

Commercial Input Form for Matrix

Required fields in **blue**

General

Property Sub Type

Business Opportunity Commercial Lease Commercial Sale Commercial/Industrial Lot Industrial

Street #: _____ **Street Dir:** _____ **Street Name:** _____ **Street Suffix:** _____ **Street Dir Suffix:** _____ **Unit #:** _____

City: _____ **County:** _____ **Zip Code:** _____ **Subdivision:** _____

List Price: _____ **List Date:** ___/___/___ **Expiration Date:** ___/___/___ **CCR (Covenants, Conditions & Restrictions):** Yes / No

Seller

Bank Court Order Estate Institution Relocation
 Builder Developer Homeowner/Owner Investor Other
 Corporate

Elementary School: _____ **Middle School:** _____ **High School:** _____

Listing Agent/Office

List Agent: _____ **Co-List Agent 1:** _____ **Co-List Agent 2:** _____

Listing Type: Exclusive Right to Sell / Exclusive Agency / Limited Service Listing

Buyer Client Agency: Yes / No **Buyer Customer:** Yes / No **Sub-Agency:** Yes / No **Variable Commission:** Yes / No

Buyer Client Commission: _____ (\$/%) **Buyer Customer Commission:** _____ (\$/%) **Sub-Agency Commission:** _____ (\$/%) **Variable Rate Description:** _____

Conditions

Possession

3-7 Days After Close At Closing Leased Dish Prior to Close Other
 After Close Immediate Negotiable See Agent Remarks

Seller Terms

1031 Exchange Lease Option Preapproval Required USDA
 As Is FHA Lease Purchase Private VA
 Assume FHLMC Approval Leaseback Qualifying Will Lease
 Cash FNMA Approval Non-Qualifying Release of Eligibility Wrap Around
 Construction Possible Short Sale Owner 1st Release of Liability Other-See Remarks
 Conventional GNMA Loan Owner 2nd Seller Pays Closing

Special Listing Conditions

Auction Notice of Default REO Short Sale Special Financing
 Foreclosure Probate Seller Licensed Agent Special Contract Standard
 Material Relationship

Documents List

Aerial Photo Disclosures Lease Plot Map Site Plan
 Appraisal Electric Legal Description Profit & Loss Statmt Soil Analysis
 Architectural Plans Environmental Study Licensing Restrictions Soil Map
 Boundary Survey Equipment Mortgage Septic Cpmt Topography
 Covenants Floor Plan Other-See Remarks Septic System Traffic Count
 Deed Restrictions Impact Study Percolation Test Sewer Map None
 Demographics Inventory Plat Map

Sale Includes

Building Equipment Inventory Land Other
 Business

Exclusions: _____ **Land Lease:** Yes / No **Land Lease Amt:** _____

Land Lease Pmt Freq: _____ **Land Lease Exp Date:** ___/___/___

Lease

Lease Type

Full Service
 Gross

Industrial Gross
 Modified Gross

Modified Net

NNN

Other

Lease Unit

\$/Amt/Month

\$/Amt/Year

\$/SF/Month

\$/SF/Year

Lease Term

3 Month

6 Month

Mo. to Mo.

1 Year

Multi-Year

Leaseback

Lease Option

Lease Purchase

Tenant Pays

All Maintenance

All Utilities

Association Fee

Cable

Electric

Garbage

Gas

Internet Connection

Landscape Management

Pest Control

Pool

RV/Boat Parking

Sales Tax

Satellite Dish

Security System

Sewer

Telephone

Water

Yard

Other

None

Landlord Expenses

Assessment

Insurance

Janitor

Maintenance

Management

Security

Taxes

Other

None

Landlord Utilities

Cable

Electric

Garbage

Gas

Water/Sewer

Other

None

Structure

Building #: _____ **Unit Floor:** _____ **Builder Model:** _____ **SqFt Source:** _____

Building Name: _____ **# of Unit Stories:** _____ **Builder Name:** _____ **Building Class:** _____

of Building Units: _____ **Approx Year Built:** _____ **New Construction:** Yes / No **Property Attached:** Yes / No

Building Stories: _____ **Build to Suit:** Yes / No **Approx SqFt:** _____

Construction/Siding

Aluminum

Asbestos

Block

Board & Batten

Brick

Brick Siding

Cedar

Cinder Block

Composite

Concrete

Concrete Siding

Cypress

Dryvit

Frame

GP/LP Siding

HardiePlank

Log

Masonite

Metal

Pressboard Siding

Rough-Sawn Siding

Shake

Shell

Steel

Stone

Stone/Frame

Stucco

Stucco-Eifs

Stucco-Hard Coat

Stucco-unk

Tabby

Vinyl

Wood

Other

Structure Condition

Boarded-Up

Condemned

Cosmetic Repairs

No Power

Renovated

Restored

Structural Repairs

Tax Incentives

Unrestored

Updated

Foundation

Basement

Block

Brick

Built-Up

Concrete

Crawl Space

Joists

Piers/Pilings

Raised Slab

Slab

Steel

Subfloor

Wood

Other

None

Common Walls

1 Common Wall

2 Common Walls

3 Common Walls

No One Above

No One Below

No Common Walls

Roof

Asbestos

Asphalt

Built-Up

Composition

Concrete

Copper

Flat

Foam

Membrane

Metal/Steel

Pitched

Rolled Rubber

Shake

Slate

Solar Shingle

Tar/Gravel

Tile

Tin

Wood Shingle

Other

Energy Features

Attic Fan

Double Pane Windows

Double Pane/Thermo

Electric Air Filter

Energy Star

Extra Insulation

Geothermal

Good Cents

Instant Heat

Insulated Doors

Insulated Floors

Insulation

LEED

NAHB Green

Power Vent

Programmable Thermostat

Recovery System

Ridge Vents

Roof Turbines

Roof Vent Fans

Smart Thermostat

Solar Screens

Spray Foam

Storm Doors

Storm Windows

Other

None

ADA Features: Yes / No

ADA Features

- 30' Doors
- Levered
- No Steps
- Showers
- Other
- Big Bath
- Low Counters
- Ramp Access
- Wide Halls
- None
- High Garage
- Low Switches

Loading

- Conveyor
- Dock
- Elevator
- Oversized Door
- Other
- Crane
- Drive Thru Door
- Hoist
- Rail Side
- None

Building Features

- 10+ Ceilings
- Expansion Avail
- Multi-Purpose
- Restroom
- Vending
- Atrium
- Fencing
- Outside Shower
- Signage
- Will Remodel
- Display
- Laundry
- Outside Storage
- Sun Room-Heated
- Other
- Drive Through
- Live In
- Recreation Area

Misc Equipment

- Compressor
- Fire Alarm
- Furniture
- Roof Sign
- Sprinkler
- Conveyor
- Fixtures
- Hoist
- Security
- Other
- Crane
- Freight Elevator
- Machinery
- Security Light
- None
- Elevator
- Fuel Pump
- Pole Sign

Other Structures

- Barn
- Gazebo
- Out Building
- Pond House
- Storage Building
- Cabana
- Greenhouse
- Pavilion
- Shed
- Workshop
- Detached Garage
- Guest House/Cottage
- Play House
- Stable
- Other

Interior

Appliances

- Ceiling Fans
- Freezer
- Microwave
- Range
- Washer
- Central Vacuum
- Hood Fan
- Oven - Cont Clean
- Range Hood
- Water Softener
- Commercial Grade
- Ice Maker Cnctn
- Oven - Double
- Range/Oven
- Wine Chiller
- Convection Oven
- Ice Maker Machine
- Oven - Self-Clean
- Refrigerator
- Other-See Remarks
- Cooktop-Separate
- Indoor Grill
- Oven - Single
- Smoke Detector
- None
- Dishwasher
- Instant Hot Water
- Oven - Wall
- Trash Compactor
- Elevator Ready
- Disposal
- Intercom
- Oven - Warmer
- W/D Stack
- Security System
- Dryer
- Jennaire

Attic

- Floored
- Pull Down
- Stairs
- Other
- None
- Partial Floored
- Scuttle
- Walk-In

Basement: Yes / No

Basement Description: Finished / Unfinished / Other-See Remarks

Elevator: Yes / No

of Fireplaces: _____

Floors

- Brick
- Hardwood
- Slate
- Vinyl
- Wood
- Carpet
- Marble
- Terrazzo
- Wall to Wall Carpet
- Other
- Concrete
- Parquet
- Tile

Units (Visit <http://forms.mygiar.com> for the entire Rooms form.)

Total Rooms: _____

of Parking Spaces: _____

Deposit: _____

Tenant Occupied: Yes / No

Unit Stories: _____

Approx SqFt: _____

Lockbox: _____

Lease Ends: ___/___/_____

Floor Location: _____

Rent: _____

Unit Avail: ___/___/_____

Prop Mgmt: Yes / No

Occupied

- Available 1 Year
- Available 3 – 6 Months
- Tenant
- Vacant
- Other-See Remarks
- Available 1 – 3 Months
- Owner

Rent Includes

- Electric
- Garbage
- Maintenance
- Water
- Other-See Remarks
- Garage
- Gas

Existing Lease Information

- 0 – 6 Month
- 4 – 6 Years
- Daily/Weekly
- Option to Buy
- Other
- 1 – 3 Years
- 7 – 12 Years
- Month-to-Month
- Option to Renew
- No Lease

Property

Approx Acreage: _____	Tax ID/Parcel # 2: _____	Clear Span (ft): _____	# of Parking Spaces: _____
Total Lot SqFt: _____	Deed Book/Page: _____	Overhead Door (ft): _____	Garage Units: _____
Lot Front: _____	Legal Phase: _____	Tenant Occupied: Yes / No	Road Resp: _____
Lot Rear: _____	Legal Block: _____	Lease Exp Date: ___/___/___	Distance to Electric: _____
Lot Left: _____	Legal Lot: _____	Flood Zone: Yes / No	Distance to Gas: _____
Lot Right: _____	Total Bldg SqFt: _____	Flood Ins Req: Yes / No / Unkn	Distance to Sewer: _____
Road Frontage (ft): _____	Office SqFt: _____	X Zone: Yes / No	Distance to Water: _____
Water Frontage (ft): _____	Warehouse SqFt: _____	Legal Description: _____	
Traffic Count: _____	Retail SqFt: _____	# Building Stories Allowed: _____	
Tax ID/Parcel # 1: _____	Manufacturing SqFt: _____	Parking: Yes / No	

Lot Description

<input type="checkbox"/> Acreage 1-5	<input type="checkbox"/> Dead End	<input type="checkbox"/> Leased Land	<input type="checkbox"/> Rolling-Gentle	<input type="checkbox"/> Will Divide
<input type="checkbox"/> Acreage 5-10	<input type="checkbox"/> Exceptional View	<input type="checkbox"/> Level Lot	<input type="checkbox"/> Rolling-Rough	<input type="checkbox"/> Wooded
<input type="checkbox"/> Acreage 10+	<input type="checkbox"/> Fill Needed	<input type="checkbox"/> Low	<input type="checkbox"/> Rural	<input type="checkbox"/> Wooded-Heavy
<input type="checkbox"/> Additional Land Available	<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Marshland	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Wooded-Partial
<input type="checkbox"/> Brush	<input type="checkbox"/> Flood Zone-Some Areas	<input type="checkbox"/> No Mineral Rights	<input type="checkbox"/> Sloping	<input type="checkbox"/> Woods Trail
<input type="checkbox"/> Bulkhead/Seawall	<input type="checkbox"/> Frontage	<input type="checkbox"/> Open Land	<input type="checkbox"/> Steep	<input type="checkbox"/> Yard Well
<input type="checkbox"/> Bush-Hogged	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Pasture	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Zero Lot Line
<input type="checkbox"/> Cleared	<input type="checkbox"/> Greenbelt	<input type="checkbox"/> Privacy	<input type="checkbox"/> Subdivision Recorded	<input type="checkbox"/> Other
<input type="checkbox"/> Corner	<input type="checkbox"/> Interior	<input type="checkbox"/> Private Backyard	<input type="checkbox"/> Subdivision Unrecorded	<input type="checkbox"/> None/Condo
<input type="checkbox"/> Cul-de-sac	<input type="checkbox"/> Irregular	<input type="checkbox"/> Property Corners Marked	<input type="checkbox"/> Townhouse	
<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Landscaped	<input type="checkbox"/> Rocky	<input type="checkbox"/> Wetlands	

Road Surface

<input type="checkbox"/> Asphalt	<input type="checkbox"/> Curb	<input type="checkbox"/> Graded/Maintained	<input type="checkbox"/> Shell	<input type="checkbox"/> Unpaved
<input type="checkbox"/> Brick	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Gravel	<input type="checkbox"/> Stone	<input type="checkbox"/> Other
<input type="checkbox"/> Cobblestone	<input type="checkbox"/> Dirt	<input type="checkbox"/> Paved	<input type="checkbox"/> Trail	<input type="checkbox"/> None
<input type="checkbox"/> Concrete				

Access

<input type="checkbox"/> Airstrip	<input type="checkbox"/> Dirt Road	<input type="checkbox"/> No Road	<input type="checkbox"/> Public	<input type="checkbox"/> US Hwy
<input type="checkbox"/> City Road	<input type="checkbox"/> Easement	<input type="checkbox"/> Other-See Remarks	<input type="checkbox"/> State Hwy	<input type="checkbox"/> Water Access Only
<input type="checkbox"/> Controlled Access	<input type="checkbox"/> Near Interstate	<input type="checkbox"/> Private	<input type="checkbox"/> Trail	<input type="checkbox"/> No Access
<input type="checkbox"/> County Road	<input type="checkbox"/> No Driveway			

Current Use

<input type="checkbox"/> Anchor	<input type="checkbox"/> Franchise	<input type="checkbox"/> Marine	<input type="checkbox"/> Refrigerated/Cold Storage	<input type="checkbox"/> Special Use
<input type="checkbox"/> Building	<input type="checkbox"/> Free Standing	<input type="checkbox"/> Medical	<input type="checkbox"/> Regional Center/Mall	<input type="checkbox"/> Specialty Center
<input type="checkbox"/> Business	<input type="checkbox"/> Full Service Hotel	<input type="checkbox"/> Mid/High-Rise	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Street Retail
<input type="checkbox"/> Business Park	<input type="checkbox"/> Garden/Low-Rise	<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Residential	<input type="checkbox"/> Strip Center
<input type="checkbox"/> Car Service	<input type="checkbox"/> Government Subsidized	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Super Regional Center
<input type="checkbox"/> Church	<input type="checkbox"/> Historic	<input type="checkbox"/> Motel	<input type="checkbox"/> Retail	<input type="checkbox"/> Truck Terminal/Hub/Transit
<input type="checkbox"/> Community Center	<input type="checkbox"/> Hotel	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Retail Pad	<input type="checkbox"/> Vacant
<input type="checkbox"/> Construction	<input type="checkbox"/> Industrial	<input type="checkbox"/> Neighborhood Center	<input type="checkbox"/> RV Community	<input type="checkbox"/> Vehicle Related
<input type="checkbox"/> Convenience/Service/Gas Station	<input type="checkbox"/> Industrial Condo	<input type="checkbox"/> Office	<input type="checkbox"/> Self Storage	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Day Care/Nursery	<input type="checkbox"/> Institutional/Governmental	<input type="checkbox"/> Office Condo	<input type="checkbox"/> Services	<input type="checkbox"/> Warehouse (Rf)
<input type="checkbox"/> Distribution	<input type="checkbox"/> Leased Land	<input type="checkbox"/> Outlet Center	<input type="checkbox"/> Shopping Center	<input type="checkbox"/> Wholesale
<input type="checkbox"/> Economy/Limited Service Hotel	<input type="checkbox"/> Lots	<input type="checkbox"/> Professional	<input type="checkbox"/> Showroom	<input type="checkbox"/> Other
<input type="checkbox"/> Flex Space	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> PUD	<input type="checkbox"/> Single Family	<input type="checkbox"/> None
<input type="checkbox"/> Food Service	<input type="checkbox"/> Marina	<input type="checkbox"/> Recreational		

Improvements

<input type="checkbox"/> Cross Fence	<input type="checkbox"/> Fencing	<input type="checkbox"/> Open Land	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Other
<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Irrigated	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Underground Utilities	<input type="checkbox"/> None
<input type="checkbox"/> Curbs				

Fencing

<input type="checkbox"/> Barbed Wire	<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Ornamental Metal	<input type="checkbox"/> Split Rail	<input type="checkbox"/> Wood
<input type="checkbox"/> Brick	<input type="checkbox"/> Cross	<input type="checkbox"/> Picket	<input type="checkbox"/> Stone	<input type="checkbox"/> Wrought Iron
<input type="checkbox"/> Chain Link	<input type="checkbox"/> Electric	<input type="checkbox"/> Post and Rail	<input type="checkbox"/> Vinyl (PVC)	
<input type="checkbox"/> Concrete	<input type="checkbox"/> Invisible	<input type="checkbox"/> Privacy	<input type="checkbox"/> Wire Mesh	

Storage Facility

<input type="checkbox"/> Diesel	<input type="checkbox"/> Feed Barn	<input type="checkbox"/> Grain	<input type="checkbox"/> Hay Shed	<input type="checkbox"/> Other
<input type="checkbox"/> Equipment	<input type="checkbox"/> Gas	<input type="checkbox"/> Hay	<input type="checkbox"/> Propane	<input type="checkbox"/> None
<input type="checkbox"/> Feed				

Systems**Cable**

<input type="checkbox"/> Cable Access	<input type="checkbox"/> Cable in Street	<input type="checkbox"/> Cable Ready	<input type="checkbox"/> None
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of Cool Units: _____

Cool Source

<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Solar	<input type="checkbox"/> Other	<input type="checkbox"/> None
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Cool Type

<input type="checkbox"/> Central	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Whole House Fan	<input type="checkbox"/> Zoned	<input type="checkbox"/> None
<input type="checkbox"/> Common	<input type="checkbox"/> Wall Unit	<input type="checkbox"/> Window Unit	<input type="checkbox"/> Other	

Electric

<input type="checkbox"/> 3 Phase	<input type="checkbox"/> 440 Volt	<input type="checkbox"/> Heavy Duty	<input type="checkbox"/> RV 30 Amp	<input type="checkbox"/> Other
<input type="checkbox"/> 110 Volt	<input type="checkbox"/> Circuit Breakers	<input type="checkbox"/> Light Duty	<input type="checkbox"/> RV 50 Amp	<input type="checkbox"/> None
<input type="checkbox"/> 220 Volt	<input type="checkbox"/> Fuses			

of Heat Units: _____

Heat Source

<input type="checkbox"/> Electric	<input type="checkbox"/> Oil	<input type="checkbox"/> Solar	<input type="checkbox"/> Wood	<input type="checkbox"/> None
<input type="checkbox"/> Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Steam	<input type="checkbox"/> Other	

Heat Type

<input type="checkbox"/> Baseboard	<input type="checkbox"/> Floor Furnace	<input type="checkbox"/> Radiator / Radiant	<input type="checkbox"/> Wall Unit	<input type="checkbox"/> Zoned
<input type="checkbox"/> Central	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Space Heater	<input type="checkbox"/> Window Unit	<input type="checkbox"/> Other
<input type="checkbox"/> Common	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Unit Heater	<input type="checkbox"/> Wood Stove	<input type="checkbox"/> None

Gas

<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Private LP Tank	<input type="checkbox"/> Propane	<input type="checkbox"/> None
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Sewer

<input type="checkbox"/> Available	<input type="checkbox"/> Lift Station	<input type="checkbox"/> Public	<input type="checkbox"/> Sewer In Street	<input type="checkbox"/> Unknown
<input type="checkbox"/> Community	<input type="checkbox"/> Private	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> None
<input type="checkbox"/> Grinder Pump				

Telephone: Available / DSL / Installed

Underground Utilities: Yes / No

Financial

Master Assoc: Yes / No	Mandatory: Yes / No	Fee Amount: _____	Assoc Name: _____	Assoc Phone: _____
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Master Association Fee Frequency

<input type="checkbox"/> Annual	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Weekly	<input type="checkbox"/> None
<input type="checkbox"/> Bimonthly	<input type="checkbox"/> One-Time	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Other	

Community Assoc: Yes / No	Mandatory: Yes / No	Fee Amount: _____	Assoc Name: _____	Assoc Phone: _____
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Community Association Fee Frequency

<input type="checkbox"/> Annual	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Weekly	<input type="checkbox"/> None
<input type="checkbox"/> Bimonthly	<input type="checkbox"/> One-Time	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Other	

Annual Flood Insurance: _____	Sub Lease: Yes / No	Tax Year: _____	Tax Amount: _____
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Annual Expenses: _____	Gross Expenses: _____	Gross Income: _____	Net Operating Income: _____	Cap Rate: _____
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Showing

Internet Listing Display: Yes / No	Internet Address Allowed: Yes / No	IDX Consumer Comment: Yes / No	IDX Automated Valuation: Yes / No
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Virtual Tour Unbranded 1 Link: _____	Virtual Tour Unbranded 2 link: _____
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Virtual Tour Branded 1 link: _____	Virtual Tour Branded 2 link: _____
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Sign on Property: Yes / No

Showing Instructions

- | | | | | |
|--|---|--|---|--|
| <input type="checkbox"/> 24 Hour Access | <input type="checkbox"/> Call Listing Agent | <input type="checkbox"/> Key On-Site Office | <input type="checkbox"/> Other | <input type="checkbox"/> Special Hours |
| <input type="checkbox"/> Appointment-Agent | <input type="checkbox"/> Gate Code Req | <input type="checkbox"/> Non GIMLS Lockbox | <input type="checkbox"/> Owner Occupied | <input type="checkbox"/> Special Notice |
| <input type="checkbox"/> Appointment-Only | <input type="checkbox"/> Gate Pass Req | <input type="checkbox"/> Lockbox - SentiLock | <input type="checkbox"/> Show At Will | <input type="checkbox"/> See Agent Remarks |
| <input type="checkbox"/> Call for Lockbox Code | <input type="checkbox"/> Key In Office | | | |

Showing Information

- | | | | | |
|---|-----------------------------------|--|---|---|
| <input type="checkbox"/> Alarm-Must Call Office | <input type="checkbox"/> No A.M. | <input type="checkbox"/> On-Site Rental Office | <input type="checkbox"/> Pet-Must Call Office | <input type="checkbox"/> Under Construction |
| <input type="checkbox"/> Day Sleeper | <input type="checkbox"/> No Sign | <input type="checkbox"/> On-Site Sales Office | <input type="checkbox"/> See Agent Remarks | <input type="checkbox"/> Vacant |
| <input type="checkbox"/> Model Home | <input type="checkbox"/> Occupied | <input type="checkbox"/> Owner Occupied | <input type="checkbox"/> Tenant Occupied | |

Remarks

Directions:

Public Remarks:

REALTOR® Remarks:

Office Notes:
