

☒ Mandatory Field All Property Types
 ☐ Optional Field All Property Types
 ☐ Initial Information Page

MLS® LISTING #

LOCATION

ASSESSMENT ROLL # (ARN)

PIN #

AREA

MUNICIPALITY

COMMUNITY *

STREET #

STREET NAME

ABBREV.

DIRECTION

☐ N ☐ E ☐ S ☐ W

APT/UNIT #

POSTAL CODE

LEGAL DESCRIPTION (LOT, PLAN, CONCESSION) (500 characters)

PROPERTY MANAGEMENT COMPANY (60 characters)

LOT FRONT **▲

LOT DEPTH **▲

LOT/BUILDING/UNIT CODE ▲

☐ Lot ☐ Building ☐ Unit

LOT SIZE CODE ▲

☐ Feet ☐ Acres ☐ Metres

LOT IRREGULARITIES (40 characters)

LOT SHAPE (Check 1)

☐ Irregular ☐ Other ☐ Pie
☐ Rectangular ☐ Reverse Pie ☐ Square

LOT SIZE SOURCE (Check 1)

☐ GeoWarehouse ☐ MPAC
☐ Other ☐ Survey

ZONING (40 characters)

DIRECTION/MAIN CROSS STREETS (250 characters)

* MANDATORY IF AVAILABLE

** NOT MANDATORY FOR COMMERCIAL CONDO

▲ IF NOT APPLICABLE ENTER "0"

AMOUNTS/DATES

LIST PRICE

HST APPLICABLE TO SALE PRICE (Max 3)

☐ Call LBO ☐ Included ☐ No ☐ Yes

DEVELOPMENT CHARGES PAID (Max 2)

☐ Credit ☐ No ☐ Partial ☐ Unknown ☐ Yes

LIST PRICE CODE (Check one)

☐ For Sale ☐ Gross Lease ☐ Hectares ☐ Net Lease ☐ Other ☐ Per Acre
☐ Per Sq Ft ☐ Plus Stock ☐ Sq Ft Gross ☐ Sq Ft Net ☐ Sq M Gross ☐ Sq M Net

MINIMUM RENTAL TERM MONTHS

MAXIMUM RENTAL TERM MONTHS

TAXES

TAX YEAR

TAX TYPE (Check one)

☐ Annual ☐ N/A ☐ T&O ☐ TMI

AMOUNTS/DATES (CONTINUED)

ASSESSMENT	ASSESSMENT YEAR	CONTRACT COMMENCEMENT	EXPIRY DATE
		MM / DD / YYYY	MM / DD / YYYY
POSSESSION DATE ♦	POSSESSION REMARKS ♦ (14 characters)		HOLDOVER DAYS
MM / DD / YYYY			
SELLER NAME (200 characters)			
MORTGAGE COMMENTS (140 characters)			
CONDO MAINTENANCE FEES MONTHLY ♦♦			

♦ ONE OF POSSESSION DATE OR POSSESSION REMARKS IS MANDATORY

♦♦ MANDATORY FOR COMMERCIAL & INDUSTRIAL CONDOS ONLY

DETAILS

TYPE (Check 1)	CATEGORY (Check 1)	USE (Check 1)
<input type="checkbox"/> Commercial Retail <i>(Do not use for Sale of Business)</i>	<input type="checkbox"/> Commercial Condo <input type="checkbox"/> Highway Commercial <input type="checkbox"/> Institutional *T1 <input type="checkbox"/> Multi-Use <input type="checkbox"/> Retail <input type="checkbox"/> Service	<input type="checkbox"/> Automotive Related <input type="checkbox"/> Bank *T1 <input type="checkbox"/> Church *T1 <input type="checkbox"/> Health & Beauty Related <input type="checkbox"/> Hospitality/Food Related <input type="checkbox"/> Other *T1 <input type="checkbox"/> Retail Store Related <input type="checkbox"/> School *T1 <i>*T1 USE FOR "INSTITUTIONAL" CATEGORY ONLY</i>
<input type="checkbox"/> Farm	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Cash Crop <input type="checkbox"/> Livestock <input type="checkbox"/> Dairy Products <input type="checkbox"/> Other <input type="checkbox"/> Hobby <input type="checkbox"/> Horse
<input type="checkbox"/> Industrial	<input type="checkbox"/> Free Standing <input type="checkbox"/> Industrial Condo <input type="checkbox"/> Multi-Unit	<input type="checkbox"/> Cooler/Freezer/Food Inspect <input type="checkbox"/> Factory/Manufacturing <input type="checkbox"/> Laboratory <input type="checkbox"/> Other <input type="checkbox"/> Transportation <input type="checkbox"/> Warehouse
<input type="checkbox"/> Investment	<input type="checkbox"/> Accomodation	<input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Other <input type="checkbox"/> Cabins/Cottages <input type="checkbox"/> Hotel/Motel/Inn
	<input type="checkbox"/> Apartment	<input type="checkbox"/> Apts - 2 to 5 Units <input type="checkbox"/> Apts - Over 20 Units <input type="checkbox"/> Apts - 6 to 12 Units <input type="checkbox"/> Other <input type="checkbox"/> Apts - 13 to 20 Units <input type="checkbox"/> Senior Residence
	<input type="checkbox"/> Industrial	
	<input type="checkbox"/> Office	<input type="checkbox"/> Medical/Dental <input type="checkbox"/> Other <input type="checkbox"/> Professional Office
	<input type="checkbox"/> Recreational	<input type="checkbox"/> Campground <input type="checkbox"/> Other <input type="checkbox"/> Golf <input type="checkbox"/> Sports/Entertainment <input type="checkbox"/> Marina
<input type="checkbox"/> Retail		
<input type="checkbox"/> Land	<input type="checkbox"/> Designated <input type="checkbox"/> Raw (Outside Off Plan)	<input type="checkbox"/> Bush <input type="checkbox"/> Golf <input type="checkbox"/> Gravel Pit/Quarry <input type="checkbox"/> Hospitality <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Other <input type="checkbox"/> Parking Lot <input type="checkbox"/> Recreational <input type="checkbox"/> Residential <input type="checkbox"/> Restricted <input type="checkbox"/> Retail <input type="checkbox"/> Waterfront
<input type="checkbox"/> Office	<input type="checkbox"/> Office	<input type="checkbox"/> Medical/Dental <input type="checkbox"/> Other <input type="checkbox"/> Professional Office

...▶ **TYPE** Option Continues on Next Page

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**SELLERS
INITIALS**

DETAILS (CONTINUED)

TYPE (Check 1)	CATEGORY (Check 1)	USE (Check 1)
<input type="checkbox"/> Sale of Business a1	<input type="checkbox"/> Without Property <input type="checkbox"/> With Property	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Apparel <input type="checkbox"/> Art Gallery <input type="checkbox"/> Art Supplies <input type="checkbox"/> Automotive Related <input type="checkbox"/> Bakery <input type="checkbox"/> Banquet Hall <input type="checkbox"/> Barber/Beauty <input type="checkbox"/> Bar/Tavern/Pub <input type="checkbox"/> Beauty Salon <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Butcher/Meat <input type="checkbox"/> Cabins/Cottages <input type="checkbox"/> Café <input type="checkbox"/> Car Wash <input type="checkbox"/> Caterer/Cafeteria <input type="checkbox"/> Coffee/Donut Shop <input type="checkbox"/> Coin Laundromat <input type="checkbox"/> Convenience/Variety <input type="checkbox"/> Copy/Printing <input type="checkbox"/> Crafts/Hobby <input type="checkbox"/> Dairy Products </div> <div style="width: 33%;"> <input type="checkbox"/> Day Care <input type="checkbox"/> Delicatessen <input type="checkbox"/> Delivery/Courier <input type="checkbox"/> Distributing <input type="checkbox"/> Drugstore/Pharmacy <input type="checkbox"/> Dry Cleaning/Laundry <input type="checkbox"/> Electronics <input type="checkbox"/> Entertainment <input type="checkbox"/> Fast Food/Takeout <input type="checkbox"/> Fitness/Training <input type="checkbox"/> Florist <input type="checkbox"/> Food Court Outlet <input type="checkbox"/> Footwear <input type="checkbox"/> Fruit/Vegetable/Market <input type="checkbox"/> Funeral Home <input type="checkbox"/> Furniture <input type="checkbox"/> Garden/Landscaping <input type="checkbox"/> Gas Station <input type="checkbox"/> Golf Course <input type="checkbox"/> Golf Driving Range </div> <div style="width: 33%;"> <input type="checkbox"/> Gravel Pit/Quarry <input type="checkbox"/> Grocery/Supermarket <input type="checkbox"/> Hair Salon <input type="checkbox"/> Hardware/Tools <input type="checkbox"/> Home Improvement <input type="checkbox"/> Hotel/Motel/Inn <input type="checkbox"/> Jewellery <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marina <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Other <input type="checkbox"/> Pizzeria <input type="checkbox"/> Real Estate Office <input type="checkbox"/> Restaurant <input type="checkbox"/> Self Storage <input type="checkbox"/> Service Related <input type="checkbox"/> Spa/Tanning <input type="checkbox"/> Sporting Goods <input type="checkbox"/> Sports/Entertainment <input type="checkbox"/> Travel Agency <input type="checkbox"/> Woodworking </div> </div>
<input type="checkbox"/> Store W Apt/Office	<input type="checkbox"/> Store W Apt/Office	

FREESTANDING a2 <input type="checkbox"/> Yes <input type="checkbox"/> No	TOTAL AREA a3	TOTAL AREA CODE a3 (Check 1) <input type="checkbox"/> Acres <input type="checkbox"/> Hectares <input type="checkbox"/> Square Feet <input type="checkbox"/> Sq Ft Divisible <input type="checkbox"/> Sq M Divisible <input type="checkbox"/> Square Meters
% BUILDING	OFFICE/APT AREA a4	OFFICE APARTMENT AREA CODE a4 (Check 1) <input type="checkbox"/> % <input type="checkbox"/> Sq Ft <input type="checkbox"/> Sq Ft Divisible <input type="checkbox"/> Square Meters <input type="checkbox"/> Sq M Divisible
INDUSTRIAL AREA a5		INDUSTRIAL AREA CODE a5 (Check 1) <input type="checkbox"/> % <input type="checkbox"/> Sq Ft <input type="checkbox"/> Sq Ft Divisible <input type="checkbox"/> Square Meters <input type="checkbox"/> Sq M Divisible
RETAIL AREA a6		RETAIL AREA CODE a6 (Check 1) <input type="checkbox"/> % <input type="checkbox"/> Sq Ft <input type="checkbox"/> Sq Ft Divisible <input type="checkbox"/> Square Meters <input type="checkbox"/> Sq M Divisible
APPROXIMATE AGE (Check 1) <input type="checkbox"/> New <input type="checkbox"/> 0-5 <input type="checkbox"/> 6-15 <input type="checkbox"/> 16-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-99 <input type="checkbox"/> 100+	AREA INFLUENCES (Max 2) <input type="checkbox"/> Greenbelt/Conservation <input type="checkbox"/> Major Highway <input type="checkbox"/> Public Transit <input type="checkbox"/> Recreation/Community Centre <input type="checkbox"/> Skiing <input type="checkbox"/> Subways	
PHYSICALLY HANDICAPPED-EQUIPPED <input type="checkbox"/> Yes <input type="checkbox"/> No	BASEMENT a7 <input type="checkbox"/> Yes <input type="checkbox"/> No	UFFI (Check 1) <input type="checkbox"/> No <input type="checkbox"/> Partially Removed <input type="checkbox"/> Removed <input type="checkbox"/> Yes
CLEAR HEIGHT a5 <div style="display: flex; justify-content: space-between;"> <div>____ Feet</div> <div>____ Inches</div> </div>	SPRINKLERS a12 <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Yes	UTILITIES a3 <input type="checkbox"/> Available <input type="checkbox"/> None <input type="checkbox"/> Yes
BAY SIZE <div style="display: flex; justify-content: space-between;"> <div>____ Width Feet</div> <div>____ Width Inches</div> <div>____ Length Feet</div> <div>____ Length Inches</div> </div>		

a1 USE IS MANDATORY IF "SALE OF BUSINESS" TYPE IS CHECKED

a2 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; INVESTMENT; OFFICE; STORE WITH APT/OFFICE

a3 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; FARM; INDUSTRIAL; INVESTMENT; LAND; OFFICE; STORE WITH APT/OFFICE

a4 MANDATORY IF TYPE IS --> OFFICE; STORE WITH APT/OFFICE

a5 MANDATORY IF TYPE IS --> INDUSTRIAL

a6 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; STORE WITH APT/OFFICE

a7 MANDATORY IF TYPE IS --> SALE OF BUSINESS; STORE WITH APT/OFFICE

a8 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; INVESTMENT; OFFICE; SALE OF BUSINESS; STORE W APT/OFFICE

a9 **NOT** MANDATORY IF TYPE IS --> LAND

a10 MANDATORY IF TYPE IS --> OFFICE

a11 MANDATORY IF TYPE IS --> LAND

a12 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; OFFICE; STORE WITH APT/OFFICE

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**SELLERS
INITIALS**

DETAILS (CONTINUED)

AMPS	VOLTS	WATER (Check 1) <input type="checkbox"/> Both <input type="checkbox"/> Other <input type="checkbox"/> Municipal <input type="checkbox"/> Well <input type="checkbox"/> None	WATER SUPPLY TYPE (Check 1) <input type="checkbox"/> Bored Well <input type="checkbox"/> Drilled Well <input type="checkbox"/> Shared Well <input type="checkbox"/> Cistern <input type="checkbox"/> Dug Well <input type="checkbox"/> Comm Well <input type="checkbox"/> Lake/River		AIR CONDITIONING ■8 <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Yes
HEAT TYPE ■9 (Check 1) <input type="checkbox"/> Baseboard <input type="checkbox"/> Gas Forced Air Closed <input type="checkbox"/> Oil Forced Air <input type="checkbox"/> Propane Gas <input type="checkbox"/> Water Radiators <input type="checkbox"/> Electric Forced Air <input type="checkbox"/> Gas Forced Air Open <input type="checkbox"/> Oil Hot Water <input type="checkbox"/> Radiant <input type="checkbox"/> Woodburning <input type="checkbox"/> Electric Hot Water <input type="checkbox"/> Gas Hot Water <input type="checkbox"/> Oil Steam <input type="checkbox"/> Solar <input type="checkbox"/> Fan Coil <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Steam Radiators					WASHROOMS
TRUCK LEVEL SHIPPING DOORS # ■5		TRUCK LEVEL SHIPPING DOORS DIMENSIONS ■5			
		<div> <div>Height Feet</div> <div>Height Inches</div> <div>Width Feet</div> <div>Width Inches</div> </div>			
DOUBLE MAN SHIPPING DOORS # ■5		DOUBLE MAN SHIPPING DOORS DIMENSIONS ■5			
		<div> <div>Height Feet</div> <div>Height Inches</div> <div>Width Feet</div> <div>Width Inches</div> </div>			
DRIVE-IN LEVEL SHIPPING DOORS # ■5		DRIVE-IN LEVEL SHIPPING DOORS DIMENSIONS ■5			
		<div> <div>Height Feet</div> <div>Height Inches</div> <div>Width Feet</div> <div>Width Inches</div> </div>			
GRADE LEVEL SHIPPING DOORS # ■5		GRADE LEVEL SHIPPING DOORS DIMENSIONS ■5			
		<div> <div>Height Feet</div> <div>Height Inches</div> <div>Width Feet</div> <div>Width Inches</div> </div>			
ELEVATOR ■10 (Check 1) <input type="checkbox"/> Freight+Public <input type="checkbox"/> Freight <input type="checkbox"/> None <input type="checkbox"/> Public	GARAGE TYPE ■8 (Check 1) <input type="checkbox"/> Boulevard <input type="checkbox"/> Lane <input type="checkbox"/> Pay <input type="checkbox"/> Single Detached <input type="checkbox"/> Visitor <input type="checkbox"/> Covered <input type="checkbox"/> None <input type="checkbox"/> Plaza <input type="checkbox"/> Street <input type="checkbox"/> Double Detached <input type="checkbox"/> Other <input type="checkbox"/> Public <input type="checkbox"/> Underground <input type="checkbox"/> In/Out <input type="checkbox"/> Outside/Surface <input type="checkbox"/> Reserved Assigned <input type="checkbox"/> Valet				
PARKING SPACES	NUMBER OF TRAILER PARKING SPOTS	OUTSIDE STORAGE <input type="checkbox"/> Yes <input type="checkbox"/> No	RAIL ■5 (Check 1) <input type="checkbox"/> Available <input type="checkbox"/> No <input type="checkbox"/> Yes	CRANE <input type="checkbox"/> Yes <input type="checkbox"/> No	
SURVEY <input type="checkbox"/> Yes <input type="checkbox"/> No	SOIL TEST (Check 1) <input type="checkbox"/> Construction Audit <input type="checkbox"/> Construction+Environmental <input type="checkbox"/> Environmental Audit <input type="checkbox"/> No <input type="checkbox"/> Yes				
SEWERS ■11 (Check 1) <input type="checkbox"/> None <input type="checkbox"/> Sanitary <input type="checkbox"/> Sanitary Available <input type="checkbox"/> Sanitary+Storm <input type="checkbox"/> Sanitary+Storm Available <input type="checkbox"/> Septic Available <input type="checkbox"/> Septic <input type="checkbox"/> Storm <input type="checkbox"/> Storm Available					

■1 USE IS MANDATORY IF "SALE OF BUSINESS" TYPE IS CHECKED

■2 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; INVESTMENT; OFFICE; STORE WITH APT/OFFICE

■3 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; FARM; INDUSTRIAL; INVESTMENT; LAND; OFFICE; STORE WITH APT/OFFICE

■4 MANDATORY IF TYPE IS --> OFFICE; STORE WITH APT/OFFICE

■5 MANDATORY IF TYPE IS --> INDUSTRIAL

■6 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; STORE WITH APT/OFFICE

■7 MANDATORY IF TYPE IS --> SALE OF BUSINESS; STORE WITH APT/OFFICE

■8 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; INVESTMENT; OFFICE; SALE OF BUSINESS; STORE W APT/OFFICE

■9 **NOT** MANDATORY IF TYPE IS --> LAND

■10 MANDATORY IF TYPE IS --> OFFICE

■11 MANDATORY IF TYPE IS --> LAND

■12 MANDATORY IF TYPE IS --> COMMERCIAL RETAIL; INDUSTRIAL; OFFICE; STORE WITH APT/OFFICE

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SELLERS
INITIALS

COMMENTS

REMARKS FOR CLIENTS (2000 characters)



COMMENTS (CONTINUED)

EXTRAS	(240 characters)
INCLUSIONS	(250 characters)
EXCLUSIONS	(250 characters)
RENTAL ITEMS	(250 characters)
REMARKS FOR BROKERAGES	(1000 characters)



SELLERS
INITIALS

FINANCIAL INFORMATION

FINANCIAL STATEMENT ♦ <input type="checkbox"/> Yes <input type="checkbox"/> No		CHATELS ♦ <input type="checkbox"/> Yes <input type="checkbox"/> No		FRANCHISE ♦ <input type="checkbox"/> Yes <input type="checkbox"/> No		DAYS OPEN ♦ <input type="checkbox"/> Open 1 Day <input type="checkbox"/> Open 2 Days <input type="checkbox"/> Open 3 Days <input type="checkbox"/> Open 4 Days <input type="checkbox"/> Open 5 Days <input type="checkbox"/> Open 6 Days <input type="checkbox"/> Open 7 Days <input type="checkbox"/> Varies			
HOURS OPEN (10 characters)				EMPLOYEES ♦		SEATS ♦		L.L.B.O ♦ <input type="checkbox"/> Yes <input type="checkbox"/> No	
BUSINESS/BUILDING NAME (100 characters)									
TAXES EXPENSE			INSURANCE EXPENSE			MANAGEMENT EXPENSE		MAINTENANCE EXPENSE	
HEAT EXPENSE			HYDRO EXPENSE			WATER EXPENSE		OTHER EXPENSE	
GROSS INCOME/SALES			VACANCY ALLOWANCE			OPERATING EXPENSE		NET INCOME BEFORE DEBT	
ESTIMATED INVENTORY VALUE AT COST			COMMON AREA UPCHARGE			PERCENTAGE RENT		EXPENSES ACTUAL/ESTIMATED ♦♦ <input type="checkbox"/> Actual <input type="checkbox"/> Estimated	
YEAR EXPENSE ♦♦									

♦ MANDATORY IF TYPE "SALE OF BUSINESS" IS CHECKED IN DETAILS SECTION

♦♦ COMPLETE ONLY IF YOU HAVE ENTERED ANY AMOUNT(S)

OTHER

LISTING BROKERAGE				LISTING BROKERAGE PHONE		LISTING BROKERAGE FAX	
SALESPERSON 1						SALESPERSON 1 PHONE	
SALESPERSON 2						SALESPERSON 2 PHONE	
COMMISSION TO CO-OPERATING BROKERAGE (40 characters)				SELLER PROPERTY INFO STATEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No		ENERGY CERTIFICATE <input type="checkbox"/> Yes <input type="checkbox"/> No	
CERTIFICATE LEVEL (25 characters)				GREEN PROPERTY INFO STATEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No		DISTRIBUTE TO INTERNET <input type="checkbox"/> Yes <input type="checkbox"/> No	
DISPLAY ADDRESS ON INTERNET <input type="checkbox"/> Yes <input type="checkbox"/> No		DISTRIBUTE TO DDF/IDX <input type="checkbox"/> Yes <input type="checkbox"/> No		PERMISSION TO CONTACT LISTING BROKER TO ADVERTISE <input type="checkbox"/> Yes <input type="checkbox"/> No			
APPOINTMENTS (14 characters)				SHOWING REQUIREMENTS (Max 6) <input type="checkbox"/> Go Direct <input type="checkbox"/> Lockbox <input type="checkbox"/> See Brokerage Remarks <input type="checkbox"/> Showing System <input type="checkbox"/> List Brokerage <input type="checkbox"/> List Salesperson			
OCCUPANCY (Check 1) <input type="checkbox"/> Owner + Tenant <input type="checkbox"/> Owner <input type="checkbox"/> Partial <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant						CONTACT AFTER EXPIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	
VIRTUAL TOUR URL (200 characters)							

OTHER (CONTINUED)

SALES BROCHURE URL (200 characters)

ADDITIONAL PICTURES URL (200 characters)

ALTERNATE FEATURE SHEET URL (200 characters)

MAP LOCATION URL (200 characters)

SOUND BITE URL (200 characters)

SELLER HEREBY ACKNOWLEDGES HAVING RECEIVED A COPY OF PART 2 OF 2 OF THE LISTING AGREEMENT.

SIGNATURE _____

DATE ____/____/____
MM DD YYYY

SIGNATURE _____

DATE ____/____/____
MM DD YYYY