

Instructions:

Tip: 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!

Start Listing

! Property Subtype <input type="checkbox"/> Commercial Land	! Status <input type="checkbox"/> Active <input type="checkbox"/> Coming Soon	! Active Date
! 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		

Compensation

! Buyer Agency Compensation & Type \$ or %	Transaction Broker Compensation \$ or %
! Dual Variable Compensation <input type="checkbox"/> Yes <input type="checkbox"/> No	! Submitted Prospect <input type="checkbox"/> Yes <input type="checkbox"/> No

Showing Info

Showing Phone	Showing Email	No Showings Until
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
Syndicate To (Contact your Managing Broker for available syndication channels)	Syndication Date
Confirm Syndication Choices <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	

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

Location Description

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

SSBR Region (Only applies to Steamboat Spring Board of REALTORS)

City Region (Buyer Tour Region)	Development Name
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Site

! Lot Size Area	! Lot Size Measurement <input type="checkbox"/> Acres <input type="checkbox"/> Square Feet	Setbacks
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Lot Features

- Borders National Forest Borders Public Land Corner Lot Ditch Fire Mitigation Foothills Greenbelt
 Historical District Infill Irrigated Landscaped Level Master Planned Meadow Mountainous
 Near Public Transit Near Ski Area On Golf Course Open Space Protected Watershed Rock Outcropping
 Rolling Slope Secluded Shovel Ready Sloped Spring Sprinklers In Front Sprinklers In Rear Steep Slope
 Subdividable Suitable For Grazing Wetlands

Adjacent Use

- Agricultural Automotive Commercial Conservation Construction Industrial Livestock Live-Work/Mixed-Use/Flex
 Manufacturing Mining Multi-Family Office Oil & Gas Extraction Quarrying Recreational Residential Retail
 Subdevelopment Subdivision Transportation Utilities Warehouse Waste Management

Road Surface Type

- Alley Paved Dirt Gravel None Paved

Road Frontage (Access) Type

- Easement None Private Road Public Road Seasonal Shared Year Round

Road Responsibility

- Private Maintained Road Public Maintained Road Road Maintenance Agreement

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	
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Well Type

- Commercial Community Irrigation Not Drilled
 Not Operational Operational Private
 Sub-Area Augmentation

Well Usage

- Commercial Domestic Household Inside Only
 Household w/Irrigation Household w/Livestock 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
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Sewer Tap Fee	Gas Tap Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Gas Tap Fee	
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! Sewer

- Community Holding Tank Public Sewer Septic Tank

Irrigation Source

- Ditch Flood Gated Pipe Sprinkler-Pivot Sprinkler-Side Roll Sprinkler-Traveling

Utilities

- Cable Available Electricity Available Electricity Connected Electricity Not Available Electricity To Lot Line
 Internet Access (Wired) Natural Gas Available Natural Gas Connected Natural Gas Not Available Off Grid
 Phone Available Phone Connected Propane Sewer Connected

Water & Utilities

Electric
 110V 220 Volts 440 Volts Phase 3 Single Phase

Water/Mineral Rights
 Mineral Rights Oil & Gas Rights
 Seller Retains Mineral Rights Seller Retains Water Rights
 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
 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
 Appliances Construction Doors Exposure/Shade HVAC Insulation Lighting Roof Thermostat
 Water Heater Windows

Remarks

Public Remarks (2000 char)

Private Remarks (2000 char)

Directions (1024 char)

Remarks

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