

NEREN Commercial Lease Listing Input Form

*Denotes Required/Conditionally Required field

Status

*Comp Only: Yes / No If yes, *Comp Type: Listed Outside the MLS/Represented Buyer
 *Date – Contract: _____ (effective 2/7/17)

Listing Information

Listed in other Prop Type – Yes / No If yes, Primary MLS#: _____

*Sub Property Type:

Business	Industrial	Multi-Family	Other
Development	Investment	Office	Retail
Hospitality	Land	Opportunity	Vacant Land

Sub Property Type Use:

Amusement/Recreation	Country Store	Historic Building	Retail Condo
Bank	Dairy	Industrial	Retail Strip
Bed/Breakfast	Distribution Facility	Light Manufacturing	Self Storage
Business Only	Food Service	Lodging	Shopping Mall
Business w/ Real Estate	Free Standing Building	Mill Building	Storefront
Campground	Garage	Office Building	Warehouse
Church	Gas Station	Office Condo	Working Farm
Convenience Store	Heavy Manufactured	Other	

*Listing Type:

Exclusive Agency
Exclusive Right
Open

*List Agent: _____

Co List Agent: _____

Co List Office: _____

*Date - MLS List: _____ *Date – Expiration: _____

*Price- Lease: _____ *Per: \$ / SqFt

*Lease Amount Frequency:

Annually	Daily	Other	Weekly
Bi-Weekly	Monthly	Seasonal	

*Lease Type:

Lease/Sublease: Lease / Sublease

Gross	Modified Gross	NN	NNN	Other
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Location

*State: _____ *County: _____ *City: _____ *Zip: _____

Village/Dist/Locale: _____

*Address – Number: _____ *Street Name: _____ Street Type: _____

Unit/Lot #: _____ Project Building Name: _____

*Mapping/Validate Map - Latitude: _____ Longitude: _____

Submarket:

Bangor/Brewer	Exeter	Littleton	Newport/Claremont	VT – Other
Bennington	Greater Portland	MA – Other	NH – Other	Waterville/Augusta
Biddeford/Saco	Hampton/Seabrook	Manchester	Plymouth	Wells/Ogunquit
Boston	Hanover/Lebanon	ME – Other	Portsmouth	Woodstock
Brattleboro	Keene	Merrimack Valley	Rutland	Woodstock/Lincoln
Brlngtn/So. Brlngtn/Colchstr	Kennebunk/Kennebunkport	Metro West	Salem/Windham/Pelham	Worcester
Brunswick/Topsham	Kittery/York/Eliot	Middlebury	Sanford	
Concord	Lakes Region	Milford/Wilton	Springfield	
Conway/N Conway	Leicester	Montpelier	St. Albans	
Dov/Roc/Som	Lewiston/Auburn	Nashua	St. Johnsbury	

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Directions (300 characters):

Area Description:

Abuts Conservation	In Town	Near Paths	Neighborhood	Tidal
Abuts Golf Course	Industrial Park	Near Public Transportation	Office Park	Valley
Adjoins St/Nat'l Forest	Island	Near Railroad	Other	Village
Business District	Mountain	Near Shopping	Preservation Dist.	
Commercial Zoning	Near Country Club	Near Skiing	Rural	
Historic District	Near Golf Course	Near Snowmobile Trails	Suburban	

*Zoning: _____

Structure

Building Number: _____ Total Units: _____ *Year Built: _____

SqFt – Total Building: _____ SqFt – Total Available: _____

SqFt – Apx Building Source: _____ SqFt – Total Source: _____

Appraiser	Builder	Measured	Other
Architect	Engineer	Municipal	

Appraiser	Builder	Measured	Other
Architect	Engineer	Municipal	

Divisible SqFt: Yes / No / Unknown

Divisible SqFt Min: _____ Divisible SqFt Max: _____

of Stories: _____

*Basement: Yes / No If Yes, *Basement Access Type: Interior / Walkout / Walk-up

*Basement Description:

Apartments	Daylight	Gravel	Partially Finished	Storage - Locked
Bulkhead	Dirt	Insulated	Roughed In	Storage Space
Climate Controlled	Dirt Floor	No Tenant Access	Slab	Stubbed In
Concrete	Finished	None	Stairs - Exterior	Sump Pump
Concrete Floor	Frost Wall	Other	Stairs - Interior	Unfinished
Crawl Space	Full	Partial	Storage - Assigned	

Foundation:

Axle	Fieldstone	Marble	Poured Concrete	Stone
Below Frost Line	Granite	None	Skirted	Treated Lumber
Block	Gravel/Pad	Other	Slab – Concrete	Wheels
Brick	Hitch	Pier/Column	Slab – Floating	Wood
Concrete	Insulated Concrete Forms	Post/Piers	Slab w/ Frost Wall	

Roof:

Bitumen	Membrane	Shake	Shingle - Other	Tile
Channel	Metal	Shingle	Shingle - Wood	Vegetated
Corrugated	Other	Shingle - Architectural	Slate	Wood
Fiberglass	Reflective	Shingle - Asphalt	Standing Seam	
Flat	Rolled	Shingle - Fiberglass	Tar and Gravel	

Construction:

Aluminum	Insulation - FiberglassBlwn	Masonry	Steel Frame
Concrete Tilt Up	Insulation - Foam	Metal	Stick Built Off-Site
Earth Berm	Insulation – Foam/ClkAirSl	Modular	Timber Frame
Green Features – See Rmrks	LEEDS	Modular Prefab	Wood Frame
Insulated Concrete Forms	Log Home	Other	
Insulation - Cellulose	Manufactured Home	Post and Beam	

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*Exterior:

Aluminum	Cement	Log Home	Stone
Asbestos	Clapboard	Log Siding	Stucco
Asphalt	Combination	Masonite	T-111
Block	Composition	Metal	Vertical
Board and Batten	Concrete	Metal Clad	Vinyl
Brick	Glass	Other	Vinyl Siding
Brick Veneer	Granite	Shake	Wood
Cedar	Hardwood	Shingle	Wood Siding

Total Loading Docks: _____ Dock Height: _____ Dock Levelers: _____
 Total Drive-in Doors: _____ Door Height: _____ Ceiling Height: _____
 Total Elevators: _____

Features

Features – Commercial:

Additional Outbuildings	Heat Included	Phone System	Water Efficient
Built on Brownfield	Inventory Included	Public Restrooms	Waterless Urinals
Drip Irrigation	Irrigatn By OnSite WtrSrc	Rain Garden	Wetlands
Dry Pond	Living Space Available	Security System	Windows – Glazed
EAS Available	Low Flow Water Fixture	Sensor Water Fixture	Windows – U-Valve
Fence – Full	Native	Showers	In-Unit Bathroom
Fire System	Office Equip – Energy Star	Smart Irrigation Contrlrs	
Elevator - Freight	Other	Smoke/Heat Detectors	
Furniture Included	Elevator – Passenger	Stair Escalator	

Features – Accessibility:

3 Ft. Doors	Bathroom w/ Tub	1 st Floor Bedroom	Multi-Level w/ Lift
Access Common Use Areas	Bathroom w/Wall Blocking	1 st Floor Full Bathroom	Multi-level w/Stack Closet
Access Laundry No Steps	Bathroom Blocking in Wall	1 st Floor Hard Surface Floor	No Stairs
Access Mailboxes No Steps	Easy Grip Door Hardware	1 st Floor Laundry	No Stairs from Parking
Access Parking	Grab Bars in Bathroom	1 st Floor Low Pile Carpet	One-Level Business
Access Restrooms	Handicap Modified	Kitchen w/5 Ft. Diameter	One-Level Home
Accessibility Features	Hard Surface Flooring	Low Pile Carpet	Paved Parking
Bathroom w/5 Ft. Diameter	1 st Floor ½ Bathroom	Low Pressure Door Opening	Zero-Step Entry Ramp
Bathroom w/Roll-in Shower	1 st Floor 3 Ft. Doors	Multi-Levl Bus w/ Elevator	
Bathroom w/Step-in Shower	1 st Floor ¾ Bathroom	Multi-Level w/4 Ft. Stairs	

Air Conditioning Percent: _____ Sprinkler: Dry / FSR / Other / Wet

Equipment:

Antenna	Indoor Air PLUS Package	Other	Smoke Detector – Hard Wired
Central Vacuum	Intercom	Radon Mitigation	Smoke Det – HrdWrd w/Batt
Co Detector	Irrigation – Rain Barrels	Satellite	Sprinkler System
Deduct Meter	Irrigation Meter	Satellite Dish	Whole Building Ventilation
Dehumidifier	Irrigation System	Security System	
Energy Recvry Ventlatr Unit	Non-Toxic Pest Control	Smoke Detector	
Humidifier	None	Smoke Detector - Battery	

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Signage: Adequate / None / Some / Unlimited

Transport/Access:

City Street	Near Airport	Rail Available	Town Highway
Deep Water Access	Other	Rail Spur Siding	Paved
Major Road Access	Public Transportation	State Highway	Unpaved

Traffic Count: _____ Unit Level: _____

Unit Type:

Business Opportunity	Industrial	Office	Residential	Shopping Center
Hospitality	Medical	Other	Retail	Storage

Railroad Available: Yes / No / Unknown Railroad Provider: _____

Green Verification Program (3 sets, if needed):

Blower Door Test	Indoor airPLUS	Passive House (PHIUS+)
ENERGY STAR Certified Homes	LEED for Homes	Residential New Construction Svcs
EnerPhit	NGBS New Construction	Vermont Home Energy Profile
HERS	NGBS Small Project Remodel	WaterSense
Home Energy Score	NGBS Whole-Home Remodel	Zero Energy Ready Home (DOE Challenge Home)
Home Performance with ENERGY STAR	OTHER	

Green Verification Body:

DOE	Local Provider from USDOE
Efficiency Vermont	Passive House Institute Quality Approved Passive House
EPA	Passive House Institute US PHIUS+
Home Innovation Research Labs	RESNET
Local Provider	USGBC

Green Verification Status: Official / Preliminary Green Verification Year: _____

Green Verification Rating:

Bronze	Gold	Silver
Certified	PHIUS+ Certified Efficiency	Vermont Certified Efficiency
Emerald	Platinum	Vermont High Performance Home

Green Verification Metric: _____ Green Verification New Construction: Yes / No

Green Verification URL: _____

Lot

Lot – Acres: _____ *Road Frontage: Yes / No / TBD If Yes, Road Frontage Length: _____

Lot Description:

Agricultural	Farm	Lowland	River	Subdivision
Airport Community	Farm – Dairy	Major Road Frontage	River Frontage	Timber
Alternative Lots Avail	Farm – Horse/Animal	Mountain View	Rolling	Trail/Near Trail
Alternative Styles Avail	Field/Pasture	Neighbor Business	Secluded	View
Canal	Hilly	Open	Sidewalks	Walking Trails
City Lot	Interior Lot	Orchards	Ski Area	Water View
Condo Development	Lake Access	Other	Ski Trailside	Waterfall
Conserved Land	Lake Frontage	Pond	Slight	Waterfront
Corner	Lake View	Pond Frontage	Sloping	Wetlands
Country Setting	Lakes	Pond Site	Special Assessment	Wooded
Curbing	Landscaped	PRD/PUD	Steep	
Deed Restricted	Leased	Recreational	Stream	
Deep Water Access	Level	Rental Complex	Street lights	

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ROW - Parcel Access: Yes / No / Unknown If Yes, ROW – Width: _____ ROW – Length: _____
 ROW to other Parcel: Yes / No / Unknown

Water Body Access:

Owned	Shared Private	View Only
Right of Way	Town Residents Only	

Water Body Name: _____

Water Body Type:

Bay	Cove	Harbor	Ocean	River
Brook	Creek	Lake	Pond	Stream

Water Frontage Length: _____ Water Restrictions: Yes / No

Utilities

Gas – Natural Available: Yes / No / Unknown

Electric:

100 Amp	60 AMP	None	Solar PV – Ground Mount
110 Volt	At Street	Off Grid	Solar PV – Roof Mount
150 Amp	Circuit Breaker(s)	Off Peak	Underground
200 Amp	Combo	On Adjacent Property	Wind/Solar
220 Plug	Fuses	On-Site	
220 Volt	Generator	Other	
3 Phase	Generator Ready	Soar PV	

Heating:

Air to Air Heat Exchanger	Geothermal	Other	Stove
Alternative Heat Stove	Gravity	Passive Solar	Stove – 2
Baseboard	Heat Pump	Programmable Thermostat	Stove – 3
Blowers	Hot Air	Radiant	Stove – Coal
Direct Vent	Hot Water	Radiant Ceiling	Stove -Gas
Electric	House Unit	Radiant Electric	Stove – Pellet
Energy Star System	In Ceiling	Radiant Floor	Stove – Wood
Floor Furnace	In Floor	Radiator	Wall Furnace
Forced Air	Individual	Rented Burner	Wall Units
Gas Heater	Monitor Type	Rented Heater	Wood Boiler
Gas Heater – Unvented	Multi Zone	Space Heater	
Gas Heater - Vented	None	Steam	

Heat Fuel:

Coal	Gas – Natural	Kerosene	Other
Convection	Gas – Natural Available	Multi Fuel	Pellet
Electric	Geothermal	None	Solar
Gas – LP/Bottle	Gravity	Oil	Wood

Cooling:

Air Conditioner	Central AC	None	Wall Units
Air Conditioning Units	Energy Star System	Other	Whole House Fan
Attic Fan	Individual	Programmable Thermostat	Window AC
Blowers	Multi Zone	Wall AC	

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***Water:**

Cistern	Grey Water Reuse	Other	Reverse Osmosis
Community	Included	Private	Shared
Deeded	Infrared Light	Public	Spring
Drilled Well	Metered	Public Water – At Street	Unknown
Driven Point	None	Public Water – On-Site	
Dug Well	On-Site Well Exists	Purifier/Soft	
Energy Star	On-Site Well Needed	Reclaimed	

***Sewer:**

500 Gallon	Grey Water	Mound	Public Sewer On-Site
750 Gallon	Holding Tank	None	Pump Up
1000 Gallon	Leach Field	On-Site Septic Exists	Pumping Station
1250 Gallon	Leach Field – At Grade	On-Site Septic Needed	Replacement Field – Off Site
1500+ Gallon	Leach Field – Conventional	Other	Replacement Field – On Site
Alternative System	Leach Field – Existing	Plastic	Replacement Leach Field
Cesspool	Leach Field – Mound	Private	Septic
Community	Leach Field – Off-Site	Private Available	Septic Design Available
Concrete	Leach Field – On-Site	Public	Septic Shared
Deeded	Metal	Public Available	Soil Test Available
Drywell	Metered	Public Sewer at Street	Unknown

***Services:**

Cable	Gas – LP/Bottle	Internet – Fiber Optic	Telephone at Site
Cable – At Site	Gas – On-Site	Internet -Fixed Wireless	Telephone Available
Cable – Available	Gas – Underground	Multi Phone Lines	Underground Utilities
DSL	High Speed Internet – At Site	None	Other
DSL – Available	High Speed Internet – Avail	Satellite	
Fiber Optic Internet Avail	Internet – Cable	Satellite Internet	
Gas – At Street	Internet – Dial-up	T1 Available	

Fuel Company: _____

Electric Company: _____

Phone Company: _____

Cable Company: _____

Management Company: _____

Management Company Phone: _____

Compensation

Compensation Based on: Gross Sales Price / Net Sales Price

SubAgency: _____ SubAgency Type: \$ / % Buyer Agency: _____ Buyer Agency Type: \$ / %

NonAgency Facilitator: _____ NonAgency Facilitator Type: \$ / %

Transactional Broker (ME Only): _____ Transactional Broker Type: \$ / %

See Non-Public Remarks Regarding Compensation: Yes / No

Remarks / Disclosures

*Listing Service: Entry Only / Full Service / Limited Service

*Short Sale: Yes / No

*Foreclosed/Bank-Owned/REO: Yes / No

*Variable Commission: Yes / No

Documents Available:

Access Permit	Deed	Property Disclosure	State Permit
Aerials	Driveway Permit	Pubic Offering	State Wastewater Permit
Association Docs	Home Energy Rating Cert.	Reserves	Storm Water Permits
Blueprints	Labor/Industry Permit	Results Available	Storm Water Dischrg Permt
Building Permit	Lease Agreements	Right-Of-Way (ROW)	Survey

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Building Plans	None	Septic Design	Tax Map
Certificate CC/CO	Other	Septic Report	Town Approvals
Certificate of Compliance	PERC Test	Site Investigations	Town Permit
Certificate of Occupancy	Plat/Grid Map	Soil Data/USDA Map	
Covenants	Plot Plan	State Land-Use Permit	

*Seasonal: Yes / No / Unknown

*Flood Zone: Yes / No / Unknown

Remarks – Public (1,500 characters):

Remarks – Advertising (2,000 characters):

Remarks - Non-Public (500 characters):

Remarks - Intra-Firm (200 characters):

Occupant / Showing Information

Showing Instructions:

12 Hour Notice	Call Property Manager	Leave Message	Showings by Email
24 Hour Notice	Call Tenant 1 st	Lockbox	ShowingTime 800-746-9464
48 Hour Notice	Combo Lockbox	Other	Sign on Property
Accushow 888-474-6996	Day Sleeper	Owner Occupied	Single Broker Showing
Appointment	Electronic Lockbox	Pets	Tenant Occupied
Assisted Showings Req'd	Email Co-List Agent	Pins	Vacant
Call List Agent	Flagged	Power Off	Winterized
Call List Broker	Key at List Office	Security System	Email Listing Agent
Call List Office	Key Lockbox	See Remarks – Non-Public	
Call Owner 1st	Leave Card/Sign-In	Showing Via Appt Service	

Showing Service: None / ShowingTime

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Virtual Tours

*Property Panorama Virtual Tour: Yes / No

Property Panorama VTour URL: ____ (Will auto-populate if meets criteria and office and listing are set to "yes") _____

Unbranded Tour URL 1: _____

Unbranded Tour URL 2: _____

Branded Tour URL: _____

Data Authorizations

*Display Listing- Internet: Yes / No

*Realtor.com: No / Yes

*Homes.com: No / Yes

*ListHub: Yes / No

*Allow Blogging: Yes / No

*Display Address – Internet: Yes / No

*Zillow Group: No / Yes

*RPR: No / Yes

*Allow AVM: Yes / No