

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

! Property Subtype <input type="checkbox"/> Office <input type="checkbox"/> Special Purpose		! Status <input type="checkbox"/> Active <input type="checkbox"/> Coming Soon		! Active Date	
! Tax Legal Description					
! Current Use <input type="checkbox"/> Agricultural <input type="checkbox"/> Arts/Creative <input type="checkbox"/> Automotive <input type="checkbox"/> Commercial <input type="checkbox"/> Construction <input type="checkbox"/> Day Care <input type="checkbox"/> Education <input type="checkbox"/> Event Space <input type="checkbox"/> Food Service <input type="checkbox"/> Industrial <input type="checkbox"/> Livestock <input type="checkbox"/> Live-Work/Mixed-Use/Flex <input type="checkbox"/> Manufacturing <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Mining <input type="checkbox"/> Multi-Family <input type="checkbox"/> Office <input type="checkbox"/> Oil & Gas Extraction <input type="checkbox"/> Place of Worship <input type="checkbox"/> Quarrying <input type="checkbox"/> Recreational <input type="checkbox"/> Residential <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Subdevelopment <input type="checkbox"/> Subdivision <input type="checkbox"/> Transportation <input type="checkbox"/> Utilities <input type="checkbox"/> Warehouse <input type="checkbox"/> Waste Management					

Agent Info

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

Listing Dates & Conditions

! Expiration Date		Price		Listing Terms <input type="checkbox"/> Owner Will Carry <input type="checkbox"/> Price TBD	
Sale Type Commercial Sale Only <input type="checkbox"/> Either <input type="checkbox"/> Investment <input type="checkbox"/> Owner/User			Existing Lease Type Commercial Lease Only <input type="checkbox"/> Gross <input type="checkbox"/> Ground <input type="checkbox"/> Modified Gross <input type="checkbox"/> Net <input type="checkbox"/> NN <input type="checkbox"/> NNN		
Quoted Per Commercial Lease Only <input type="checkbox"/> Per Month <input type="checkbox"/> Per SqFt / Month <input type="checkbox"/> Per SqFt / Year <input type="checkbox"/> Per Year			Operating Expense Commercial Lease Only		
CAM/Operating Fees Commercial Lease Only <input type="checkbox"/> Fixed Amount <input type="checkbox"/> Variable Amount			Occupant Type <input type="checkbox"/> Owner <input type="checkbox"/> Tenant (Multiple) <input type="checkbox"/> Tenant (Single) <input type="checkbox"/> Vacant		

Lease Option Commercial Sale Only

Lease Considered? <input type="checkbox"/> Yes <input type="checkbox"/> No		Lease Amount		Lease Quoted Per <input type="checkbox"/> Per Day <input type="checkbox"/> Per Month <input type="checkbox"/> Per SqFt / Month <input type="checkbox"/> Per SqFt / Year <input type="checkbox"/> Per Week <input type="checkbox"/> Per Year	
Existing Lease Type <input type="checkbox"/> Gross <input type="checkbox"/> Ground <input type="checkbox"/> Modified Gross <input type="checkbox"/> Net <input type="checkbox"/> NN <input type="checkbox"/> NNN					

! Required

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
In the MLS, Also Market As <input type="checkbox"/> Business Opportunity <input type="checkbox"/> Commercial Lease <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	

Financials Commercial Sale Only

! Cap Rate	Cap Rate Calculation	Gross Income	Operating Expense
Actual Annual Net Income	Projected Gross Income	Projected Annual Expense	Projected Annual Net Income
Operating Expense Includes <input type="checkbox"/> Accounting <input type="checkbox"/> Advertising <input type="checkbox"/> Association <input type="checkbox"/> Cable TV <input type="checkbox"/> Insurance <input type="checkbox"/> Internet <input type="checkbox"/> Maintenance <input type="checkbox"/> Personal Property Tax <input type="checkbox"/> Professional Management <input type="checkbox"/> Real Estate Tax <input type="checkbox"/> Staff <input type="checkbox"/> Utilities <input type="checkbox"/> Workmans Compensation			

Address & Legal

! County	! Street Address		
! City	! ZIP Code	! State	Unit / Building #
! Parcel Number	Tax Annual Amount	Tax Year	Tax Exemptions

! Required

Address & Legal

Metro District Website	
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Location Description

! Zoning		Building (Complex) Name	
Distance To Bus	Distance To Light Rail	Distance To Other Transit	

Building

Building Area (SqFt) Total	Leasable Area (SqFt) Total	Common Area (SqFt) Total	Year Built
Year Built Effective (Last Remodel)			

Architectural Style Commercial Sale Only

A-Frame
 Bungalow
 Chalet
 Contemporary
 Cottage
 Denver Square
 Geodesic Dome
 Loft
 Mid-Century Modern
 Mountain Contemporary
 Rustic Contemporary
 Spanish/SW
 Studio
 Traditional
 Tudor
 Urban Contemporary
 Victorian

Building Class	Stories
<input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C	

Structure Type
<input type="checkbox"/> Free Standing <input type="checkbox"/> High Rise (8+) <input type="checkbox"/> Low Rise (1-3) <input type="checkbox"/> Mid Rise (4-7) <input type="checkbox"/> StripCenter

Construction Materials

Asbestos
 Block
 Brick
 Cement Siding
 Concrete
 EIFS
 Frame
 ICFs (Insulated Concrete Forms)
 Log
 Metal Frame
 Metal Siding
 Other
 Rammed Earth
 Rock
 Stone
 Structural Steel
 Stucco
 Vinyl Siding
 Wood Siding

Roof

Architectural Shingles
 Cement Shake
 Composition
 Concrete
 Fiberglass
 Green Roof
 Heated
 Membrane
 Metal
 Other
 Rolled/Hot Mop
 Simulated Shake
 Slate
 Solar Shingles
 Spanish Tile
 Stone-Coated Steel
 Tar/Gravel
 Unknown
 Wood

Building Features

Common Area Boardroom
 Concierge/Staffed Front Desk
 Conference Facility
 Day Care
 Elevator - Freight
 Fitness Center
 Food Service
 On Site Management
 Shuttle
 Signage

Ceiling Height (Clear Span)	
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Site

Lot Size Area	Lot Size Measurement
	<input type="checkbox"/> Acres <input type="checkbox"/> Square Feet

Lot Features

Borders National Forest
 Borders Public Land
 Corner Lot
 Cul-De-Sac
 Foothills
 Greenbelt
 Historical District
 Irrigated
 Landscaped
 Near Public Transit
 Near Ski Area
 On Golf Course
 Open Space
 Sprinklers In Front
 Sprinklers In Rear
 Subdividable

! Required

Site

Road Surface Type
 Alley Paved Dirt Gravel None Paved

Road Frontage (Access) Type
 Easement None Private Road Public Road Seasonal Shared Year Round

Road Responsibility
 Private Maintained Road Public Maintained Road Road Maintenance Agreement

Security Features
 24 Hour Security Air Quality Monitor Carbon Monoxide Detector(s) Close Circuit Camera(s) Fire Alarm Fire Sprinkler - Dry
 Fire Sprinkler - Wet Fire Sprinkler System Firewall(s) Key Card Entry Panic Alarm Radon Detector
 Secured Garage/Parking Security Entrance Security Guard Security Lights Security Service Security System
 Smart Cameras Smart Locks Smart Security System Smoke Detector(s) Water Leak/Flood Alarm

Water & Utilities

! Water Included (Available) <input type="checkbox"/> Yes <input type="checkbox"/> No	Water Source <input type="checkbox"/> Agriculture/Ditch Water <input type="checkbox"/> Cistern <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Shared Well <input type="checkbox"/> Spring <input type="checkbox"/> Well	
Well Type <input type="checkbox"/> Commercial <input type="checkbox"/> Community <input type="checkbox"/> Irrigation <input type="checkbox"/> Not Drilled <input type="checkbox"/> Not Operational <input type="checkbox"/> Operational <input type="checkbox"/> Private <input type="checkbox"/> Sub-Area Augmentation	! Sewer <input type="checkbox"/> Community <input type="checkbox"/> Holding Tank <input type="checkbox"/> Public Sewer <input type="checkbox"/> Septic Tank	
Utilities <input type="checkbox"/> Cable Available <input type="checkbox"/> Electricity Available <input type="checkbox"/> Electricity Connected <input type="checkbox"/> Electricity Not Available <input type="checkbox"/> Electricity To Lot Line <input type="checkbox"/> Internet Access (Wired) <input type="checkbox"/> Natural Gas Available <input type="checkbox"/> Natural Gas Connected <input type="checkbox"/> Natural Gas Not Available <input type="checkbox"/> Off Grid <input type="checkbox"/> Phone Available <input type="checkbox"/> Phone Connected <input type="checkbox"/> Propane <input type="checkbox"/> Sewer Connected		
Electric <input type="checkbox"/> 110V <input type="checkbox"/> 220 Volts <input type="checkbox"/> 440 Volts <input type="checkbox"/> Phase 3 <input type="checkbox"/> Single Phase		

Green Features

Green Verification Type <input type="checkbox"/> LEED	Verification Rating <input type="checkbox"/> Bronze <input type="checkbox"/> Emerald <input type="checkbox"/> Gold <input type="checkbox"/> Platinum <input type="checkbox"/> Silver	Verification Year	Verification Metric
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Current Financing <input type="checkbox"/> Power Purchase Agreement				
Power Production Type <input type="checkbox"/> Photovoltaics <input type="checkbox"/> Solar Thermal <input type="checkbox"/> Wind	Size (kW)	Year Install	Ownership <input type="checkbox"/> Lease to Own <input type="checkbox"/> Seller Owned <input type="checkbox"/> Third Party Owned	Lease/Purchase Agree Amt
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! Required

Green Features

Green Energy Efficient

- Appliances
 Construction
 Doors
 Exposure/Shade
 HVAC
 Insulation
 Lighting
 Roof
 Thermostat
 Water Heater
 Windows

Units

! # of Units Total		# of Units Vacant Total			
Unit Type <input type="checkbox"/> Condo <input type="checkbox"/> Flex <input type="checkbox"/> Office		! Units Total	Units Area (SqFt)	Actual Rent	Total Rent
Unit Description					
Unit Type <input type="checkbox"/> Condo <input type="checkbox"/> Flex <input type="checkbox"/> Office		! Units Total	Units Area (SqFt)	Actual Rent	Total Rent
Unit Description					
Unit Type <input type="checkbox"/> Condo <input type="checkbox"/> Flex <input type="checkbox"/> Office		! Units Total	Units Area (SqFt)	Actual Rent	Total Rent
Unit Description					

Parking

Parking Type <input type="checkbox"/> Carport (Attached) <input type="checkbox"/> Carport (Detached) <input type="checkbox"/> Community Parking Garage <input type="checkbox"/> Covered Parking <input type="checkbox"/> Garage (Attached) <input type="checkbox"/> Garage (Detached) <input type="checkbox"/> None <input type="checkbox"/> Off-Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> Reserved - Deeded <input type="checkbox"/> Reserved - Exclusive Use Only		# Spaces	Parking Description
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! Required

Parking

Parking Features

- 220 Volts Asphalt Circular Driveway Concrete Driveway-Brick Driveway-Dirt Driveway-Gravel Driveway-Heated
- Dry Walled Electric Vehicle Charging Station (s) Exterior Access Door Finished Floor Coating Guest Heated Garage
- Insulated Lighted Oversized Oversized Door Pit RV Garage Smart Garage Door Storage Tandem
- Underground Valet

Parking Ratio (per 1000 sqft)

Tenants

Tenant	Area Occupied (SqFt)	Lease End Date	Tenant Options
Tenant	Area Occupied (SqFt)	Lease End Date	Tenant Options
Tenant	Area Occupied (SqFt)	Lease End Date	Tenant Options

Remarks

Public Remarks (2000 char)

Private Remarks (2000 char)

Directions (1024 char)

Exclusions (1024 char)

Website

Title Company

Contract Earnest Check To

Contact Min Earnest (\$)

! Required

Remarks

Possession

- Close Plus 1 Day Close Plus 2 Days Close Plus 3 Days Close Plus 3 to 5 Days Close Plus 30 Days
 Close Plus 30 to 60 Days Close Plus 45 Days Close Plus 5 to 30 Days Close Plus 60 to 90 Days Closing/DOD
 Immediately Negotiable Other Rental Agreement See Remarks Seller Rent Back Subject To Tenant Rights

Documents Available

- Architectural Plans Building Plans Condo Docs Drainage Study Easements Engineering Feasibility
 HOA Docs Available Lead Based Paint Leases Legal Description License Included Location Map Mineral
 Mining Claim P and L Available Perc Test Phase 1 Environmental Site Assessment Plat Profit/Loss Statement
 Rental Average Septic Report Soil Report Special Use Permit Survey Topography Map Utility Average
 Well Permit