

# Commercial / Industrial Lease - Input Sheet

Please print clearly. Do not use \$ signs or commas for dollar entries.

COL

List Office ID  Area  Lease Price \$

**Property Type**

Agriculture, Apartments, Commercial, Heavy Industrial  
Light Industrial, Office, Other, Retail, Wholesale (Select 1)

**TMS# / Parcel ID**

**County** Lexington, Richland, Kershaw, Abbeville, Aiken, Calhoun,  
Fairfield, Newberry, Orangeburg, Saluda, Sumter, Other (Select 1)

**Address**       
Street No Street Dir Street Name Street Type, Ex. Road, Drive, Etc. Unit # / Lot #

**City**  **Zip Code**  -

**Lot Size**  **Acres**  .

**Agent Public ID**  **Agent**  Agent Phone  -

**Co-Agent Public ID**  Co-Agent  Co-Agent Phone  -

List Agt Oth Phone - Mobile# (  ) -   Fax # (  ) -

Agent E-mail

**List Office Name**

List Office Phone (  ) -   Ext  List Office Fax (  ) -

**SB Comp**  **Transaction Broker Accepted** Y N Transaction Broker Comp  Variable Commission Y N

**Owner Name**  **Owner Phone** (  ) -

**List Date**  /  /  **Exp. Date**  /  /  **Foreclosed Property** Y N **Short Sale** Y N **Power On** Y N

**Property Disclosure** Y N **Exempt from Property Disclosure** Y N **Rollback Tax** Y N Unk **Publish to Internet** Y N

**Zoned**  **Gross Heated SqFt**  **Office SqFt**  **Retail SqFt**  **Whse SqFt**

**UpFit / SqFt**  .  **Building Attached** Free Standing Enterprise Zone

**Door Height**  **# of Doors**  **Door Height (2)**  **# of Doors (2)**  **Ceiling Height**  **Stories**  .

**Year Built**  **New Resale** **Parking Spaces**  **Occupancy Date**  /  /

**Voltage**  **Amps**  **Phase**  **Land SqFt**  **Road Surface**

**Restrictions**  **Location**

**Services**  **Best Use**

**Contact Name**  **Contact Phone** (  )  -

**Gross Income \$**  **Total Expenses \$**  **Net Income \$**

**Last Appraisal**  /  /

Verified by the Property Owner/Manager \_\_\_\_\_ Date \_\_\_\_\_  
Initials

**ML#**

Property Address \_\_\_\_\_

**REMARKS** Additional remarks attach separate page. (1500 char max – No Branding, Sales Incentives, Bonuses, or Codes – Must Be Fair Housing Compliant)

**AGENT REMARKS (NON PUBLIC)** Attach separate page if necessary. (500 char max)

**DIRECTIONS** Attach separate page if necessary. (300 char max)

**CHECK ALL THAT APPLY**

- |  |   |   |   |   |
|--|---|---|---|---|
| <p><b>Use</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Auto</li> <li><input type="checkbox"/> Bar-Tavern</li> <li><input type="checkbox"/> Dental</li> <li><input type="checkbox"/> Food Service</li> <li><input type="checkbox"/> Hotel</li> <li><input type="checkbox"/> Medical</li> <li><input type="checkbox"/> Motel</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Service</li> <li><input type="checkbox"/> Supply</li> <li><input type="checkbox"/> Trade</li> <li><input type="checkbox"/> Warehouse</li> </ul> <p><b>Construction</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Block</li> <li><input type="checkbox"/> Brick</li> <li><input type="checkbox"/> Frame</li> <li><input type="checkbox"/> Mason</li> <li><input type="checkbox"/> Metal</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Pre-Fab</li> <li><input type="checkbox"/> Precast</li> </ul> <p><b>Roof</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Built-up</li> <li><input type="checkbox"/> Combo</li> <li><input type="checkbox"/> Comp Shingle</li> <li><input type="checkbox"/> Membrane</li> <li><input type="checkbox"/> Metal</li> <li><input type="checkbox"/> Slate</li> <li><input type="checkbox"/> Tile</li> <li><input type="checkbox"/> Wood</li> </ul> | <p><b>Miscellaneous Building</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conveyor</li> <li><input type="checkbox"/> Elevator</li> <li><input type="checkbox"/> Freight</li> <li><input type="checkbox"/> Security</li> </ul> <p><b>Building Status</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Estimate</li> <li><input type="checkbox"/> History</li> <li><input type="checkbox"/> New</li> <li><input type="checkbox"/> Proposed</li> <li><input type="checkbox"/> Renovated</li> <li><input type="checkbox"/> Unconst</li> </ul> <p><b>Sewer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Community</li> <li><input type="checkbox"/> Lett System</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Public</li> <li><input type="checkbox"/> Septic</li> <li><input type="checkbox"/> Septic-Public Available</li> </ul> <p><b>Water</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Community</li> <li><input type="checkbox"/> Lake Drawn</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Public</li> <li><input type="checkbox"/> Shared</li> <li><input type="checkbox"/> Well</li> <li><input type="checkbox"/> Well-Public Available</li> </ul> | <p><b>Heating</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Central</li> <li><input type="checkbox"/> Combo</li> <li><input type="checkbox"/> Floor</li> <li><input type="checkbox"/> Forced Air</li> <li><input type="checkbox"/> Heat Pump</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Space</li> <li><input type="checkbox"/> Steam</li> </ul> <p><b>Cooling</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Central</li> <li><input type="checkbox"/> Combo</li> <li><input type="checkbox"/> Evapor</li> <li><input type="checkbox"/> Heat Pump</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Wall Units</li> <li><input type="checkbox"/> Window Units</li> </ul> <p><b>Other Utilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gas</li> <li><input type="checkbox"/> Hi Speed Internet Avail</li> <li><input type="checkbox"/> Rail</li> </ul> <p><b>Fire System</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Alarm</li> <li><input type="checkbox"/> Dry</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Sprinkler</li> <li><input type="checkbox"/> Walls</li> <li><input type="checkbox"/> Wet</li> </ul> | <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Display Window</li> <li><input type="checkbox"/> In Storage</li> <li><input type="checkbox"/> Loading Dock</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Out Storage</li> <li><input type="checkbox"/> Pole Sign</li> <li><input type="checkbox"/> Restrooms</li> <li><input type="checkbox"/> Roof Sign</li> <li><input type="checkbox"/> Security Fence</li> <li><input type="checkbox"/> Vending Machine</li> </ul> <p><b>Lease Type</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Double Net</li> <li><input type="checkbox"/> Full</li> <li><input type="checkbox"/> NA</li> <li><input type="checkbox"/> Net</li> <li><input type="checkbox"/> Triple Net</li> </ul> <p><b>Lease Term</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 Year</li> <li><input type="checkbox"/> 5 Year</li> <li><input type="checkbox"/> Month</li> <li><input type="checkbox"/> Option</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Varied</li> <li><input type="checkbox"/> Year</li> </ul> | <p><b>Exist Finance</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2nd Mortgage</li> <li><input type="checkbox"/> Conventional</li> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Owner</li> <li><input type="checkbox"/> SBA</li> </ul> <p><b>Possession</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 30-60 Day</li> <li><input type="checkbox"/> Completion</li> <li><input type="checkbox"/> Negotiable</li> <li><input type="checkbox"/> Specific Date</li> </ul> <p><b>Showing</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Appointment</li> <li><input type="checkbox"/> Call Agent</li> <li><input type="checkbox"/> Call Owner</li> <li><input type="checkbox"/> Call Tenant</li> <li><input type="checkbox"/> Key in Office</li> <li><input type="checkbox"/> Lockbox</li> <li><input type="checkbox"/> No Sign</li> <li><input type="checkbox"/> Owner Agent</li> <li><input type="checkbox"/> See Agent Remarks</li> <li><input type="checkbox"/> Sign</li> <li><input type="checkbox"/> Text Owner</li> <li><input type="checkbox"/> Text Tenant</li> <li><input type="checkbox"/> Vacant</li> </ul> |
|--|---|---|---|---|

Signature of Property Owner/Manager \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner/Manager Signature