

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"/> Retail	! 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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Building

! Building Area (SqFt) Total	Leasable Area (SqFt) Total	Common Area (SqFt) Total	! Year Built
! Year Built Effective (Last Remodel)			

Architectural Style Commercial Sale Only

- A-Frame Bungalow Chalet Contemporary Cottage Denver Square Geodesic Dome Loft
 Mid-Century Modern Mountain Contemporary Rustic Contemporary Spanish/SW Studio Traditional Tudor
 Urban Contemporary Victorian

Building Class

- Class A Class B Class C

Stories

Structure Type

- Free Standing High Rise (8+) Low Rise (1-3)
 Mid Rise (4-7) StripCenter

Construction Materials

- Asbestos Block Brick Cement Siding Concrete EIFS Frame ICFs (Insulated Concrete Forms) Log
 Metal Frame Metal Siding Other Rammed Earth Rock Stone Structural Steel Stucco Vinyl Siding
 Wood Frame Wood Siding

Roof

- Architectural Shingles Cement Shake Composition Concrete Fiberglass Green Roof Heated Membrane
 Metal Other Rolled/Hot Mop Simulated Shake Slate Solar Shingles Spanish Tile Stone-Coated Steel
 Tar/Gravel Unknown Wood

Building Features

- Bike Share Bike Storage Business Center Car Share Common Area Boardroom Concierge/Staffed Front Desk
 Conference Facility Day Care Elevator - Freight Fixtures/Equipment Included Food Service Front Desk
 On Site Management Shuttle Signage Storage Wi-Fi

Ceiling Height (Clear Span)

Site

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

- Borders National Forest Borders Public Land Corner Lot Cul-De-Sac Foothills Greenbelt Historical District
 Irrigated Landscaped Near Public Transit Near Ski Area On Golf Course Open Space Sprinklers In Front
 Sprinklers In Rear Subdividable

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

Site

Security Features

- 24 Hour Security
- Air Quality Monitor
- Carbon Monoxide Detector(s)
- Close Circuit Camera(s)
- Fire Alarm
- Fire Sprinkler - Dry
- Fire Sprinkler - Wet
- Fire Sprinkler System
- Firewall(s)
- Key Card Entry
- Panic Alarm
- Radon Detector
- Secured Garage/Parking
- Security Entrance
- Security Guard
- Security Lights
- Security Service
- Security System
- Smart Cameras
- Smart Locks
- Smart Security System
- Smoke Detector(s)
- Water Leak/Flood Alarm

Water & Utilities

<p>! Water Included (Available)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Water Source</p> <p><input type="checkbox"/> Agriculture/Ditch Water <input type="checkbox"/> Cistern <input type="checkbox"/> Private <input type="checkbox"/> Public</p> <p><input type="checkbox"/> Shared Well <input type="checkbox"/> Spring <input type="checkbox"/> Well</p>
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<p>Well Type</p> <p><input type="checkbox"/> Commercial <input type="checkbox"/> Community <input type="checkbox"/> Irrigation <input type="checkbox"/> Not Drilled</p> <p><input type="checkbox"/> Not Operational <input type="checkbox"/> Operational <input type="checkbox"/> Private</p> <p><input type="checkbox"/> Sub-Area Augmentation</p>	<p>! Sewer</p> <p><input type="checkbox"/> Community <input type="checkbox"/> Holding Tank <input type="checkbox"/> Public Sewer <input type="checkbox"/> Septic Tank</p>
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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

Electric

110V 220 Volts 440 Volts Phase 3 Single Phase

Green Features

<p>Green Verification Type</p> <p><input type="checkbox"/> LEED</p>	<p>Verification Rating</p> <p><input type="checkbox"/> Bronze <input type="checkbox"/> Emerald <input type="checkbox"/> Gold</p> <p><input type="checkbox"/> Platinum <input type="checkbox"/> Silver</p>		
<p>Green Verification Type</p> <p><input type="checkbox"/> LEED</p>	<p>Verification Rating</p> <p><input type="checkbox"/> Bronze <input type="checkbox"/> Emerald <input type="checkbox"/> Gold</p> <p><input type="checkbox"/> Platinum <input type="checkbox"/> Silver</p>		

Current Financing

Power Purchase Agreement

<p>Power Production Type</p> <p><input type="checkbox"/> Photovoltaics</p> <p><input type="checkbox"/> Solar Thermal <input type="checkbox"/> Wind</p>			<p>Ownership</p> <p><input type="checkbox"/> Lease to Own</p> <p><input type="checkbox"/> Seller Owned</p> <p><input type="checkbox"/> Third Party Owned</p>	
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Green Energy Efficient

Appliances Construction Doors Exposure/Shade HVAC Insulation Lighting Roof Thermostat

Water Heater Windows

Units

! # of Units Total	# of Units Vacant	
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Units

Unit #	Unit Avg (SqFt)	Description
Unit #	Unit Avg (SqFt)	Description
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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
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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"/> 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 <input type="checkbox"/> Valet		
Parking Ratio (per 1000 sqft)		

Tenants

Tenant	Area Occupied (SqFt)	Lease End Date	Tenant Options
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