

Instructions:

-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!!

-References to compensation are not permitted anywhere in the MLS, including remarks, showing instructions, free-text fields, photos, etc. The person inputting this listing into REcolorado's MLS System must confirm they will not enter any compensation information.

Start Listing

! Status <input type="checkbox"/> Active	! NAICS Industry Classification	! Real Estate Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Agent Info

! List Agent MLSID / Name / Office
CoList Agent MLSID / Name / Office

Listing Dates & Conditions

! Expiration Date	Price (Business)	Price of Real Estate	Listing Terms <input type="checkbox"/> Price TBD
! Real Estate Owned/Leased? <input type="checkbox"/> Leased <input type="checkbox"/> Owned	Business Price Includes <input type="checkbox"/> Franchise <input type="checkbox"/> Furniture, Fixtures & Equipment <input type="checkbox"/> Inventory <input type="checkbox"/> Support & Training		

Financial Info

Gross Income (Revenue)	Net Operating Income (EBITDA)	Cash Flow
Income Includes <input type="checkbox"/> Beer/Wine/Liquor Sales <input type="checkbox"/> Food/Non-Alcoholic Beverage Sales <input type="checkbox"/> Laundry <input type="checkbox"/> Parking <input type="checkbox"/> Personal Services <input type="checkbox"/> Recreation <input type="checkbox"/> Rent Only <input type="checkbox"/> Retail <input type="checkbox"/> RV Storage <input type="checkbox"/> Storage		

Showing Info

! Showing Service <input type="checkbox"/> Broker Bay <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Showing Time		
Showing Phone	Showing Email	No Showings Until
Is there a recording device(s) at the property? <input type="checkbox"/> Audio and/or Voice Recording Inside <input type="checkbox"/> Audio and/or Voice Recording Outside <input type="checkbox"/> Camera(s) Inside <input type="checkbox"/> Camera(s) Outside		
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
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! Required

Marketing

In the MLS, Also Market As <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	
Internet Automation Valuation Display? <input type="checkbox"/> Yes <input type="checkbox"/> No	Internet Consumer Comment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Attribution Contact Type <input type="checkbox"/> Both ListAgent Email Phone <input type="checkbox"/> Both Office Email Phone <input type="checkbox"/> Listing Agent Email <input type="checkbox"/> Listing Agent Phone <input type="checkbox"/> Office Email <input type="checkbox"/> Office Phone	

Address & Legal

! County	! Street Address		
! City	! ZIP Code	! State	Unit / Building #
Metro District Website			

Location Description

Zoning	Building Name		
Distance To Bus	Distance To Light Rail	Distance To Other Transit	

Business Summary

Business Name		Year Established
Ownership Type <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor		Building Area Total (SqFt)
Franchise Information (500 char)		
Business Description		
# Full Time Employees	# Part Time Employees	Labor Information <input type="checkbox"/> Employee License Required <input type="checkbox"/> Non-Union <input type="checkbox"/> Union

Lease Info

Lease Amount	Lease Expiration	Lease Assignable? <input type="checkbox"/> Yes <input type="checkbox"/> No	Lease Renewal Option? <input type="checkbox"/> Yes <input type="checkbox"/> No
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! Required

Lease Info

Lease Amount Frequency

Annually Monthly Quarterly Semi-Annually Weekly

Remarks

Public Remarks (2000 char)

Private Remarks (2000 char)

Website

! Required