



Property Address \_\_\_\_\_ ML# \_\_\_\_\_

MLS INFORMATION

AP# \_\_\_\_\_ List Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

ML# \_\_\_\_\_ (System Generated)
Property Type: Heavy Manufacturing, Industrial, Light MFG, Mixed Usage, Office, Other - See Remarks, Recreation, Restaurant/Food Use, Retail, Warehouse

Street # \_\_\_\_\_ Direction E/N/S/W \_\_\_\_\_ Street Name \_\_\_\_\_ Street Type \_\_\_\_\_ Unit # \_\_\_\_\_
(i.e.: Avenue, Street, Alley, Circle)

City \_\_\_\_\_ Area \_\_\_\_\_ County: Orange (OR), Los Angeles (LA), Riverside (RI), San Bernardino (SB), San Diego (SD), Ventura (VE), Imperial (IM), Santa Barbara (BA), San Luis Obispo (SO), Kern (KE), Other California County (OT), Other State (OS), Foreign Country (FC)

TGNO \_\_\_\_\_ Cross Streets \_\_\_\_\_ \$ / Mo \_\_\_\_\_

AP# \_\_\_\_\_ Listing Agreement Type: Exclusive Agency, Exclusive Right To Lease, Exclusive Right To Sell, Exclusive Right With Exception, Net, Open, Probate, Service Level: Full Service, Limited Service, MLS Entry Only

Have \_\_\_\_\_ Business Park Name \_\_\_\_\_ Approx Total SqFt \_\_\_\_\_ Available SqFt \_\_\_\_\_

Lease Type: Full Service Gross, Modified Gross, Other, Triple Net, Gross, Modified Net, Percent, Industrial Gross, Net, Sublease
Lease Terms: Lease Option, Month To Month Lease, Submit Desired Terms
Min Term \_\_\_\_\_ Min Term Type Month / Year

% Clause No / Other / Yes Passthru Yes / No
Paid By Tenant: ADA Upgrades, Air Cond/Heat Maint, Electricity, Environmental Phase 1 Study, Exterior Maint, Gardener, Gas, Insurance, Interior Maint, Janitorial, Merch. Assn, Other-See Remarks, Parking Lot Maint, Property Management Fee, Roof Maint, Seismic Retrofit, Sign Maint, Special Insurance, Taxes, Trash, Water

Tenant Improvements Allowed Yes / No

Property Description (500 chars max) \_\_\_\_\_

UNITS

To Edit the UNITS in Tempo, click on "Edit Units" at the floating tool bar located on the left of the input screen.

Table with columns: Unit #, Address or Space #, SqFt, \$ / SqFt, Dim, Mo Rent, Maint Chge, Lease Term, Poss, Lease Type. Lease Type options include Full Service Gross, Industrial Gross, Modified Gross, Net, Modified Net, Triple Net, Other-See Remarks, Percent, Sublease, Triple Net.

**LAND & BUILDING DATA**

**Land/Building Features**

24 Hour Access	Fence – Chain Link	Furnished	Master Gas Meter	Public Sewer	Skylights
Air Conditioned	Fence – Slump Stone	Ground Level Door	Master Water Meter	Rail Siding	Smoke Alarm
Alley Access	Fence – Wood	Handicapped Access	Medical Labs on Site	Rear Access	Sprinklers/Landscape
Balcony	Fence – Wrought Iron	Individual Electric Meter	Mezzanine	Recreational Facilities Available	Storage Area
Cable TV	Fence – Yard	Individual Gas Meter	Natural Gas	Restrooms – Handicapped	Storage Tank
Cafeteria/Restaurant On Site	Fire Alarms	Individual Water Meter	Outside Lighting	Restrooms – Public	Street Frontage
Display Window	Fixtures/Equipment Included	Kitchen Facilities	Overhead Crane	Security System – Leased	Truck Dock
Elevator	Floor Drains	Load Factor	Part Of A Larger Building	Security System – Owned	Truck Doors
Fence – Block	Freeway Visibility	Master Electric Meter	Propane	Separate Free Standing Building	Truck Well

**Land Dimensions**

**Lot Description**

**Land SqFt**

**Lot Size Source**

**Zoning**

Curbs-Walks	Street Dirt	Appraiser	Other
Downslope	Street Paved	Assessor	Seller
Hill	Street Private	Builder	Taped
Irregular Topography	Street Public	Estimated	
Level Grade	Street Lights	Landlord/Lessor/Owner	
Lot 10,000-19,999 Sq Ft	Upslope		

**Water**

**Heat/Air Hours**

**Sewer**

**# Units**

**Total Building SqFt**

District	Private	Assessments	In Street on Bond	Septic Tank
Other	Well	Bonds	In Street Paid	
		Cesspool	In, Connected & Paid	

**Building SqFt Source**

**Total Leaseable SqFt**

**Leaseable SqFt Source**

**Year Built**

**Year Built Refurbished**

Assessors	Other	Assessors	Other	Appraiser	Other
Builders	Seller	Builders	Seller	Assessor	Seller
Estimated	Taped	Estimated	Taped	Builder	
Landlord/Lessor/Owner		Landlord/Lessor/Owner		Estimated	Landlord/Lessor/Owner

**Year Refurbished**

**# Buildings**

**Construction**

**Foundation**

**Roof**

**Roof Age**

Block	Glass	Steel	Combination	Asphalt Shingle	Other
Brick	Manufacture	Stone	Concrete Slab	Common Roof	Rock/Stone
Concrete	Metal	Stucco/Brick	Other	Composition Roll	Shake
Flagstone	Other	Stucco/Wood	Raised	Concrete Shake	Shingle
Frame	Siding	Tilt Up		Flat Roof	Shingle-Wood
Frame & Stucco	Wood	Wood		Metal	Tile

**Fire Sprinklers** Yes / No

**Stories**

**Building Stories**

**Floors Available**

**Special Study** Yes / No

**Flood Zone** Yes / No

One Level  
Split Level  
Three or More Levels  
Two Levels

**Location**

**Entry Location**

**Seismic Hazard** Yes / No

**Parking Spaces**

Business District	Mall	Shopping Center	Elevator to Entry
Corner	North Side of Street	South Side of Street	Ground Level – no Steps
Downtown	Other	Stand Alone Location	Ground Level w/Steps
East Side of Street	Professional Center	Strip Store Center	Mid Level
Industrial District	Retail Frontage	West Side of Street	Penthouse
Interior Block/Ctr			Top Level

**Parking Type**

**Security Description**

Above Street Level Parking	Covered/Subterranean	On Site	Private	After Hours
Assigned Parking	Driveway Gate	On Site Parking for Guests	Public	Automatic Fire Sprinkler System Throughout
Auto Driveway Gate	Employees	Open	Street	Card/Code Access
Boat Parking	Gated Parking	Other Parking	Subterranean/Structure	Fire and Smoke Detection System
Built-In Storage	Gated Underground Parking	Oversized Parking	Tandem	Fire Rated Drywall
Circular Driveway	Metered	Porte-Cochere	Unassigned Parking	Fire Sprinkle System
Controlled Entrance	Offsite Parking for Guests	Private	Valet Parking	Intercom
			Workshop	Gated Parking
				Guarded Parking
				Security System

**Parking Ratio** (System Generated)

**Suited For?**

**ADA Compliant** Yes / No

Automotive/Service Stations	Food Services	Medical Office	Service
Beauty Shop	General Office	Mixed Use	Shopping Center
Coin Operated	Gift/Florists/Card Shops	Other	Taverns/Cocktail Lounges
Convenience Market/Dairy/Supermarket	Liquor Stores	Professional Office	Video Store
Distribution/Wholesale	Lodging	Residential	Warehouse
Dry Cleaners	Manufacturing	Retail	

**INDUSTRIAL SPACE DATA**

**Plant SqFt** \_\_\_\_\_ **Heat (Industrial)** \_\_\_\_\_ **Cooling (Industrial)** Yes / No **Amps** \_\_\_\_\_

Baseboard	Forced Air	Other-See Remarks	Space Heater
Electric	Gas	Propane	Wall
Floor Furnace	Gravity Heating	Radiant	Wood Stove
	Heat Pump	Solar	

**Voltage** \_\_\_\_\_ **Phase** \_\_\_\_\_ **Loading Doors** \_\_\_\_\_ **# Docks** \_\_\_\_\_ **# Wells** \_\_\_\_\_ **# Ground Level Docks** \_\_\_\_\_

**# Toilets - Men (Industrial)** \_\_\_\_\_ **# Toilets - Women (Industrial)** \_\_\_\_\_ **Skylights** Yes / No **Foil** Yes / No **Fenced SqFt** \_\_\_\_\_

**Minimum Clearance Height** \_\_\_\_\_ **Span** \_\_\_\_\_ **# Storage Tanks** \_\_\_\_\_ **# Overhead Cranes** \_\_\_\_\_

**Railroad Access** Yes / No **Office SqFt (Industrial)** \_\_\_\_\_ **# Offices (Industrial)** \_\_\_\_\_

**# Ind Office Restrooms (Total)** \_\_\_\_\_ **# Ind Office Restrooms (Handicap)** \_\_\_\_\_ **# Ind Office Restrooms (Common)** \_\_\_\_\_

<b>A/C (Ind)</b>	<b>Heat (Ind-Office)</b>	<b>Heat (Plant)</b>	<b>Floor Type (Ind)</b>
Central Electric Evaporative Gas Heat Pump Other-See Remarks	Refrigerated Wall Unit Window Unit Electric Floor Furnace Forced Air Gravity Heating Heat Pump Other-See Remarks Propane	Radiant Solar Space Heater Wall Electric Wall Gas Wood Stove Baseboard Electric Floor Furnace Forced Air Gas Gravity Heating Heat Pump	Other-See Remarks Propane Radiant Solar Space Heater Wall Ceramic Tile Vinyl Tile Concrete Slab Wall-to-Wall Carpet Hardwood Wood Marble Other Parquet Sheet Vinyl

**Window Coverings (Industrial)** Yes / No **Elevator (Industrial)** Yes / No **Signage (Industrial)** Yes / No

**OFFICE/PROFESSIONAL SPACE**

**Total Office SF** \_\_\_\_\_ **# Offices (O/P)** \_\_\_\_\_ **Location Type**

Business Park	Free Standing	Neighborhood Center	Regional Mall
Corner	High Rise	Old Town	Strip Center
Discount Mall/Outlet	Industrial Park	Other - See Remarks	Town Center
Downtown	Medical Center	Redevelopment Area	Waterfront

<b>Location within Building</b>	<b>A/C(O/P)</b>
Balcony / Mezzanine Basement Executive Suite	Ground Floor Mid Level Multi-Level Suite
Other-See Remarks Penthouse Portion Of Larger Suite	Heat Pump Other - See Remarks Wall Unit Window Unit
Subdivisible Various Location/Floors	

<b>Heat (O/P)</b>	<b>Floor Type (O/P)</b>
Baseboard Electric Floor Furnace Forced Air	Gas Gravity Heating Heat Pump Other - See Remarks
Propane Radiant Solar	Space Heater Wall Wood Stove
	Ceramic Tile Concrete Slab Hardwood
	Marble Other Parquet
	Sheet Vinyl Vinyl Tile Wall-to-Wall Carpet
	Wood

**Window Coverings (O/P)** Yes / No **Elevator (O/P)** Yes / No **OP Features** Secretarial Services Available **Signage (O/P)** Yes / No

**# O/P Restrooms (Total)** \_\_\_\_\_ **# O/P Restrooms (Handicap)** \_\_\_\_\_ **# O/P Restrooms (Common)** \_\_\_\_\_

**Janitorial** Yes / No **Janitor Days/Weeks** \_\_\_\_\_

Property Address \_\_\_\_\_

ML# \_\_\_\_\_

**RETAIL/COMMERCIAL SPACE DATA**

**Total Retail SqFt** \_\_\_\_\_

**Office SqFt (Retail)** \_\_\_\_\_

**Location Type (Retail)**

Business Park	Free Standing	Neighborhood Center	Regional Mall
Corner	High Rise	Old Town	Strip Center
Discount Mall/Outlet	Industrial Park	Other – See Remarks	Town Center
Downtown	Medical Center	Redevelopment Area	Waterfront

**Location within Building (Retail)**

Balcony / Mezzanine	Ground Floor	Other-See Remarks	Subdivisible
Basement	Mid Level	Penthouse	Various Location/Floors
Executive Suite	Multi-Level Suite	Portion Of Larger Suite	

**Type of Retail**

Food Services	Other – See Remarks
Medical	Professional Office

**Min Ceiling Height** \_\_\_\_\_

**Restricted Use** Yes / No

**Storage Space** Yes / No

**Current Use** \_\_\_\_\_

**Building Permit** Yes / No

**Improvements**

Air Conditioning	Fire Sprinkler	Ground Level Door	Truck Dock
Elevator	Fixures/Equip	Security System	Truck Well
Fenced Yard	Furnished	Skylights	

**Traffic Count Available** Yes / No

**Anchor Tenant** Yes / No

**Anchor Name** \_\_\_\_\_

**Public Transportation** Yes / No

**A/C (Retail)**

Central	Heat Pump
Electric	Other – See Remarks
Evaporative	Refrigerated
Gas	Wall Unit
	Window Unit

**Heat (Retail)**

Baseboard	Gas	Propane	Space Heater
Electric	Gravity Heating	Radiant	Wall
Floor Furnace	Heat Pump	Solar	Wood Stove
Forced Air	Other – See Remarks		

**Floor Type (Retail)**

Ceramic Tile	Parquet
Concrete Slab	Sheet Vinyl
Hardwood	Vinyl Tile
Marble	Wall-to-Wall Carpet
Other	Wood

**Window Coverings (Retail)** Yes / No

**Elevator (Retail)** Yes / No

**Signage (Retail)** Yes / No

**# Retail Restrooms (Total)** \_\_\_\_\_

**# Retail Restrooms (Handicap)** \_\_\_\_\_

**# Retail Restrooms (Common)** \_\_\_\_\_

**SHOWING INSTRUCTIONS**

**Showing Instr**

Appointment Only  
 Appointment Only with Listing Office  
 Appointment Only with Occupant  
 Call first  
 Call Listing Office  
 Do Not Contact Occupants

Drive By  
 Drive By Only  
 Gate Pass  
 Go Direct  
 Key In Listing Office  
 Keybox, Vacant

Restricted Access – Call Listing Agent  
 See Remarks  
 Subject To Inspection  
 Vacant

**S/O Comp** \_\_\_\_\_

**S/O Comp** % / \$

**Variable Rate Comm**

Call For Information	See Remarks
No	Yes

**Transfer of Possession**

Close of Escrow	COE Plus 1	COE Plus 3	Other-See Remarks
COE Plus	COE Plus 2	Negotiable	

**Compensation Option**

Call Listing Office	See Remarks
No	Yes

**Graduated Commission Schedule** Yes / No

**Lockbox Type**

Supra-SoCalMLS	SentriLock	Supra-GSBRMLS
Combo-See Remarks	Supra iBox	Supra-MRMLS
Multacc-GIVMLS	Supra Key	Supra-Newport
No Key Safe	Supra-DAMLS	Supra-SRAR/BAOR
Other-See Remarks	Supra-GIVMLS	

**Lock Box Location**

Call Listing Office	Gas Meter	Side Door
Front Door	No Key Safe	Side Gate
Front Gate	Rear Door	Sign Post
Garage Door	See Remarks	Vault
		Water Pipe

**Sign on Property** Yes / No

**Gate Code** (25 chars max) \_\_\_\_\_

**LISTING OFFICE/AGENT INFO**

Board ID \_\_\_\_\_ Office Name \_\_\_\_\_ Listing Company ID \_\_\_\_\_ Listing Office ID \_\_\_\_\_  
(System Generated) (System Generated) (System Generated)

Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_ L Agt Full Name \_\_\_\_\_ L Agt ID \_\_\_\_\_  
(System Generated) (System Generated)

Agt Preferred Phone \_\_\_\_\_ Agt Preferred Phone Ext \_\_\_\_\_ Agt Res Phone \_\_\_\_\_

Agt Preferred Fax \_\_\_\_\_ L Agt Cell Phone \_\_\_\_\_ L Agt Pager \_\_\_\_\_

Voicemail \_\_\_\_\_ Voicemail Ext \_\_\_\_\_ L Agt Email \_\_\_\_\_

L Agt Website \_\_\_\_\_

**CO-LISTING OFFICE/AGENT INFO**

Co-Listing Agt ID \_\_\_\_\_ Co-Listing Agt Full Name \_\_\_\_\_

Co-Listing Agt Preferred Phone \_\_\_\_\_ Co-Listing Agt Preferred Phone Ext \_\_\_\_\_

Co-Listing Agt Res Phone \_\_\_\_\_ Co-Listing Agt Preferred Fax \_\_\_\_\_

Co-Listing Agt Pager \_\_\_\_\_ Co-Listing Agt Cell Phone \_\_\_\_\_

Co-Listing Agt Voicemail \_\_\_\_\_ Co-Listing Agt Voicemail Ext \_\_\_\_\_ Co-Listing Office ID \_\_\_\_\_

Co-Listing Agt Email \_\_\_\_\_

**AGENT REMARKS**

Agent Remarks (500 chars max) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INTERNET INFORMATION**

Address on the Internet? Yes/ No HomeSeekers Yes/ No LA Times Yes/ No OC Register Yes/ No Cyberhomes Yes/ No

Realtor.com Yes/ No Homes.com Yes/ No IDX Yes/ No LA News Group Yes/ No Listing Paid Yes/ No

Broker Load Yes/ No

**LISTING ACTIVITY**

List Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Change to Pending/Backup Offers/First Right of Refusal**

Pending (Projected Sale) Price \$ \_\_\_\_\_

Projected Close Date \_\_\_\_\_

Pending Date \_\_\_\_\_

Financing \_\_\_\_\_

All Inclusive Trust Deed	Cash	Land Contract	Private
Assumed	Conventional	Other-See Rmks-Call List Office	Trust Conveyance
Cal Vet	FHA Loan	Owner Carried	VA Loan

Selling Agent \_\_\_\_\_

*(Listing will auto-sell 14 days after the Projected Date)*

**LEASED INFORMATION**

Leased Price \$ \_\_\_\_\_

Leased Begins Date \_\_\_\_\_

Leased Date \_\_\_\_\_

Leasing Agent \_\_\_\_\_

Pending Date \_\_\_\_\_

"The accuracy of all information, including square footage and lot sizes is deemed reliable but not guaranteed and should be independently verified through personal inspection with the appropriate professionals."

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## 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!