

Instructions:

-To use a fillable PDF form, open the form from the Resource Center. Save the form to your computer, and close the tab in your browser. Open the saved form using a PDF reader program and you'll then be able to enter your listing details. Be sure to save your changes before closing the form!!

-References to compensation are not permitted anywhere in the MLS, including remarks, showing instructions, free-text fields, photos, etc. The person inputting this listing into REcolorado's MLS System must confirm they will not enter any compensation information.

Start Listing

! Property Subtype <input type="checkbox"/> Industrial	! Status <input type="checkbox"/> Active <input type="checkbox"/> Coming Soon	! Active Date <small>Commercial Lease Only</small>
! Tax Legal Description		
! Current Use <input type="checkbox"/> Agricultural <input type="checkbox"/> Arts/Creative <input type="checkbox"/> Automotive <input type="checkbox"/> Commercial <input type="checkbox"/> Construction <input type="checkbox"/> Day Care <input type="checkbox"/> Education <input type="checkbox"/> Event Space <input type="checkbox"/> Food Service <input type="checkbox"/> Industrial <input type="checkbox"/> Livestock <input type="checkbox"/> Live-Work/Mixed-Use/Flex <input type="checkbox"/> Manufacturing <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Mining <input type="checkbox"/> Multi-Family <input type="checkbox"/> Office <input type="checkbox"/> Oil & Gas Extraction <input type="checkbox"/> Place of Worship <input type="checkbox"/> Quarrying <input type="checkbox"/> Recreational <input type="checkbox"/> Residential <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Subdevelopment <input type="checkbox"/> Subdivision <input type="checkbox"/> Transportation <input type="checkbox"/> Utilities <input type="checkbox"/> Warehouse <input type="checkbox"/> Waste Management		

Agent Info

! List Agent MLSID / Name / Office
CoList Agent MLSID / Name / Office

Listing Dates & Conditions

! Expiration Date	Price	Listing Terms <input type="checkbox"/> Owner Will Carry <input type="checkbox"/> Price TBD
Sale Type <small>Commercial Sale Only</small> <input type="checkbox"/> Either <input type="checkbox"/> Investment <input type="checkbox"/> Owner/User		Existing Lease Type <small>Commercial Lease Only</small> <input type="checkbox"/> Gross <input type="checkbox"/> Ground <input type="checkbox"/> Modified Gross <input type="checkbox"/> Net <input type="checkbox"/> NN <input type="checkbox"/> NNN
Quoted Per <small>Commercial Lease Only</small> <input type="checkbox"/> Per Month <input type="checkbox"/> Per SqFt / Month <input type="checkbox"/> Per SqFt / Year <input type="checkbox"/> Per Year		Operating Expense <small>Commercial Lease Only</small>
CAM/Operating Fees <small>Commercial Lease Only</small> <input type="checkbox"/> Fixed Amount <input type="checkbox"/> Variable Amount		Occupant Type <input type="checkbox"/> Owner <input type="checkbox"/> Tenant (Multiple) <input type="checkbox"/> Tenant (Single) <input type="checkbox"/> Vacant

Lease Option Commercial Sale Only

Lease Considered? <input type="checkbox"/> Yes <input type="checkbox"/> No	Lease Amount	Lease Quoted Per <input type="checkbox"/> Per Day <input type="checkbox"/> Per Month <input type="checkbox"/> Per SqFt / Month <input type="checkbox"/> Per SqFt / Year <input type="checkbox"/> Per Week <input type="checkbox"/> Per Year
Existing Lease Type <input type="checkbox"/> Gross <input type="checkbox"/> Ground <input type="checkbox"/> Modified Gross <input type="checkbox"/> Net <input type="checkbox"/> NN <input type="checkbox"/> NNN		

Showing Info

! Showing Service <input type="checkbox"/> Broker Bay <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Showing Time
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Showing Info

Showing Phone	Showing Email	No Showings Until
Is there a recording device(s) at the property? <input type="checkbox"/> Audio and/or Voice Recording Inside <input type="checkbox"/> Audio and/or Voice Recording Outside <input type="checkbox"/> Camera(s) Inside <input type="checkbox"/> Camera(s) Outside		
Showing Notes (1200 char)		

Marketing

! Internet Entire Listing Display? <input type="checkbox"/> Yes <input type="checkbox"/> No	Internet Address Display? <input type="checkbox"/> Yes <input type="checkbox"/> No
In the MLS, Also Market As <input type="checkbox"/> Business Opportunity <input type="checkbox"/> Commercial Lease <input type="checkbox"/> Commercial Sale <input type="checkbox"/> Farm <input type="checkbox"/> Land <input type="checkbox"/> Residential <input type="checkbox"/> Residential Income <input type="checkbox"/> Residential Lease	
Internet Automation Valuation Display? <input type="checkbox"/> Yes <input type="checkbox"/> No	Internet Consumer Comment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Attribution Contact Type <input type="checkbox"/> Both ListAgent Email Phone <input type="checkbox"/> Both Office Email Phone <input type="checkbox"/> Listing Agent Email <input type="checkbox"/> Listing Agent Phone <input type="checkbox"/> Office Email <input type="checkbox"/> Office Phone	

Financials Commercial Sale Only

! Cap Rate	Cap Rate Calculation	Gross Income	Operating Expense
Actual Annual Net Income	Projected Gross Income	Projected Annual Expense	Projected Annual Net Income
Operating Expense Includes <input type="checkbox"/> Accounting <input type="checkbox"/> Advertising <input type="checkbox"/> Association <input type="checkbox"/> Cable TV <input type="checkbox"/> Insurance <input type="checkbox"/> Internet <input type="checkbox"/> Maintenance <input type="checkbox"/> Personal Property Tax <input type="checkbox"/> Professional Management <input type="checkbox"/> Real Estate Tax <input type="checkbox"/> Staff <input type="checkbox"/> Utilities <input type="checkbox"/> Workmans Compensation			

Address & Legal

! County	! Street Address		
! City	! ZIP Code	! State	Unit / Building #
! Parcel Number	Tax Annual Amount	Tax Year	Tax Exemptions
Metro District Website			

Location Description

! Zoning		Building (Complex) Name	
Distance To Bus	Distance To Light Rail	Distance To Other Transit	

Building

! Building Area (SqFt) Total		! Year Built	! Year Built Effective (Last Remodel)
Building Class <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C		Stories	# of Docks
Dock Features <input type="checkbox"/> Dock High <input type="checkbox"/> Drive-In <input type="checkbox"/> Lift		Structure Type <input type="checkbox"/> Free Standing <input type="checkbox"/> High Rise (8+) <input type="checkbox"/> Low Rise (1-3) <input type="checkbox"/> Mid Rise (4-7) <input type="checkbox"/> StripCenter	
Construction Materials <input type="checkbox"/> Asbestos <input type="checkbox"/> Block <input type="checkbox"/> Brick <input type="checkbox"/> Cement Siding <input type="checkbox"/> Concrete <input type="checkbox"/> EIFS <input type="checkbox"/> Frame <input type="checkbox"/> ICFs (Insulated Concrete Forms) <input type="checkbox"/> Log <input type="checkbox"/> Metal Frame <input type="checkbox"/> Metal Siding <input type="checkbox"/> Other <input type="checkbox"/> Rammed Earth <input type="checkbox"/> Rock <input type="checkbox"/> Stone <input type="checkbox"/> Structural Steel <input type="checkbox"/> Stucco <input type="checkbox"/> Vinyl Siding <input type="checkbox"/> Wood Frame <input type="checkbox"/> Wood Siding			
Roof <input type="checkbox"/> Architectural Shingles <input type="checkbox"/> Cement Shake <input type="checkbox"/> Composition <input type="checkbox"/> Concrete <input type="checkbox"/> Fiberglass <input type="checkbox"/> Green Roof <input type="checkbox"/> Heated <input type="checkbox"/> Membrane <input type="checkbox"/> Metal <input type="checkbox"/> Other <input type="checkbox"/> Rolled/Hot Mop <input type="checkbox"/> Simulated Shake <input type="checkbox"/> Slate <input type="checkbox"/> Solar Shingles <input type="checkbox"/> Spanish Tile <input type="checkbox"/> Stone-Coated Steel <input type="checkbox"/> Tar/Gravel <input type="checkbox"/> Unknown <input type="checkbox"/> Wood			
Building Features <input type="checkbox"/> Drive Indoors <input type="checkbox"/> Elevator - Freight <input type="checkbox"/> Fixtures/Equipment Included <input type="checkbox"/> Gated		Ceiling Height (Clear Span)	# of Doors
Door Features <input type="checkbox"/> Dock Door(s) <input type="checkbox"/> Drive In Door(s) <input type="checkbox"/> Pass Through Door(s)		Door Dimensions	

Site

! Lot Size Area	! Lot Size Measurement <input type="checkbox"/> Acres <input type="checkbox"/> Square Feet
Road Surface Type <input type="checkbox"/> Alley Paved <input type="checkbox"/> Dirt <input type="checkbox"/> Gravel <input type="checkbox"/> None <input type="checkbox"/> Paved	
Road Frontage (Access) Type <input type="checkbox"/> Easement <input type="checkbox"/> None <input type="checkbox"/> Private Road <input type="checkbox"/> Public Road <input type="checkbox"/> Seasonal <input type="checkbox"/> Shared <input type="checkbox"/> Year Round	
Road Responsibility <input type="checkbox"/> Private Maintained Road <input type="checkbox"/> Public Maintained Road <input type="checkbox"/> Road Maintenance Agreement	
Security Features <input type="checkbox"/> 24 Hour Security <input type="checkbox"/> Air Quality Monitor <input type="checkbox"/> Carbon Monoxide Detector(s) <input type="checkbox"/> Close Circuit Camera(s) <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Fire Sprinkler - Dry <input type="checkbox"/> Fire Sprinkler - Wet <input type="checkbox"/> Fire Sprinkler System <input type="checkbox"/> Firewall(s) <input type="checkbox"/> Key Card Entry <input type="checkbox"/> Panic Alarm <input type="checkbox"/> Secured Garage/Parking <input type="checkbox"/> Security Entrance <input type="checkbox"/> Security Guard <input type="checkbox"/> Security Lights <input type="checkbox"/> Security Service <input type="checkbox"/> Security System <input type="checkbox"/> Smoke Detector(s) <input type="checkbox"/> Water Leak/Flood Alarm	

Water & Utilities

! Water Included (Available) <input type="checkbox"/> Yes <input type="checkbox"/> No		Water Source <input type="checkbox"/> Agriculture/Ditch Water <input type="checkbox"/> Cistern <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Shared Well <input type="checkbox"/> Spring <input type="checkbox"/> Well	
Well Type <input type="checkbox"/> Commercial <input type="checkbox"/> Community <input type="checkbox"/> Irrigation <input type="checkbox"/> Not Drilled <input type="checkbox"/> Not Operational <input type="checkbox"/> Operational <input type="checkbox"/> Private <input type="checkbox"/> Sub-Area Augmentation		Well Usage <input type="checkbox"/> Commercial <input type="checkbox"/> Domestic <input type="checkbox"/> Household Inside Only <input type="checkbox"/> Household w/Irrigation <input type="checkbox"/> Household w/Livestock <input type="checkbox"/> Other	
Issued Well Permit #	Water Tap Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Water Tap Fee	Sewer Tap <input type="checkbox"/> Yes <input type="checkbox"/> No
Sewer Tap Fee	Gas Tap Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Gas Tap Fee	
! Sewer <input type="checkbox"/> Community <input type="checkbox"/> Holding Tank <input type="checkbox"/> Public Sewer <input type="checkbox"/> Septic Tank			
Utilities <input type="checkbox"/> Cable Available <input type="checkbox"/> Electricity Available <input type="checkbox"/> Electricity Connected <input type="checkbox"/> Electricity Not Available <input type="checkbox"/> Electricity To Lot Line <input type="checkbox"/> Internet Access (Wired) <input type="checkbox"/> Natural Gas Available <input type="checkbox"/> Natural Gas Connected <input type="checkbox"/> Natural Gas Not Available <input type="checkbox"/> Off Grid <input type="checkbox"/> Phone Available <input type="checkbox"/> Phone Connected <input type="checkbox"/> Propane			
Electric <input type="checkbox"/> 110V <input type="checkbox"/> 220 Volts <input type="checkbox"/> 440 Volts <input type="checkbox"/> Phase 3 <input type="checkbox"/> Single Phase			
Water/Mineral Rights <input type="checkbox"/> Mineral Rights <input type="checkbox"/> Oil & Gas Rights <input type="checkbox"/> Seller Retains Mineral Rights <input type="checkbox"/> Seller Retains Water Rights <input type="checkbox"/> Water Rights			

Green Features (Commercial Sale Only)

Green Verification Type <input type="checkbox"/> LEED	Verification Rating <input type="checkbox"/> Bronze <input type="checkbox"/> Emerald <input type="checkbox"/> Gold <input type="checkbox"/> Platinum <input type="checkbox"/> Silver	Verification Year	Verification Metric	
Green Verification Type <input type="checkbox"/> LEED	Verification Rating <input type="checkbox"/> Bronze <input type="checkbox"/> Emerald <input type="checkbox"/> Gold <input type="checkbox"/> Platinum <input type="checkbox"/> Silver	Verification Year	Verification Metric	
Current Financing <input type="checkbox"/> Power Purchase Agreement				
Power Production Type <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Solar Thermal <input type="checkbox"/> Wind	Size (kW)	Year Install	Ownership <input type="checkbox"/> Lease to Own <input type="checkbox"/> Seller Owned <input type="checkbox"/> Third Party Owned	Lease/Purchase Agree Amt
Power Production Type <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Solar Thermal <input type="checkbox"/> Wind	Size (kW)	Year Install	Ownership <input type="checkbox"/> Lease to Own <input type="checkbox"/> Seller Owned <input type="checkbox"/> Third Party Owned	Lease/Purchase Agree Amt
Green Energy Efficient <input type="checkbox"/> Appliances <input type="checkbox"/> Construction <input type="checkbox"/> Doors <input type="checkbox"/> Exposure/Shade <input type="checkbox"/> HVAC <input type="checkbox"/> Insulation <input type="checkbox"/> Lighting <input type="checkbox"/> Roof <input type="checkbox"/> Thermostat <input type="checkbox"/> Water Heater <input type="checkbox"/> Windows				

Units

# of Units Total		# of Units Vacant Total		
Unit Type	Units Total	Units Area (SqFt)	Actual Rent	Total Rent
Unit Description				
Unit Type	Units Total	Units Area (SqFt)	Actual Rent	Total Rent
Unit Description				
Unit Type	Units Total	Units Area (SqFt)	Actual Rent	Total Rent
Unit Description				

Parking

Parking Type <input type="checkbox"/> Carport (Attached) <input type="checkbox"/> Carport (Detached) <input type="checkbox"/> Community Parking Garage <input type="checkbox"/> Covered Parking <input type="checkbox"/> Garage (Attached) <input type="checkbox"/> Garage (Detached) <input type="checkbox"/> None <input type="checkbox"/> Off-Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> Reserved - Deeded <input type="checkbox"/> Reserved - Exclusive Use Only	# Spaces	Parking Description
Parking Type <input type="checkbox"/> Carport (Attached) <input type="checkbox"/> Carport (Detached) <input type="checkbox"/> Community Parking Garage <input type="checkbox"/> Covered Parking <input type="checkbox"/> Garage (Attached) <input type="checkbox"/> Garage (Detached) <input type="checkbox"/> None <input type="checkbox"/> Off-Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> Reserved - Deeded <input type="checkbox"/> Reserved - Exclusive Use Only	# Spaces	Parking Description
Parking Type <input type="checkbox"/> Carport (Attached) <input type="checkbox"/> Carport (Detached) <input type="checkbox"/> Community Parking Garage <input type="checkbox"/> Covered Parking <input type="checkbox"/> Garage (Attached) <input type="checkbox"/> Garage (Detached) <input type="checkbox"/> None <input type="checkbox"/> Off-Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> Reserved - Deeded <input type="checkbox"/> Reserved - Exclusive Use Only	# Spaces	Parking Description
Parking Features <input type="checkbox"/> 220 Volts <input type="checkbox"/> Asphalt <input type="checkbox"/> Circular Driveway <input type="checkbox"/> Concrete <input type="checkbox"/> Driveway-Brick <input type="checkbox"/> Driveway-Dirt <input type="checkbox"/> Driveway-Gravel <input type="checkbox"/> Driveway-Heated <input type="checkbox"/> Dry Walled <input type="checkbox"/> Electric Vehicle Charging Station (s) <input type="checkbox"/> Exterior Access Door <input type="checkbox"/> Finished <input type="checkbox"/> Floor Coating <input type="checkbox"/> Guest <input type="checkbox"/> Heated Garage <input type="checkbox"/> Insulated <input type="checkbox"/> Lift <input type="checkbox"/> Lighted <input type="checkbox"/> Oversized <input type="checkbox"/> Oversized Door <input type="checkbox"/> Pit <input type="checkbox"/> RV Garage <input type="checkbox"/> Smart Garage Door <input type="checkbox"/> Storage <input type="checkbox"/> Tandem <input type="checkbox"/> Underground		
Parking Ratio (per 1000 sqft)		

Tenants

Tenant	Area Occupied (SqFt)	Lease End Date	Tenant Options
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Tenants

Tenant	Area Occupied (SqFt)	Lease End Date	Tenant Options
Tenant	Area Occupied (SqFt)	Lease End Date	Tenant Options

Remarks

Public Remarks (2000 char)

Private Remarks (2000 char)

Directions (1024 char)

Exclusions (1024 char)

Title Company

Contract Earnest Check To

Contact Min Earnest (\$)

Possession

- Close Plus 1 Day
- Close Plus 2 Days
- Close Plus 3 Days
- Close Plus 3 to 5 Days
- Close Plus 30 Days
- Close Plus 30 to 60 Days
- Close Plus 45 Days
- Close Plus 5 to 30 Days
- Close Plus 60 to 90 Days
- Closing/DOD
- Immediately
- Negotiable
- Other
- Rental Agreement
- See Remarks
- Seller Rent Back
- Subject To Tenant Rights

Documents Available

- Architectural Plans
- Building Plans
- Condo Docs
- Drainage Study
- Easements
- Engineering
- Feasibility
- HOA Docs Available
- Lead Based Paint
- Leases
- Legal Description
- License Included
- Location Map
- Mineral
- Mining Claim
- P and L Available
- Perc Test
- Phase 1 Environmental Site Assessment
- Plat
- Profit/Loss Statement
- Rental Average
- Septic Report
- Soil Report
- Special Use Permit
- Survey
- Topography Map
- Utility Average
- Well Permit