

# Commercial Input Form: Columbus and Central Ohio Regional MLS

CHECK ONLY ONE:  
☐ ENTER AS A NEW LISTING: Complete the Residential Work Sheet, Listing Contract and Remarks. Please send all completed documents to [mlscorrections@columbusrealtors.com](mailto:mlscorrections@columbusrealtors.com)  
**\*\*FOR NEW LISTINGS\*\*** ENTER STATUS AS: ☐ Active or ☐ Coming Soon\* (\*Coming Soon MUST be selected if showings delayed until "Active on MLS" date field below)  
☐ MAKE LISTING DATA CORRECTIONS FOR MLS # \_\_\_\_\_: Enter Street address then complete only those data fields to be changed.

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<b>General Information</b>						
<u><b>Listing Member</b></u>				Co-listing Member		
<b>Address Information</b>						
<u><b>Street #</b></u>	Street PreDirection* E   N   NE   NW   S   SE   SW   W	<u><b>Street Name</b></u>	Street Suffix*	Street PostDirection* E   N   NE   NW   S   SE   SW   W	Unit/Suite #	<u><b>County*</b></u>
<u><b>City (Mailing Addr)*</b></u>		<u><b>State*</b></u> OH	<u><b>Zip Code*</b></u>			
<b>Location &amp; Property Info</b>						
<u><b>List Price</b></u>	<u><b>Property Sub Type*</b></u> Automotive   Bank   Church   Entertainment   Hotel/Motel   Mixed Use   Other Com   Restaurant   Retail   Service Station   Shopping Center		<u><b>Between Street (1)</b></u>		<u><b>Between Street (2)</b></u>	
Dist To Interchange	Near Interchange		<u><b>Corp LimitPerAuditor*</b></u>		<u><b>Township*</b></u>	
Subdiv/Cmplx/Comm						
<b>Office/Contract Info</b>						
Addl Contact Info	<u><b>Showing Phone #</b></u>		<u><b>Sold Non-MLS*</b></u> No   Yes		<u><b>MLS Entry Date</b></u>	
Active on MLS	<u><b>Expire Date</b></u>		<u><b>Listing Agreement Type*</b></u> Exclusive Agency   Exclusive Right to Sell   None		Listing Service* Limited Services   MLS Entry Only	
<u><b>Dir Neg w/Sell Perm*</b></u> No   Yes	Contact Phone		<u><b>For Sale*</b></u> No   Yes		Mortgage Balance	
<u><b>Exchange*</b></u> No   Yes	<u><b>For Lease*</b></u> No   Yes		<u><b>Lease Rate \$/Sq Ft</b></u>		Possession	
Contact Name						
<b>General Property Info</b>						
Previous Use	<u><b>Total SqFt Available</b></u>		<u><b>Bldg Sq Ft</b></u>		<u><b>Max Cont Sqft Avail</b></u>	
<u><b>Minimum Sqft Avail</b></u>	Occupancy Rate		<u><b># of Docks</b></u>		Dock Size	
<u><b># Drive-In Doors</b></u>	# Units		<u><b># Floors AboveGround</b></u>		Total Parking	
Year Built Status	Year Built		Year Remodeled		Use Code*	
Lot Size (Front)	Lot Size (Side)		Acreage		Assoc/Condo Fee	
<b>Tax Info</b>						
<u><b>Tax District</b></u>	<u><b>Parcel #</b></u>		Zoning		Mult Parcels/Sch Dis* No   Yes	
Assessment	Tax Year		<u><b>Tax Abatement*</b></u> No   Yes		Abatement End Date	
Taxes (Yrly)	Tax Incentive* No   Yes					

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Addl Parcel Numbers

**Remarks & Misc**

Property Description

Agt to Agt Remarks

Seller Opt Out: ☐ Seller Directs Listing to be Excluded from Internet ☐ Seller Directs Address to be Excluded from Internet  
☐ Seller Directs Listing to Not Be Used in AVMs on Internet ☐ Seller Directs Listing to Not Allow Comments on Internet  
Publish this listing to: ☐ Zillow ☐ Realtor.COM

**Content Copyright: 1 req'd**

☐ **Copyright of Content:**

**Showing Considerations: 1 to 13 req'd**

☐ Day Sleeper  
☐ Electricity Not On  
☐ Inconsistent Cell Service  
☐ Limited Visibility from Road  
☐ Minimal Exterior Lighting  
☐ Minimal Interior Lighting  
☐ No Exterior Lighting  
☐ No Interior Lighting  
☐ Occupied  
☐ Pet(s) on Premises  
☐ Remote Location  
☐ Security System  
☐ See Remarks  
☐ None Known

**Income/Expenses**

☐ Gross Income:  
☐ Total Expenses:  
☐ Net Operating Income:

**Addl Acceptance Cond: 1 to 12 req'd**

☐ Auction Absolute Bid  
☐ Auction Minimum  
☐ Auction Reserve  
☐ BkOwn/REO-DeedNotRec  
☐ BnkOwnd/REO-Deed Rec  
☐ Court Approval  
☐ HUD  
☐ Online Bidding  
☐ Real Estate Owned  
☐ Relo/Corp  
☐ Short Sale  
☐ VA  
☐ None Known

**Property Condition**

☐ Fixer  
☐ New Construction  
☐ Proposed  
☐ To Be Built  
☐ Year Built Effective:  
☐ Under Construction  
☐ Updated/Remodeled

**Expenses Paid by L**

☐ All  
☐ Building Insurance  
☐ Cam  
☐ Janitorial  
☐ Curr Yr Est \$/SF LL:  
☐ Repairs  
☐ RE Taxes  
☐ Utilities

**T Reimburses L**

☐ All  
☐ Building Insurance  
☐ Cam  
☐ Janitorial  
☐ Curr Yr Est \$/SF TRL:  
☐ Maint/Repairs  
☐ RE Taxes  
☐ Utilities

**T Contracts Directly**

☐ All  
☐ All Utilities  
☐ Building Insurance  
☐ Cam  
☐ Janitorial  
☐ Repairs  
☐ RE Taxes

**Lease Info**

☐ Term Desired:  
☐ Will LL Remodel:  
☐ Finish Allow/SQFT \$:  
☐ Pass Exp Over BaseYr:  
☐ Percentage Rent:  
☐ Exp Stop \$:

**Suite Info 1**

☐ Suite #:  
☐ SQ FT:  
☐ Date Available:

**Suite Info 2**

☐ Suite #:  
☐ SQ FT:  
☐ Date Available:

**Suite Info 3**

☐ Suite #:  
☐ SQ FT:  
☐ Date Available:

**Suite Info 4**

☐ Suite #:  
☐ SQ FT:  
☐ Date Available:

**Financials**

☐ Financials ForYearOf:  
☐ Gross Rental Income:  
☐ Effective Income:  
☐ Other Income:  
☐ Vac & Cr Loss:

**Expenses**

☐ R.E. Taxes:  
☐ Property Insurance:  
☐ Off-Site Management:  
☐ Expenses/Benefits:  
☐ Repairs&Maintenance:  
☐ Electricity Expense:  
☐ Accounting & Legal:  
☐ Advert/Lic/Permits:  
☐ Misc Expense:  
☐ Personal Prop Taxes:  
☐ Property Management:  
☐ PayrollOnsitePersnel:  
☐ Tax/Workman's Comp:  
☐ Gas Expense:  
☐ Water Expense:  
☐ Leasing Comm Expense:  
☐ Supplies:  
☐ Contract Svc Expense:

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<b>Misc Int &amp; Ext Info</b>	<b>Sewer</b>	<b>Business Type</b>	
<input type="checkbox"/> Bay Size (Width):	<input type="checkbox"/> Public Sewer <input type="checkbox"/> Private Sewer	<input type="checkbox"/> Arts and Entertainment	<input type="checkbox"/> Industrial
<input type="checkbox"/> Bay Size (Depth):	<b>Services Available</b>	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Professional/Office
<input type="checkbox"/> Drive-In Doors Size:	<input type="checkbox"/> Electricity Available	<input type="checkbox"/> Auto Service	<input type="checkbox"/> Residential
<input type="checkbox"/> Parking Ratio/1000:	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Church	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Traffic Count/PerDay:	<input type="checkbox"/> Natural Gas Available	<input type="checkbox"/> Farm	<input type="checkbox"/> Retail
<input type="checkbox"/> Ceiling Height Ft:	<input type="checkbox"/> None	<input type="checkbox"/> Financial	<input type="checkbox"/> Shopping Center
<input type="checkbox"/> Ceiling Ht Inches:	<input type="checkbox"/> Sewer Available	<input type="checkbox"/> Gas Station	
<b>Heat Fuel</b>	<b>Construction</b>	<input type="checkbox"/> Hotel/Motel	
<input type="checkbox"/> Electric <input type="checkbox"/> Oil	<input type="checkbox"/> Block <input type="checkbox"/> Pre-Engineered	<b>New Financing</b>	
<input type="checkbox"/> Gas <input type="checkbox"/> Other	<input type="checkbox"/> Frame <input type="checkbox"/> Tilt-Up	<input type="checkbox"/> Assumable <input type="checkbox"/> Owner Financing	
<b>Heat Type</b>	<input type="checkbox"/> Masonry <input type="checkbox"/> Other	<input type="checkbox"/> Conventional <input type="checkbox"/> USDA Loan	
<input type="checkbox"/> Forced Air <input type="checkbox"/> Radiant	<input type="checkbox"/> Metal	<input type="checkbox"/> Land Contract <input type="checkbox"/> Other	
<input type="checkbox"/> Heat Pump <input type="checkbox"/> Steam	<b>Sprinkler</b>	<b>Auction Info</b>	
<input type="checkbox"/> Hot Water <input type="checkbox"/> Other	<input type="checkbox"/> Dry <input type="checkbox"/> None	<input type="checkbox"/> <b><u>Auction/Online Bidding Y/N:</u></b>	
<b>Electric</b>	<input type="checkbox"/> Wet	<input type="checkbox"/> Auction Date:	
<input type="checkbox"/> 3 Phase <input type="checkbox"/> Single Phase		<input type="checkbox"/> Deposit Required:	
<b>Water Source</b>		<input type="checkbox"/> Conditions:	
<input type="checkbox"/> Cistern <input type="checkbox"/> Well		<b>MLS Primary PhotoSrc: 1 req'd</b>	
<input type="checkbox"/> Private <input type="checkbox"/> None		<input type="checkbox"/> Print Without Photo <input type="checkbox"/> Realtor Provided Photo	
<input type="checkbox"/> Public <input type="checkbox"/> Other		<b>Printing Services</b>	
<input type="checkbox"/> Shared Well <input type="checkbox"/> See Remarks		<input type="checkbox"/> Other Print Project - Call	
<input type="checkbox"/> Spring			

OTHER CHANGES:  
☐ EXTENSION THROUGH (MM/DD/YEAR) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
☐ BACK ON MARKET (Broker/Authorized Signature Required)Status  
(Active)  
☐ WITHDRAWN TEMPORARILY FROM MLS - does not negate the provisions  
of the Exclusive Listing Contract executed on \_\_\_\_\_ 20\_\_\_\_  
☐ CANCELLED AND RESCINDED FROM MLS - by separate agreement of the parties  
(Broker/Authorized Signature Required)

THE ABOVE DATA IS SUBJECT TO ERRORS, OMISSIONS, OR REVISIONS AND IS NOT WARRANTED!

Seller

Date

Time

Seller

Date

Time

Listing Agent

Date

Time

Listing Broker

Date

Time