



☐ 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

LEASE (Check 1)

☐ For Lease
☐ For Sub-Lease

LEASE PRICE

LIST PRICE CODE (Check one)

☐ Month ☐ Other ☐ Sq Ft Gross ☐ Sq M Net
☐ Gross Lease ☐ Per Acre ☐ Sq Ft Net
☐ Net Lease ☐ Per Sq Ft ☐ Sq M Gross

MINIMUM RENTAL TERM MONTHS

MAXIMUM RENTAL TERM MONTHS

CONTRACT COMMENCEMENT

EXPIRY DATE

MM / DD / YYYY

MM / DD / YYYY

AMOUNTS/DATES (CONTINUED)

POSSESSION DATE ♦		POSSESSION REMARKS ♦ (14 characters)		HOLDOVER DAYS	
MM / DD / YYYY					
TAXES	TAX TYPE (Check one)	TAX YEAR	ASSESSMENT	ASSESSMENT YEAR	
	<input type="checkbox"/> Annual <input type="checkbox"/> N/A <input type="checkbox"/> T&O <input type="checkbox"/> TMI				
LANDLORD NAME (200 characters)					
CONDO MAINTENANCE FEES MONTHLY					
MORTGAGE COMMENTS (140 characters)					

♦ ONE OF POSSESSION DATE OR POSSESSION REMARKS IS MANDATORY

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

FORM 592

REV. 08/2024



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**LANDLORD
INITIALS**

DETAILS (CONTINUED)

TYPE (Check 1)	CATEGORY (Check 1)	USE (Check 1)
<input type="checkbox"/> Sale of Business 1	<input type="checkbox"/> Without Property <input type="checkbox"/> With Property	<div> <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> <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> <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>
<input type="checkbox"/> Store W Apt/Office	<input type="checkbox"/> Store W Apt/Office	

FREESTANDING 2 <input type="checkbox"/> Yes <input type="checkbox"/> No	TOTAL AREA 3	TOTAL AREA CODE 3 (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 4	OFFICE APARTMENT AREA CODE 4 (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 5		INDUSTRIAL AREA CODE 5 (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 6		RETAIL AREA CODE 6 (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 7 <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 5 <div> <div>Feet</div> <div>Inches</div> </div>	SPRINKLERS 12 <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Yes	UTILITIES 3 <input type="checkbox"/> Available <input type="checkbox"/> None <input type="checkbox"/> Yes
BAY SIZE <div> <div>Width Feet</div> <div>Width Inches</div> <div>Length Feet</div> <div>Length Inches</div> </div>		

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

FORM 592

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**LANDLORD
INITIALS**

DETAILS (CONTINUED)

AMPS	VOLTS	WATER (Check 1)	WATER SUPPLY TYPE (Check 1)		AIR CONDITIONING a8
		<input type="checkbox"/> Both <input type="checkbox"/> Other <input type="checkbox"/> Municipal <input type="checkbox"/> Well <input type="checkbox"/> None	<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	<input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Yes	
HEAT TYPE a9 (Check 1)					WASHROOMS
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Baseboard</div> <div style="width: 33%;"><input type="checkbox"/> Gas Forced Air Closed</div> <div style="width: 33%;"><input type="checkbox"/> Oil Forced Air</div> <div style="width: 33%;"><input type="checkbox"/> Propane Gas</div> <div style="width: 33%;"><input type="checkbox"/> Water Radiators</div> <div style="width: 33%;"><input type="checkbox"/> Electric Forced Air</div> <div style="width: 33%;"><input type="checkbox"/> Gas Forced Air Open</div> <div style="width: 33%;"><input type="checkbox"/> Oil Hot Water</div> <div style="width: 33%;"><input type="checkbox"/> Radiant</div> <div style="width: 33%;"><input type="checkbox"/> Woodburning</div> <div style="width: 33%;"><input type="checkbox"/> Electric Hot Water</div> <div style="width: 33%;"><input type="checkbox"/> Gas Hot Water</div> <div style="width: 33%;"><input type="checkbox"/> Oil Steam</div> <div style="width: 33%;"><input type="checkbox"/> Solar</div> <div style="width: 33%;"><input type="checkbox"/> Fan Coil</div> <div style="width: 33%;"><input type="checkbox"/> None</div> <div style="width: 33%;"><input type="checkbox"/> Other</div> <div style="width: 33%;"><input type="checkbox"/> Steam Radiators</div> </div>					
TRUCK LEVEL SHIPPING DOORS # a5		TRUCK LEVEL SHIPPING DOORS DIMENSIONS a5			
		<div style="display: flex; justify-content: space-between;"> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Height Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Height Inches</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Width Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Width Inches</div> </div> </div>			
DOUBLE MAN SHIPPING DOORS # a5		DOUBLE MAN SHIPPING DOORS DIMENSIONS a5			
		<div style="display: flex; justify-content: space-between;"> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Height Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Height Inches</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Width Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Width Inches</div> </div> </div>			
DRIVE-IN LEVEL SHIPPING DOORS # a5		DRIVE-IN LEVEL SHIPPING DOORS DIMENSIONS a5			
		<div style="display: flex; justify-content: space-between;"> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Height Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Height Inches</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Width Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Width Inches</div> </div> </div>			
GRADE LEVEL SHIPPING DOORS # a5		GRADE LEVEL SHIPPING DOORS DIMENSIONS a5			
		<div style="display: flex; justify-content: space-between;"> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Height Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Height Inches</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Width Feet</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div>Width Inches</div> </div> </div>			
ELEVATOR a10 (Check 1)		GARAGE TYPE a8 (Check 1)			
<input type="checkbox"/> Freight+Public <input type="checkbox"/> Freight <input type="checkbox"/> None <input type="checkbox"/> Public		<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Boulevard</div> <div style="width: 33%;"><input type="checkbox"/> Lane</div> <div style="width: 33%;"><input type="checkbox"/> Pay</div> <div style="width: 33%;"><input type="checkbox"/> Single Detached</div> <div style="width: 33%;"><input type="checkbox"/> Visitor</div> <div style="width: 33%;"><input type="checkbox"/> Covered</div> <div style="width: 33%;"><input type="checkbox"/> None</div> <div style="width: 33%;"><input type="checkbox"/> Plaza</div> <div style="width: 33%;"><input type="checkbox"/> Street</div> <div style="width: 33%;"><input type="checkbox"/> Double Detached</div> <div style="width: 33%;"><input type="checkbox"/> Other</div> <div style="width: 33%;"><input type="checkbox"/> Public</div> <div style="width: 33%;"><input type="checkbox"/> Underground</div> <div style="width: 33%;"><input type="checkbox"/> In/Out</div> <div style="width: 33%;"><input type="checkbox"/> Outside/Surface</div> <div style="width: 33%;"><input type="checkbox"/> Reserved Assigned</div> <div style="width: 33%;"><input type="checkbox"/> Valet</div> </div>			
PARKING SPACES		NUMBER OF TRAILER PARKING SPOTS	OUTSIDE STORAGE	RAIL a5 (Check 1)	CRANE
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Available <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
SURVEY		SOIL TEST (Check 1)			
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Construction Audit <input type="checkbox"/> Construction+Environmental <input type="checkbox"/> Environmental Audit <input type="checkbox"/> No <input type="checkbox"/> Yes			
SEWERS a11 (Check 1)					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> None</div> <div style="width: 33%;"><input type="checkbox"/> Sanitary</div> <div style="width: 33%;"><input type="checkbox"/> Sanitary Available</div> <div style="width: 33%;"><input type="checkbox"/> Sanitary+Storm</div> <div style="width: 33%;"><input type="checkbox"/> Sanitary+Storm Available</div> <div style="width: 33%;"><input type="checkbox"/> Septic Available</div> <div style="width: 33%;"><input type="checkbox"/> Septic</div> <div style="width: 33%;"><input type="checkbox"/> Storm</div> <div style="width: 33%;"><input type="checkbox"/> Storm Available</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

FORM 592

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**LANDLORD
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)



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