

<b>R 1.</b> Assessor's Parcel Number _____	<b>R 26.</b> Present Lease _____
<b>R 2.</b> Street # _____	<b>R 27.</b> Air Conditioning _____
<b>3.</b> Street Dir. _____	<b>R 28.</b> Heat Description _____
<b>R 4.</b> Street Name _____	<b>R 29.</b> Sale/Lease (sale, lease, sale & lease) _____
<b>R 5.</b> Street Suffix _____	<b>R 30.</b> Third Party Rights (Y/N/C) _____
<b>6.</b> Unit/Suite # _____	<b>R 31.</b> Listing Broker Advantage (Y/N) _____
<b>R 7.</b> City _____	<b>R 32.</b> Methane Disclosure (Y/N) _____
<b>R 8.</b> County _____	<b>R 33.</b> Cash (Working Capital) _____
<b>R 9.</b> Zip Code _____	<b>R 34.</b> Receivable _____
<b>R 10.</b> Map _____	<b>R 35.</b> Inventory Value _____
<b>R 11.</b> Map XY _____	<b>36.</b> Inventory Included _____
<b>12.</b> Additional Parcel # (Y/N) _____	<b>37.</b> Work In Progress _____
<b>R 13.</b> Year Built _____	<b>38.</b> Deposits _____
<b>R 14.</b> Zoning _____	<b>39.</b> Equipment _____
<b>R 15.</b> List Price _____	<b>40.</b> Equipment Included _____
<b>R 16.</b> Area _____	<b>41.</b> Leases _____
<b>R 17.</b> Directions (100 Chars Maximum) _____	<b>42.</b> Leasehold Improvements _____
	<b>43.</b> Fixtures _____
<b>R 18.</b> Business Name _____	<b>44.</b> Fixtures Included _____
<b>R 19.</b> General Types (service, retail, mfg office) _____	<b>45.</b> Vehicles _____
<b>R 20.</b> Number of Stories _____	<b>46.</b> Total Assets _____
<b>R 21.</b> Lot Size _____	<b>47.</b> Total Expenses _____
<b>R 22.</b> Apx. Sq. Footage _____	<b>R 48.</b> Net Income _____
<b>R 23.</b> Special Type _____	<b>R 49.</b> Cost of Goods _____
<b>R 24.</b> Public Records Use Code _____	<b>50.</b> Gross Profit _____
<b>R 25.</b> To Show _____	<b>R 51.</b> Total Sales _____

**REMARKS** Remarks cannot reference names, phone numbers, email, website address or Lock Box Codes (500 Chars Maximum)

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 \_\_\_\_\_  
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<b>R ANNUAL OPERATING EXPENSES</b>	<b>R BUSINESS TPYE</b>	<b>R EXISTING ENCUMBRANCES</b>	<b>R LICENSE(S) INCLUDED</b>
<input type="checkbox"/> Advertising <input type="checkbox"/> Depreciation <input type="checkbox"/> Equipment/Rental <input type="checkbox"/> Insurance <input type="checkbox"/> Janitorial <input type="checkbox"/> License or Permits <input type="checkbox"/> Management/Payroll <input type="checkbox"/> Parking <input type="checkbox"/> Professional Fees <input type="checkbox"/> Rent/Lease <input type="checkbox"/> Repairs/Maintenance <input type="checkbox"/> Supplies <input type="checkbox"/> Taxes <input type="checkbox"/> Utilities <input type="checkbox"/> Other	<input type="checkbox"/> Advertising <input type="checkbox"/> Animal or Pet Care <input type="checkbox"/> Appliances <input type="checkbox"/> Automotive-Retail <input type="checkbox"/> Automotive Service <input type="checkbox"/> Convalescent Care <input type="checkbox"/> Dance Studio <input type="checkbox"/> Deli <input type="checkbox"/> Dry Cleaner <input type="checkbox"/> Educational <input type="checkbox"/> Employment Agency <input type="checkbox"/> Entertainment <input type="checkbox"/> Fitness Center <input type="checkbox"/> Grocery <input type="checkbox"/> Hair or Personal Care <input type="checkbox"/> Health Retail <input type="checkbox"/> Health Service <input type="checkbox"/> Hotel or Motel <input type="checkbox"/> Liquor Store <input type="checkbox"/> Manufacturing <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Other Food Service <input type="checkbox"/> Recreational <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail-Miscellaneous <input type="checkbox"/> Service Stations <input type="checkbox"/> Service-Miscellaneous <input type="checkbox"/> Tavern or Bar <input type="checkbox"/> Other	<input type="checkbox"/> Assumable <input type="checkbox"/> Bank Loan <input type="checkbox"/> Business Fixtures Lease(s) <input type="checkbox"/> Equipment Lease(s) <input type="checkbox"/> No Encumbrances <input type="checkbox"/> Note to Prior Owner <input type="checkbox"/> Personal Notes <input type="checkbox"/> Other Contractual <input type="checkbox"/> UCC-1 Registered <input type="checkbox"/> Other  <b>R EXISTING LEASE TERMS</b> <input type="checkbox"/> Base + Percentage Rent <input type="checkbox"/> CPI Increase <input type="checkbox"/> Fixed Lease <input type="checkbox"/> Gross Rent <input type="checkbox"/> Includes Option to Purchase RE <input type="checkbox"/> Master Lease <input type="checkbox"/> Net Rent <input type="checkbox"/> Net, Net Rent <input type="checkbox"/> Percentage Rent <input type="checkbox"/> Right of First Refusal <input type="checkbox"/> Specific Step Increase <input type="checkbox"/> Tax Increase <input type="checkbox"/> Triple Net Rent <input type="checkbox"/> Other  <b>R HEATING/COOLING</b> <input type="checkbox"/> Baseboard <input type="checkbox"/> Bottled Gas <input type="checkbox"/> Central Air Conditioning <input type="checkbox"/> Central Force Air <input type="checkbox"/> Electric <input type="checkbox"/> Floor Furnace <input type="checkbox"/> Gas <input type="checkbox"/> Heat Pump <input type="checkbox"/> Radiant <input type="checkbox"/> Room Air Conditioning <input type="checkbox"/> Solar <input type="checkbox"/> Steam or Hot Water <input type="checkbox"/> Wall Furnace <input type="checkbox"/> Wood Stove <input type="checkbox"/> Other	<input type="checkbox"/> Beer and Wine <input type="checkbox"/> Business <input type="checkbox"/> Entertainment <input type="checkbox"/> Food <input type="checkbox"/> Franchise <input type="checkbox"/> Off-Sale General Liquor <input type="checkbox"/> On-Sale General Liquor <input type="checkbox"/> Sign(s) Existing <input type="checkbox"/> Other <input type="checkbox"/> None  <b>R LOAN PAYMENT INCLUDES</b> <input type="checkbox"/> Interest Only <input type="checkbox"/> Principal and Interest <input type="checkbox"/> Other  <b>R MISCELLANEOUS</b> <input type="checkbox"/> Additional Storage <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Carpeting <input type="checkbox"/> Central Fire Alarm System <input type="checkbox"/> Display Window (s) <input type="checkbox"/> Electronic Security System <input type="checkbox"/> Elevator <input type="checkbox"/> Fenced Yard <input type="checkbox"/> Fire Sprinklers <input type="checkbox"/> Handicapped Features <input type="checkbox"/> Heating <input type="checkbox"/> Private Restroom(s) <input type="checkbox"/> Public Restroom(s) <input type="checkbox"/> Smoke Detectors(s) <input type="checkbox"/> Other  <b>R MISCELLANEOUS CONT'D</b> <input type="checkbox"/> Cafeteria <input type="checkbox"/> Conference Room <input type="checkbox"/> Exercise Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Landscaping <input type="checkbox"/> Living Quarters <input type="checkbox"/> Overhead Crane <input type="checkbox"/> Railroad Spur/Access <input type="checkbox"/> Reception Room <input type="checkbox"/> Security <input type="checkbox"/> Showroom <input type="checkbox"/> Sign <input type="checkbox"/> Vault <input type="checkbox"/> None
<b>R BUSINESS HOURS</b> <input type="checkbox"/> 24 Hours/ Day <input type="checkbox"/> Evenings <input type="checkbox"/> Normal Business Hours <input type="checkbox"/> Open 5 Days/Week <input type="checkbox"/> Open 6 Days/week <input type="checkbox"/> Open 7 Days/Week <input type="checkbox"/> Open Less than 5 Days/Week <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Other	<b>R BUSINESS YEARS ESTABLISHED</b> <input type="checkbox"/> 1 Year or Less <input type="checkbox"/> 1+ To 3 Years <input type="checkbox"/> 3+ To 5 Years <input type="checkbox"/> 5+ To 10 Years <input type="checkbox"/> 10+ To 15 Years <input type="checkbox"/> 15+ To 20 Years <input type="checkbox"/> More Than 20 Years  <b>R DOCUMENTS AVAILABLE</b> <input type="checkbox"/> Balance Sheet <input type="checkbox"/> Board of Equalization Report <input type="checkbox"/> Copy of UCC-1 <input type="checkbox"/> Equipment and Fixture List <input type="checkbox"/> Inventory List <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Ledgers <input type="checkbox"/> P and L Statement <input type="checkbox"/> Tax Return <input type="checkbox"/> Other <input type="checkbox"/> None		

<p><b><sup>R</sup>NEW TERMS</b></p> <p><input type="checkbox"/> All Cash</p> <p><input type="checkbox"/> Business Used As Collateral</p> <p><input type="checkbox"/> Other Collateral Required</p> <p><input type="checkbox"/> Owner May Finance</p> <p><input type="checkbox"/> Possible Assumption</p> <p><input type="checkbox"/> Submit</p> <p><input type="checkbox"/> Other</p> <p><b><sup>R</sup>NUMBER OF EMPLOYEES</b></p> <p><input type="checkbox"/> 1-3 Employees</p> <p><input type="checkbox"/> 4-6 Employees</p> <p><input type="checkbox"/> 7-10 Employees</p> <p><input type="checkbox"/> 11-20 Employees</p> <p><input type="checkbox"/> Absentee Owner</p> <p><input type="checkbox"/> No Employees</p> <p><input type="checkbox"/> Over 20 Employees</p> <p><input type="checkbox"/> Working Owner</p> <p><b><sup>R</sup>PARKING</b></p> <p><input type="checkbox"/> 1-5</p> <p><input type="checkbox"/> 6-10</p> <p><input type="checkbox"/> 11-25</p> <p><input type="checkbox"/> 26-50</p> <p><input type="checkbox"/> 51-100</p> <p><input type="checkbox"/> 101-More</p> <p><input type="checkbox"/> Covered</p> <p><input type="checkbox"/> Executive Parking</p> <p><input type="checkbox"/> Metered or Free</p> <p><input type="checkbox"/> On-Site</p> <p><input type="checkbox"/> Private Lot</p> <p><input type="checkbox"/> Public Lot</p> <p><input type="checkbox"/> Street</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Other</p>	<p><b><sup>R</sup>PRICE INCLUDES</b></p> <p><input type="checkbox"/> Corporation</p> <p><input type="checkbox"/> Equipment</p> <p><input type="checkbox"/> Existing Signs</p> <p><input type="checkbox"/> Fictitious Name or DBA</p> <p><input type="checkbox"/> Franchise</p> <p><input type="checkbox"/> Goodwill</p> <p><input type="checkbox"/> Inventory At Cost</p> <p><input type="checkbox"/> Leasehold</p> <p><input type="checkbox"/> Leasehold-Improvements</p> <p><input type="checkbox"/> Management Consultant Agreement</p> <p><input type="checkbox"/> Non-Competitive Agreement</p> <p><input type="checkbox"/> Owner Will Train</p> <p><input type="checkbox"/> Real Estate For Sale</p> <p><input type="checkbox"/> Trade Fixtures</p> <p><input type="checkbox"/> Other</p> <p><b><sup>R</sup>SOURCE OF FINANCIAL INFO</b></p> <p><input type="checkbox"/> Accountant</p> <p><input type="checkbox"/> Estimate</p> <p><input type="checkbox"/> Limited Information</p> <p><input type="checkbox"/> New Venture-Project</p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Tax Return</p> <p><input type="checkbox"/> Other</p> <p><b><sup>R</sup>SHOWING INSTRUCTIONS</b></p> <p><input type="checkbox"/> Appointment Only</p> <p><input type="checkbox"/> Call Listing Agent</p> <p><input type="checkbox"/> Contact Manager or Owner</p> <p><input type="checkbox"/> Do not Disturb Employees</p> <p><input type="checkbox"/> Drive-by Only</p> <p><input type="checkbox"/> Go Direct During Business Hours</p> <p><input type="checkbox"/> Listing Agent Must Be Present</p> <p><input type="checkbox"/> Offer Subject to Inspection</p> <p><input type="checkbox"/> Other</p>	<p><b><sup>R</sup>TIME REMAINING EXISTING LEASE</b></p> <p><input type="checkbox"/> 1 Year or Less</p> <p><input type="checkbox"/> 1+ to 3 Years</p> <p><input type="checkbox"/> 3+ to 5 Years</p> <p><input type="checkbox"/> Assignable</p> <p><input type="checkbox"/> More Than 5 Years</p> <p><input type="checkbox"/> Negotiate New Lease</p> <p><input type="checkbox"/> Option to Renew</p> <p><input type="checkbox"/> Other</p> <p><b><sup>R</sup>TYPE OF LOCATION</b></p> <p><input type="checkbox"/> Business Park</p> <p><input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Corner Location</p> <p><input type="checkbox"/> Downtown</p> <p><input type="checkbox"/> Executive/Professional</p> <p><input type="checkbox"/> Free Standing Building</p> <p><input type="checkbox"/> In Home</p> <p><input type="checkbox"/> Industrial</p> <p><input type="checkbox"/> Inside Location</p> <p><input type="checkbox"/> Mall</p> <p><input type="checkbox"/> Neighborhood</p> <p><input type="checkbox"/> Regional Shopping Center</p> <p><input type="checkbox"/> Strip</p> <p><input type="checkbox"/> Other</p> <p><b>UNDER PRESENT OWNERSHIP</b></p> <p><input type="checkbox"/> 1 Year or Less</p> <p><input type="checkbox"/> 1+ To 2 Years</p> <p><input type="checkbox"/> 2+ To 5 Years</p> <p><input type="checkbox"/> 5+ To 10 Years</p> <p><input type="checkbox"/> 10+ To 15 Years</p> <p><input type="checkbox"/> 15+ To 20 Years</p> <p><input type="checkbox"/> More Than 20 Years</p>	<p><b><sup>R</sup>UTILITIES</b></p> <p><input type="checkbox"/> 220 Volts</p> <p><input type="checkbox"/> 440 Volts Electric</p> <p><input type="checkbox"/> Cable TV</p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Gas-Bottled</p> <p><input type="checkbox"/> Generator</p> <p><input type="checkbox"/> Over 200 Amps</p> <p><input type="checkbox"/> Scavenger</p> <p><input type="checkbox"/> Septic System</p> <p><input type="checkbox"/> Sewer System</p> <p><input type="checkbox"/> Telephone</p> <p><input type="checkbox"/> Three Phases</p> <p><input type="checkbox"/> Water</p> <p><input type="checkbox"/> Well Water</p> <p><input type="checkbox"/> Other</p> <p><b><sup>R</sup>SPECIAL INFORMATION</b></p> <p><input type="checkbox"/> Agent is Related to Seller</p> <p><input type="checkbox"/> Call Listing Agent Before Writing Deposit Receipt</p> <p><input type="checkbox"/> Employees Must be Licensed</p> <p><input type="checkbox"/> Monthly Fee</p> <p><input type="checkbox"/> Owner is Licensed RE Agent</p> <p><input type="checkbox"/> Ownership</p> <p><input type="checkbox"/> Real Estate For Sale</p> <p><input type="checkbox"/> Real Estate may not Conform to Code</p> <p><input type="checkbox"/> Real Estate Not For Sale</p> <p><input type="checkbox"/> Seller Retaining Real Estate</p> <p><input type="checkbox"/> Special Operating License Required</p> <p><input type="checkbox"/> Subject to Bankruptcy Court</p> <p><input type="checkbox"/> Trade Name Filed</p> <p><input type="checkbox"/> Union Shop</p> <p><input type="checkbox"/> Use Permit Required</p> <p><input type="checkbox"/> Other</p>
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<b>R</b>	52.	Listing Type _____ (Exclusive Right, Exclusive Agency, Open)	<b>R</b>	61.	Should Street # Display (Y/N) _____
			<b>R</b>	62.	Should Street Name Display (Y/N) _____
<b>R</b>	53.	Limited Service (Y/N) _____		63.	Alternative to Street Name _____
<b>R</b>	54.	MLS Entry Only (Y/N) _____		64.	Probate (Y/N) _____
<b>R</b>	55.	Load to Internet (Y/N) _____		65.	Court Approval Required (Y/N) _____
<b>R</b>	56.	MLS Take Photo (Y/N) _____		66.	Virtual Tour URL _____
<b>R</b>	57.	Listing Date _____	<b>R</b>	67.	Listing Agent Code 1 _____
<b>R</b>	58.	Expiration Date _____		68.	Listing Agent Code 2 _____
<b>R</b>	59.	Commission to Buyer's Agent (Y/N) _____		69.	Listing Agent Code 3 _____
<b>R</b>	60.	Commission to Selling Office (%/\$) _____			

<b>Date:</b> _____	<b>Signature:</b> _____
<b>Firm:</b> _____	

**MLS Broker Member Signature Only - No salesperson's signature unless Broker member's authorization on file with MLS**

The signature of the MLS Broker Participant certifies that all of the information on the form or database is accurate to the best of his/her knowledge. If the Participant or Subscriber does not advise the MLS of errors or omissions, the Participant and Subscriber shall hold harmless the service for any damage or loss and shall indemnify the MLS against any damage or loss it is required to pay due to the error, per Section 7.3 of the MLS Rules & Regulations.

Participant/Subscriber is responsible for confirming the data is input correctly, and, shall hold harmless CLAW and its shareholders as to accuracy of the data published in CLAW's MLS system.

By submitting photographs to the MLS taken by or for Participants and/or Subscribers, the submitting Participant and/or Subscriber grants to the MLS and other Participants and Subscribers the right to reproduce and display the photographs in accordance with the rules and regulations.



**TO ALL RECIPROCAL PARTICIPANTS:  
INFORMATION REQUEST FORM TO INPUT A LISTING**

1. DATE: \_\_\_\_\_
2. OFFICE NAME: \_\_\_\_\_
3. OFFICE ADDRESS: \_\_\_\_\_
4. OFFICE PHONE NUMBER: \_\_\_\_\_
5. OFFICE FAX NUMBER: \_\_\_\_\_
6. DESIGNATED BROKER: \_\_\_\_\_
7. LISTING AGENT NAME: \_\_\_\_\_
8. LISTING AGENT PHONE/PAGER #: \_\_\_\_\_
9. LISTING INPUT FORM (PLEASE FILL OUT ALL REQUIRED FIELDS "R")



## Payment Authorization for Recip Listings Only Form

Please complete this form only if you are reciprocating a listing to the following MLS'. **California Desert AOR, CLAW, I-tech, Socal MLS and South Bay AOR.**

Date: \_\_\_\_\_

Address of the Property: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Listing Agent Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Office Name: \_\_\_\_\_

### **Listing Fee \$25.00 (includes one photo)**

<b>Listing fee includes 1<sup>st</sup> *Photo</b>	<b>\$25.00</b>
_____ # of Additional *Photos @ \$5.00 \$ _____	= \$ _____

Type of Credit Card: VISA [ ] M/C [ ] AM EXP [ ] OPTIMA [ ]

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on Card \_\_\_\_\_

I authorize the Association to charge my credit/ATM Card indicated above for my listing. Please make all checks payable to Tricounties.

Signature \_\_\_\_\_

### **PHOTOS?**

E-mail photo(s) to [TricoPhotos@rPartner.net](mailto:TricoPhotos@rPartner.net). Please be sure to type in the subject line the listing address or the listing number if you have it.

Photos are attached to this form by Disk, Print or Photo Prints (if you are bringing the photos in person).

**\*Preferred Fax Number:** \_\_\_\_\_  
Please provide a fax number in case we have questions or your listing is incomplete, thank you!

**\*Contact Phone Number:** \_\_\_\_\_  
Please provide a phone number in case we have questions or your listing is incomplete, thank you!

Please fax this form along with the reciprocal input listing form to **(909) 594-7156** Attn. MLS Department and if you have any questions about this form please contact us at (909) 594-5992.

Thank you!