



Property Address _____ ML# _____

MLS INFORMATION

AP# _____ List Date _____ Expiration Date _____

ML# _____ Property Type Commercial / Industrial
(System Generated)

Street # _____ Direction E/N/S/W Street Name _____ Street Type _____ Unit # _____
(i.e.: Avenue, Street, Alley, Circle)

City _____ Area _____ County _____
Orange (OR) Ventura (VE) Kern (KE)
Los Angeles (LA) Imperial (IM) Other California County (OT)
Riverside (RI) Santa Barbara (BA) Other State (OS)
San Bernardino (SB) San Luis Obispo (SO) Foreign Country (FC)
San Diego (SD)

State _____ Zip _____ Zip 4 _____

TGNO _____ Cross Streets _____ List Price _____

AP# _____ Listing Agreement Type _____ Service Level _____
Exclusive Agency Net Full Service
Exclusive Right To Lease Open Limited Service
Exclusive Right To Sell Probate MLS Entry Only
Exclusive Right With Exception

Have _____ Business Park Name _____ Total Building SqFt _____

Price Per SqFt \$ (System Generated) Building SqFt Source _____ Gross Equity _____
Appraiser Landlord/Lessor/Owner Survey
Assessor Other Taped
Builder Plans
Estimated Seller

Table with 6 columns: Air Conditioned, Floor Drains, Kitchen Facilities, Outside Lighting, Repair Cosmetic, Skylights, Truck Well, Alley Access, Ground Level Door, Loading Dock, Overhead Crane, Repair Major, Smoke Alarm, Cable TV, Handicapped Access, Master Electric Meter, Propane, Restrooms-Handicapped, Sprinklers/Landscape, Display Window, Individual Electric Meter, Master Gas Meter, Public Sewer, Restrooms-Public, Storage Area, Elevator, Individual Gas Meter, Master Water Meter, Rail Siding, Security Gate, Storage Tank, Fenced Yard, Individual Water Meter, Mezzanine, Railroad Access, Security System-Leased, Truck Dock, Fire Alarms, Intercom System, Natural Gas, Rear Access, Security System-Owned, Truck Doors

Loans \$ _____ Legal Desc _____
Bankruptcy Open Space Restrictions
Beach Rights Pet Restrictions
Coastal Commission Restrictions Probate Listing
Environmental Restrictions Real Estate Owned
Mineral Rights Senior Community 62+
Notice of Default Tenants in Common - DRE Pink Reports
Tenants in Common - DRE White Reports

Property Description (1000 Chars max)

Directions (250 Chars max)

UNITS		To Edit the UNITS in Tempo, click on "Edit Units" at the floating tool bar located on the left of the input screen.		Lease Type	Lease Length	Lease Exp	Monthly Rent
Unit Number	Tenant	SqFt		Full Service Gross Modified Gross Triple Net Other Percent			
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

FINANCIAL ANALYSIS (ANNUAL)

Operating Expenses % _____ **Operating Expenses Amt** _____ **Net Operating Income** _____

Loan Payment _____ **Actual Gross Income** _____ Gross Spendable Income _____ Cap Rate (auto calc) Gross Multiplier (auto calc)

Tax Area _____ **Pre Tax Cash** _____ Tax Rate Year _____ Tax Rate _____ Land \$ _____

Land % _____ Improvements \$ _____ Improvements % _____ Personal Property \$ _____

Personal Property % _____ Total Property Tax _____ **Lot #** _____ **Block #** _____ **Tract #** _____

Vacancy Allowance _____ Gross Operating Income _____

FINANCIAL INFO

Financial Info as of _____ 1st TD Amt _____ Loan 1 Payment _____ Interest Rate _____

Total Assessed Value _____ Loan Due Date _____ Lender _____ Assumable NA / Yes / No

Type of Existing Loan _____ Loan Fee _____ Down \$ _____ 2nd TD Amt _____

All Inclusive Trust Deed Clear Contract Conventional FHA Other-See Rmks Private Small Bus. Administration VA Loan

Loan 2 Payment _____ Interest Rate 2 _____ Type of Existing Loan Rate 2 _____ Loan 2 Due Date _____

Adjustable Fixed Graduated Other-See Remarks

Loan Lender 2 _____ Loan Assumable 2 NA / Yes / No Loan Type 2 _____

All Inclusive Trust Deed Clear Contract Conventional FHA Other-See Rmks Private VA Loan

Loan Fee 2 _____ **Terms** _____

All Inclusive Trust Deed	Exchange	Owner May Carry	Subject to Estate Ruling	VA No Loan
Assumable with no Restrictions	Fannie Mae	Owner Will Carry	Subject to Other	VA No No Loan
Assumable with Restrictions	FHA Loan	Owner Will Carry 2 nd	Sublease	
Cal Vet	Fractional Interest	Real Estate Owned	Submit	
Cash	Freddie Mac	SBA	Tenants in Common	
Cash To Existing Loan	Joint Venture	Seller Pays Closing Costs	Trade	
Cash To New Loan	Land Contract	Shared Equity	Trust Conveyance	
Concurrent Close	Lse-Opt To Buy	Subject to Court	VA Loan	

Financial Remarks (75 chars max) _____

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FINANCIAL INFO. CONT.

Land Lease Fee / Lease Lease \$ Lease Time Month / Year Year Lease Expires Special Study NA/ Yes / No
 Flood Zone NA / Yes / No Coastal Zone NA / Yes / No Slide Zone NA / Yes / No Monthly Gross Schedule Income _____
 Total Base Income Overage Income/Mo Gross Schedule Income Notice of Default Yes / No
 Private Transfer Taxes Yes / No Short Pay-Subject to Lender Yes / No

BUILDING & LAND DATA

% Of Total Value Building Dimensions Mezzanine SqFt
 Ceiling Height Land SqFt Location
 Business District Industrial District Other South Side of Street
 Corner Interior Block/Ctr Professional Center Stand Alone Location
 Downtown Mall Retail Frontage Strip Store Center
 East Side of Street North Side of Street Shopping Center West Side of Street

Lot Description

Backs to Parkland	Estuary Front	Public Transit	Rip-Rapped	Stone Retaining Walls
Back to Trees	Fruit Trees	No Landscaping	Rolling	Street Dirt
Bay Front	Heavily Treed Lot	No Trees	Room for a Pool	Street Paved
Beach Access	Hill	Non- Tidal Wetlands	Room for Tennis Court	Street Private
BML/National Forest	Irregular Topography	Non on Thru Street	Seasonal Creek	Street Public
Canyon Rim	Lagoon Front	Ocean Access	Seawall	Streetlights
Community Mailbox	Lake on Lot	On Navigable Water	Secluded	Tidal Wetlands
Creek/Stream on Lot	Large Tree(s)- over 40 Feet	Playscape	Shade Trees	Upslope
Cultivated	Level	Possible Pool Site	Single Loaded Street	Utilities - Overhead
Curbs-Walks	Level Grade	Premium Lot	Slope - Gentle	Utilities - Underground
Decorative Pond	Medium Tree(s) -20-40 Feet	Preserve/Public Land	Slope - Steep	Valley
Desert Back	Military Land	Private Beach	Small Tree(s) - Under 20 Feet	Water Access
Desert Front	Moderately Treed Lot	Private Road	Some Landscaping	
Downslope	Mountainous	Reservoir	Sparsely Treed Lot	

Construction

Block	Manufacture	Stucco/Brick
Brick	Metal	Stucco/Wood
Concrete	Other	Tilt Up
Flagstone	Siding	Wood
Frame & Stucco	Steel	
Glass	Stone	

Roof

Asphalt Shingle	Concrete Shake	Metal	Shingle - Asbestos
Bahama	Copper	Metal Shake	Shingle - Asphalt
Barrel Tile	Elastomeric	Other	Shingle - Wood
Bitumen	Flat Tile	Rock/Stone	Slag/Built - Up
Bituthene	Foam	Rolled/Hot Mop	Slate
Common Roof	Hip	Rubber	Tile
Composition Roll	Imitation Slate	Shake	
Concrete	Mansard	Shingle	

Enclosed Yard

Automatic Gate	Cross Fenced	Masonry Fence	Split Rail Fence
Back	Electric Fence	No Yard	Stucco Wall
Barbed Wire Fence	Front	Other Fencing	Vinyl Fence
Block Wall	Glass	Partially Fenced	Wire Fence
Brick Wall	Goat Type Fence	Pipe Fenced	Wood
Cedar Fence	Grapestake	Privacy Fence	Wrought Iron
Chain Link	Invisible Fence	Redwood	Yard
	Livestock Fence	Slumpstone	

Roof Age _____ Fire Sprinklers NA/ Yes / No

Security Desc

Automatic Gate	Non- Monitored
Carbon Monoxide Detector(s)	Resident Manager
Exterior Cameras	Resident Manager
Exterior Security Lights	Security System - Leased
Fire Sprinkler System	Security System - Owned
Firewall(s)	
Motion Detectors	

Minimum Clearance Height _____ Span _____

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BUILDING & LAND DATA CONT.

Stories

One Level
Three or More Levels
Two Levels

Floors

Adobe	Linoleum
Carpet - Partial	Other
Clay	Pavers
Combination	Raised Foundation
Concrete Slab	Slate
Granite	Stained Concrete
Hardwood - Partial	Wood Under Carpet

Total Floors _____

Year Built _____

Year Built Source

Appraiser	Landlord/Lessor/Owner
Assessor	Other
Builder	Seller
Estimated	

Year Refurbished _____

Building Permit NA / Y / N

Zoning _____

Buildings _____

Units _____

Sewer

Aerobic Septic	In Street on Bond	Pressure Dose
Applied for Permit	In Street Paid	Public Hookup Available
Assessments	In, Connected & Paid	Public Septic
Bonds	Lateral/Tap - Off Main	Public Sewer
Capping Fill	Lateral/Tap - On Site	Septic Pump
Cesspool	Low Pressure Pipe (LPP)	Septic Tank
Gravity Septic Field	Mound System	Share Septic
Holding Tanks(s)	Not Applied for Permit	Site Evaluation on File

Water

District/Public	Public Hook- Up Available	Well
Lateral not Installed/Must Tap off Main	River	Well - Shared
Meter on Property	Shared Spring	Well Permit Applied For
Meter on Paid/Not In	Spring(s)	Well Permit not Applied For
Other	Storage Tanks(s)	Well Permit on File
Pond	Stream	Well/Irrigation Only
Private	Tap Free	

Storage Tank NA / Y / N

Overhead Crane NA / Y / N

Suited For

Automotive/Service Stations	Food Services	Medical Office	Service
Beauty Shop	General Office	Mixed Use	Shopping Center
Coin Operated	Gift/Florist/Card Shops	Other	Taverns/Cocktail Lounges
Convenience Market/Dairy/Supermarket	Liquor Stores	Professional Office	Video Store
Distribution/Wholesale	Lodging	Residential	Warehouse
Dry Cleaners	Manufacturing	Retail	

ADA Compliant Y / N

Water District _____

PLANT DATA

Plant Sq Ft _____ **Amps** _____ **Voltage** _____ **Phase** _____ **Railroad Access** NA / Yes / No

Heat (Plant)

Electric	Heat Pump	Solar
Floor Furnace	Other- See Remarks	Space Heater
Forced Air	Propane	Wall Electric
Gravity Heating	Radiant	Wall Gas

Cooling (Plant) NA / Yes / No

Loading Doors _____

Docks _____

Wells _____

Ground Level Docks _____

Toilets - Men (Plant) _____

Toilets Women (Plant) _____

Foil NA / Yes / No

Skylights NA / Yes / No

Parking Spaces _____

Parking Ratio (sys generated)

Fenced SqFt _____

PLANT DATA CONT.

Ⓢ Parking Type			
Assigned Parking	Garage - Extended Length	Off Site Parking	RV Complex/Park
Community Garage	Garage - Front Entry	Off Street Parking	RV Covered
Covered Parking	Garage - Rear Entry	On Street Parking	RV Enclosed
Covered/Subterranean	Garage - Side Entry	Open	RV Gated
Deck(s)	Garage - Single Entry	Overhead Storage	RV Hook-Ups
Deeded Parking/Garage	Garage - Swing In	Parking Fee	Shared Driveway
Driveway - Brick	Garage - Three Door	Parking Space Conveys	Side by Side Parking
Driveway- Combination	Garage - Two Door	Permit/Decal	Sink in Garage
Driveway- Gravel	Gated Parking	Pipestem Driveway	Unassigned Parking
Driveway Pavers	Heated Garage	Public	Uncovered
Employees	Interior Access	Rotational	Under Home Parking
Garage- 4+Doors			Workbench in Garage

OFFICE DATA

Total Office Square Feet _____	# Offices _____	# Toilets – Men (Office) _____
# Toilets Women (Office) _____	A/C (Office) NA/ Yes / No _____	Heat (Office) _____
		Electric
		Floor Furnace
		Forced Air
		Gravity Heating
		Heat Pump
		Other- See Remarks
		Propane
		Radiant
		Solar
		Space Heater
		Wall Electric
		Wall Gas

ANNUAL OPERATING EXPENSES

Taxes (New) _____	Elevator _____	Fire Insurance _____	Gardener _____
Liability Insurance _____	Parking Lots _____	Gas & Electricity _____	Trash _____
Water Exp _____	Janitor _____	Maintenance % _____	Common Area Maintenance _____
Association _____	Management _____	Accountant _____	Advertising _____
Contract Services _____	Debt Services _____	Sewer Expenses _____	Supply Expense _____
Payroll _____	Reserves _____	Security _____	Utilities _____
			Vacancy % _____
			Other Expenses Desc _____
Ⓢ Total Expenses _____	Ⓢ Source of Annual Expenses		
	Accountant Provided		
	Owner Provided		
	Tax Return		

SHOWING INSTRUCTIONS

Ⓢ Showing Instr			
24 – Hour Notice	Appointment with Office	Do Not Contact Occupants	Keybox, Vacant
Agent or Owner to be Present	Auction	Drive By	Pet(s) Premises
Alarm on Property	BEWARE OF DOG	Drive By Only	Restricted Required
Animal(s) on Property	Call First	Gate Pass	Restricted Access -Call Listing Agent
Appointment Only	Call Listing Office	Go Direct	Restricted Days
Appointment with Occupant	Day Sleeper	Key in Listing Office	Restricted Hours
			See Remarks
			Subject To Inspection

