) ® Basement</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Bas (Must Choose Only 1)		<b>43) Basement Description</b> <input type="checkbox"/> Bilco Style Door <input type="checkbox"/> Finished-Partially <input type="checkbox"/> Partial <input type="checkbox"/> Unfinished <input type="checkbox"/> Crawl Space <input type="checkbox"/> French Drain <input type="checkbox"/> Slab <input type="checkbox"/> Walkout <input type="checkbox"/> Finished <input type="checkbox"/> Full <input type="checkbox"/> Storage BasDes (1 Required if Bas = Yes; Choose up to 4)									
<b>44) ® Construction Date/Year Built</b> YB/CD _____		<b>45) Construction Date/Year Built Desc</b> <input type="checkbox"/> Approximate <input type="checkbox"/> Renovated <input type="checkbox"/> To Be Built <input type="checkbox"/> Unknown <input type="checkbox"/> Historical <input type="checkbox"/> Standing <input type="checkbox"/> Under Construction YB/CDDes (1 Required if YB/CD = 0, Choose up to 2)			<b>46) Renovated Year</b> YrRen (Required if YB/CDDes = Renovated) _____						
<b>47) ® Property Type</b> <input type="checkbox"/> Apartment Complex <input type="checkbox"/> Condo Complex <input type="checkbox"/> Free Standing Office <input type="checkbox"/> Gas Station/Garage <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Industrial Complex - Heavy <input type="checkbox"/> Industrial Complex - Light PropType (1 Required; choose up to 3)				<input type="checkbox"/> Manufacturing <input type="checkbox"/> Mixed Use <input type="checkbox"/> Office Building Complex <input type="checkbox"/> Office/Apartments <input type="checkbox"/> Office/Retail <input type="checkbox"/> Restaurant <input type="checkbox"/> Restaurant/Bar				<b>48) ® Primary Property Type</b> <input type="checkbox"/> Retail Complex <input type="checkbox"/> See Remarks <input type="checkbox"/> Store With Apartment <input type="checkbox"/> Store With Office <input type="checkbox"/> Strip/Shopping Center		<b>49) ® Ownership Type</b> <input type="checkbox"/> Condominium <input type="checkbox"/> Cooperative <input type="checkbox"/> Fee Simple OwnType (Must Choose Only 1)	
<b>+NOTE: Field 47) PROPERTY TYPE: only one property type selection will fit on some reports. Therefore, if the primary property type shown above is not the the one you want to appear on these reports, you must change it.</b>											
<b>50) Num of Apartments</b> #ofApart _____		<b>51) Num 1 Bdrm Units</b> #1BrUn _____		<b>52) Num 2 Bdrm Units</b> #2BrUn _____		<b>53) Num 3 Bdrm Units</b> #3BrUn _____					
<b>54) Num 4 Bdrm Units</b> #4BrUn _____		<b>55) Num Units w/Full Bath</b> #U/FB _____		<b>56) Num Units w/Half Bath</b> #U/HB _____							
<b>57) ® Construction</b> <input type="checkbox"/> Brick/Block <input type="checkbox"/> Formed Concrete <input type="checkbox"/> Metal Frame <input type="checkbox"/> See Remarks <input type="checkbox"/> Wood Constr (1 Required; choose up to 3)		<b>58) Flooring</b> <input type="checkbox"/> Carpeting <input type="checkbox"/> Concrete <input type="checkbox"/> Laminate <input type="checkbox"/> Parquet <input type="checkbox"/> See Remarks Floor (Choose up to 5)				<b>59) ® Roof Description</b> <input type="checkbox"/> Asphalt Shingle <input type="checkbox"/> Built-Up <input type="checkbox"/> Composition Shingle <input type="checkbox"/> Fiberglass <input type="checkbox"/> Flat <input type="checkbox"/> Imitation Slate <input type="checkbox"/> Metal <input type="checkbox"/> Rubberized <input type="checkbox"/> See Remarks <input type="checkbox"/> Slate <input type="checkbox"/> Tile <input type="checkbox"/> Wood Shingle Roof (1 Required; choose up to 2)					
<b>60) ® Equipment Available</b> <input type="checkbox"/> Appliances <input type="checkbox"/> Burglar Alarm <input type="checkbox"/> Exhaust System <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Fixtures <input type="checkbox"/> Floor Drains <input type="checkbox"/> Freight Elevator(s) <input type="checkbox"/> Fuel Pump <input type="checkbox"/> Furniture <input type="checkbox"/> Handicapped Access <input type="checkbox"/> Handicapped Equipment <input type="checkbox"/> Intercom <input type="checkbox"/> Kitchen Area <input type="checkbox"/> Lifts <input type="checkbox"/> Machinery <input type="checkbox"/> Office Equipment <input type="checkbox"/> Passenger Elevator(s) <input type="checkbox"/> Refrigeration Unit <input type="checkbox"/> Restrooms - Private <input type="checkbox"/> Restrooms - Public <input type="checkbox"/> Security System <input type="checkbox"/> See Remarks <input type="checkbox"/> Sign - Building <input type="checkbox"/> Sign - Freestanding <input type="checkbox"/> Sign - Roof <input type="checkbox"/> Smoke Detector <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Storage Area(s) <input type="checkbox"/> Storage Tank Equip (1 Required; choose up to 8)											

Owner(s) Initials \_\_\_\_\_

CONTINUED ON PAGE 2

61) ® Parking/Driveway Description

- 1 Car Width
- 2 Car Width
- Additional Parking
- Assigned
- Blacktop
- Circular
- Common
- Concrete
- Concrete Strip
- Crushed Stone
- Dirt
- Driveway-Exclusive
- Driveway-Shared
- Fencing

Prk/DrvDes (1 Required; choose up to 4)

- Gravel
- Hard Surface
- Lighting
- Non-Surfaced
- None
- Off-Street Parking
- On-Street Parking
- Parking Lot-Exclusive
- Parking Lot-Shared
- Paver Block
- See Remarks

62) ® Location

- Business District
- Corner
- Freestanding
- Highway Location
- Industrial Park
- Office Park
- Residential Area
- Rural Area
- See Remarks
- Shopping Mall
- Strip Mall

Loc (1 Required; choose up to 3)

63) ® Exterior Description

- Aluminum Siding
- Brick/Block
- Cedar Siding
- Composition Shingle
- Concrete
- Concrete Board
- Glass
- Metal
- See Remarks
- Vinyl Siding
- Wood

ExtDes (1 Required; choose up to 4)

64) Lot Description

- Backs to Golf Course
- Backs to Park Land
- Corner
- Cul-De-Sac
- Flag Lot
- Irregular Lot
- Lake Front
- Lake on Lot
- Lake/Water View
- Level Lot
- Mountain View
- Open Lot
- Pond on Lot
- Possible Subdivision
- Private Road
- Skyline View
- Stream on Lot
- Waterfront
- Wooded Lot

LotDes (Choose up to 3)

65) Loading Information

- Drive-In Doors
- Enclosed Docks
- None
- Overhead Crane
- Rail Sidings
- See Remarks
- Truck Docks
- Water Dockage

Loading (Choose up to 6)

66) ® Documents Available

- Building Plans
- ECRA Clearance
- Financial Statement
- Financing
- Income & Expenses
- Leases
- No Documents Available
- Pro Forma
- See Remarks
- Site Plan
- Standard Industrial Class.
- Survey

Docs (1 Required; choose up to 6)

67) DEP Status

- ISRA Compliance
- NFA
- See Remarks
- Unknown

DEP (Choose up to 4)

68) ® Directions

Dir

Grid for directions input.

69) Client Remarks

CRem

PLEASE NOTE: Do not include any agent or contact information

Grid for client remarks input.

70) Additional Client Remarks

AddCRem

PLEASE NOTE: These remarks will only appear in the CLIENT FULL REPORT, AGENT COMPLETE REPORT or a CUSTOM REPORT (if included). Do not include any agent or contact information.

Grid for additional client remarks input.

71) Agent Remarks
ARem

72) Heating

- 1 Unit, 2 Units, 3 Units, 4+ Units, Auxiliary Electric Heat, Baseboard - Cast Iron, Baseboard - Electric, Baseboard - Hot Water, Cent Register Heat, Electric Filter, Floor/Wall Heater, Forced Hot Air, Geothermal, Heat Pump, Multi-Zone, No Heat

Heat (1 Required; choose up to 4)

73) Fuel Type

- Coal, Electric, Gas-Natural, Gas-Propane - Leased, Gas-Propane - Owned, Kerosene, None, Oil Tank Above Ground - Inside, Oil Tank Above Ground - Outside, Oil Tank Below Ground, See Remarks, Solar - Leased, Solar - Owned, Wood

Fuel (1 Required; choose up to 3)

74) Cooling

- 1 Unit, 2 Units, 3 Units, 4+ Units, Built-In, Central Air, Ductless Split AC, Elec Air Filter, Geothermal, Heat Pump, Multi-Zone Cooling, No Cool, See Remarks, Wall A/C Unit(s), Window A/C(s)

Cool (1 Required; choose up to 6)

75) Utilities

- All Underground, Electric, Gas In Street, Gas-Natural, Gas-Propane, See Remarks

Util (1 Required; choose up to 3)

76) Utilities Paid By

- Landlord, Other, Tenant

UtilPdBy (Choose Only 1)

77) Water

- Association, Private, Public Water, See Remarks, Shared Well, Water Charge Extra, Well

Water (1 Required; choose up to 3)

78) Sewer

- Association, Cesspool, Dry Well, Private, Public Available, Public Sewer, See Remarks, Septic, Sewer Charge Extra, Shared Sewer

Sewer (1 Required; choose up to 3)

79) Services

- Cable TV, Cable TV Available, Fiber Optic, Fiber Optic Available, Garbage Extra Charge, Garbage Included, Internet Available, Prewired for Internet, Prewired for Phone

Serv (Choose up to 3)

FINANCIAL INFORMATION

80) Sale Includes

- Building & Business, Building & Land, Building Only, Equipment, Inventory, Lease Only, Operating Licenses, See Remarks

SaleIncl (1 Required; Choose up to 6)

81) Expenses Include

- Accounting/Legal, Advertising, Electricity, Gas/Oil, Insurance, Maintenance - Exterior, Maintenance - Interior, Payroll, Property Management, See Remarks, Snow Removal, Taxes, Trash Removal, Water/Sewer

Explnc (Choose up to 8)

82) Farm Assessment

- Yes, No

FrmAsm (Choose Only 1)

83) Assessment Land

LndAsm

84) Assessment Bldg

BldAsm

85) Assessment Total

TotAsm

86) Tax Year

TaxYr

87) Tax Amount

Tax

88) Tax Rate Amount

TaxRate

89) Tax Rate Year

TaxRateYr

90) Easement

- Yes, Unknown, No

Eas (Must Choose Only 1)

91) Easement Desc

EasDes (Required If Easement = Yes)

92) Monthly Maintenance Fee

MoMaintFee

93) Gross Operating Income

GrOpIncl

94) Total Operating Expense

TotOpExp

95) Net Operating Income

NetOpIncl

96) Common Area Maintenance

CAM

97) Capitalization Rate

CapRate

98) Possession

Poss

LEASE INFORMATION - All are required for Lease Listings

99) Landlords Work

LandWork

100) Pre-Rental Requirements

PreRentReq

101) Free Rent

- Yes, See Remarks, No

FreeRnt (Must Choose Only 1)

102) Lease Type

- Gross, Mixed, Modified, Net, Other, Primary, Sublease

LeaseType (Must Choose Only 1)

103) Lease Information

- 1 Year Minimum, 2 Year Minimum, 3-5 Year Minimum, 5 Or More Years, CAM Charges, Escalation Clause, Month-To-Month, Negotiable, Options Available, Percent Lease, Security Deposit Req, See Remarks, Sub-Lease

LeaseInfo (1 Required; choose up to 2)

104) Available

- Immediately, Negotiable, See Remarks, Vacant

Avail (1 Required; choose up to 2)

105) Tenant/Landlord Pays Commission

- Landlord Pays, Tenant Pays, Tenant/Landlord Pays

Ten/LICom (Must Choose Only 1)

106) Lease Includes

- Building Insurance, Building Maintenance, Common Area Maint, Cooling, Electric, Gas, Heat, Janitor Services, See Remarks, Sewer, Taxes, Trash Removal, Water

LeaseIncl (1 Required; choose up to 12)

Owner(s) Initials

CONTINUED ON PAGE 4

**107) ® Tenant Pays**

- Association Fee
- Cable T.V.
- Electric
- Gas
- Heat
- Hot Water
- Maintenance-Common Area
- Maintenance-Lawn
- Maintenance-Pool
- No Utilities
- Oil
- Repair Insurance
- Repairs
- See Remarks
- Sewer
- Snow Removal
- Trash Removal
- Water

TenPay (1 Required; choose up to 8)

**108) ® Owner Pays**

- Association Fee
- Cable T.V.
- Electric
- Gas
- Heat
- Hot Water
- Maintenance-Common Area
- Maintenance-Lawn
- Maintenance-Pool
- No Utilities
- Oil
- Repair Insurance
- Repairs
- See Remarks
- Sewer
- Snow Removal
- Trash Removal
- Water

OwnPays (1 Required; choose up to 8)

**OFFICE INFORMATION**

**109) ® Listing Agent ID**

LA

**110) Co-List Agent ID**

CoLA

**111) ® List Date**

LD  /  /

**112) ® Expiration Date**

XD  /  /

**113) ® Buyer Broker Comp**

BBComp

**114) ® Transaction Broker Comp**

TBComp

**115) ® Sub-Agent Comp**

SAComp

**116) ® Business Relationship**

- Disclosed Dual Agent
- Seller Agent
- Transaction Broker

BusRel (Must Choose Only 1)

**117) ® Listing Type**

- Corporate Rider
- Exclusive Agency
- Exclusive Right To Sell
- Lender Owned
- Named Exception

LType (1 Required; choose up to 4)

**118) ® Seller Lender Approval Required**

(Ex. Third Party Approval or Short Sale)

- Yes
- No
- Call LA

LenderAppr (Must Choose Only 1)

**119) ® Variable Commission**

- Yes
- No

VariableCom (Must Choose Only 1)

**120) ® Sign on Property**

- Yes
- No

Sign (Must Choose Only 1)

**121) ® Show Instructions**

- By Appointment-24 Hour Notice
- Call Listing Agent
- Call Listing Office
- Call Owner
- Call Tenant
- Courtesy Call
- GSMLS Lockbox
- Key with Listing Office
- Limited Hours-Call LO
- Listing Agent to Accompany
- New Subdivision
- Not Built
- Owner is Licensed RE Agent
- Pet Instructions
- See Showing Instructions
- Text Agent
- Text Owner/Tenant
- Under Construction
- Vacant

Show (1 Required; choose up to 5)

**122) Special Show Instructions**

Instr (Required if Showing Instructions = See Showing Instructions or Pet Instructions)

**123) ® Owners Name**

OwnNm

**124) Owners Phone**

OwnPhn  -  -

Seller grants Broker the right to publish any information contained on this form (through the GSMLS). The information has been furnished by the Seller and/or other sources, and is not guaranteed by the Broker or MLS. Age, square feet, etc., and all dimensions are approximate.

Agent ID \_\_\_\_\_ Agent Name \_\_\_\_\_ Office Name \_\_\_\_\_

Broker/Salesperson Sig. \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_