

# Commercial Industrial For Lease Listing Input Form (*Printed Version*)

**AutoFill is not guaranteed. The MLS is not responsible for the accuracy of AutoFill information which is taken from Tax records. All AutoFill fields can be altered manually after the fill is complete.**

**\* = Required Information    A=AutoFill**

## GENERAL INFORMATION

Building Type \*

- DL Research & Development     IL Comm Ind For Lease     LT Loft     ML Manufacturing  
 OL Office     OT Other     RL Retail     UL Mixed Use     WL Warehouse

MLS Area Code (4) \*

House# (6) - A \*

Direction - A \*

Street Name (20) - A \*

City (16) - A \*

County

Zip (5) - A \*

APN- Assessors Parcel Number (16) - A

List Price (8) \*

List Date (10) \*

Expire Date (10) \*

Dual Variable \*

- N - No     Y - Yes

Comp to Selling Office (6) \*

Comp Type \*

- \$     %

Compensation Remarks (500 Characters)

Zoning (4)

Listing Type \*

- ER - Exclusive Right  NT - Net  OP - Open  SR - Seller Reserved

Listing Service \*

- E - Entry Only  F - Full Service  L - Limited Service

Census Tract - A

Listing Agent Name (20) \*

Listing Agent DRE# \*

Listing Broker DRE# \*

Co-List Agent Name (20)

Co List Agent DRE#

Tot Sq Ft of Bldg - A \*

Available Sq Ft \*

Min Sq Ft for Lease \*

Tot # Parking Spaces \*

Tot # Garage & Parking Spaces

Year Built (4) - A \*

General Description of Property (40)

Present Use (30)

Primary Use \*

- Heavy Industrial  Light Industrial  Manufacturing  Office  Retail  Service

Directions to Property (31) \*

District/Neighborhood/Subdivision (16) \*

Cross Street (16) \*

Primary Showing Contact

Primary Showing Phone

Showing (31) \*

Showing Schedule Link

Occupied By \*

Manager  Owner  Tenant  Vacant

Apx Lot Acres (7) -A \*

Apx Lot Sq Ft (7) - A \*

Tax Database ID

Alameda  Contra Costa

Tax ID

Disclosures Link

Branded Media Link

Branded Media Link 2

Unbranded Media Link

Unbranded Media Link 2

Printed Neighborhood Rpt \*

N - No  Y - Yes

VOW Include \*

Yes  No

VOW Address \*

Yes  No

VOW Comment \*

Yes  No

VOW AVM \*

Yes  No

V - Internet Display

V1 - Full Street Address  V2 - Partial Street Name  V3 - No Address

ZZ - Internet Sites

ZZ1 - Yes - All Sites  ZZ2 - No - No Sites

**REMARKS**

Confidential Remarks (1000 Characters)

Remarks (1000 Characters)

**FEATURES**

A - Ceiling Height

- A1 - Under 12 Ft  A2 - 12 Ft - 18 Ft  A3 - Over 18 Ft

C - Cooling

- C1 - Area A/C  C2 - Central 1 Zone A/C  C3 - Window Unit  C4 - Other  
 C5 - Heat Pump  C6 - MultiUnits  C7 - Room Air  C8 - See Remarks  
 C9 - Roof Package Joint  C10 - Roof Package Separate  C11 - Zoned Air  
 C12 - MultiZone  C13 - Individual Air  C14 - None

## B - Commercial Type

- B1 - Commercial
- B2 - Garage/Auto
- B3 - Industrial - Heavy
- B4 - Industrial - Light
- B5 - Industrial Warehouse
- B6 - Manufacturing
- B7 - Medical/Dental
- B8 - Office Building
- B9 - Research & Development
- B10 - Retail
- B11 - Service
- B12 - Shopping Center
- B13 - Vacant Land
- B14 - Other
- B15 - Auto Dealer
- B16 - Auto Service
- B17 - Bakery
- B18 - Bar/Tavern/Lounge
- B19 - Barber/Beauty
- B20 - Bed & Breakfast
- B21 - Books/Cards/Stationary
- B22 - Car Wash
- B23 - Catering
- B24 - Cleaning/Laundry
- B25 - Commercial/Retail
- B26 - Convalescent
- B27 - Deli
- B28 - Drugstore
- B29 - Fast Food
- B30 - Florist
- B31 - Furniture
- B32 - Gift/Boutique
- B33 - Grocery
- B34 - Hardware
- B35 - Hotel/Motel
- B36 - Laundromat
- B37 - Liquor Store
- B38 - Live Work
- B39 - Marine Industrial
- B40 - Meats
- B41 - Mixed
- B42 - Mobile Home Park
- B43 - None
- B44 - Nursery
- B45 - Pet Shop
- B46 - Printing
- B47 - Professional Service
- B48 - Recreational
- B49 - Religious
- B50 - Residential
- B51 - Restaurant
- B52 - School
- B53 - Service Station
- B54 - Storage
- B55 - Storage Tank
- B56 - Warehouse
- B57 - Wholesale
- B58 - Winery

## D - Disclosure/Zones \*

- D1 - Agt Related To Principal
- D2 - Current Business License
- D3 - Exclusions - See Remarks
- D4 - First Right of Refusal
- D5 - Mello-Roos
- D6 - Owner is Lic Real Est Agt
- D7 - Probate/Court
- D8 - Probate/Independent Adm
- D9 - Rent Control
- D10 - Special Assmt/Bonds
- D11 - Special Flood Haz Area
- D12 - Special Studies Zone
- D13 - None
- D14 - Other - Call/See Agent
- D15 - Airport Disclosure
- D16 - Hospital Nearby
- D17 - Hotel/Motel Nearby
- D18 - Land Trust Restrictions
- D19 - Shopping Cntr Nearby
- D20 - Restaurant Nearby
- D21 - Disclosure Package Avail
- D22 - Disclosure Statement
- D23 - Lead Hazard Disclosure
- D24 - Nat Hazard Disclosure
- D25 - Seismic Hazards Zone
- D26 - Not Mapped

## E - Exterior \*

- E1 - Block
- E2 - Brick
- E3 - Brick/Veneer
- E4 - Concrete
- E5 - Masonry
- E6 - Metal
- E7 - Steel Block
- E8 - Stucco
- E9 - Tilt-Up
- E10 - Wood/Frame
- E11 - None
- E12 - Other
- E13 - Alcan Skirt
- E14 - Aluminum Siding
- E15 - Aluminum Skirt
- E16 - Asphalt
- E17 - Block Skirt
- E18 - Brick Skirt
- E19 - Brick Veneer Skirt
- E20 - Composition Shingles
- E21 - Concrete Block
- E22 - Fiberglass Skirt
- E23 - Glass Curtain Wall
- E24 - Lap
- E25 - Lap Skirt
- E26 - Log
- E27 - Masonite
- E28 - Masonite Skirt
- E29 - Metal Skirt
- E30 - No Skirt
- E31 - Other Skirt
- E32 - Plaster
- E33 - Rock Skirt
- E34 - Shingles
- E35 - Siding - Cement
- E36 - Siding - Fiberglass
- E37 - Siding - Lap
- E38 - Siding - Metal
- E39 - Siding - Other
- E40 - Siding - Vinyl
- E41 - Siding - Wood
- E42 - Steel
- E43 - Stone
- E44 - Wood Shingles
- E45 - Siding - Redwood
- E46 - Siding - Stone
- E47 - Siding - Stucco
- E48 - Stone Skirt
- E49 - Stucco & Stone
- E50 - Styrofoam Skirt
- E51 - Vinyl Skirt
- E52 - Wood
- E53 - Wood Skirt
- E54 - Fiber Cement
- E55 - Glass
- E56 - Siding - Shingle

## F - Floors \*

- F1 - Brick
- F2 - Ceramic Tile
- F3 - Concrete Slab
- F4 - Hardwood Floors
- F5 - Linoleum
- F6 - Partially Carpeted
- F7 - Unfinished
- F8 - Vinyl
- F9 - W/W Carpeting
- F10 - Wood
- F11 - None
- F12 - Other
- F13 - See Remarks
- F14 - Carpet
- F15 - Tile
- F16 - Combo of Materials
- F17 - Heavy Duty

## G - Garage/Parking \*

- G1 - Carport(s)
- G2 - Class A Garage
- G3 - Common Parking Areas
- G4 - Enclosed Garage
- G5 - Private Lot
- G6 - Room for Truck Parking
- G7 - Security Garage
- G8 - Spaces Assigned
- G9 - Street Parking
- G10 - None
- G11 - Other
- G12 - Commercial Vehicle Allowd
- G13 - Common Area Assigned
- G14 - Common Area Shared
- G15 - Covered Parking
- G16 - Electric Gate
- G17 - Exclusive
- G18 - Garage Parking
- G19 - Leased Parking Area
- G20 - Lighted
- G21 - Metered
- G22 - Offsite
- G23 - Open
- G24 - Parking Lot 1 Block
- G25 - Private
- G26 - Public
- G27 - Space Per Unit - 1
- G28 - Underground Parking

## H - Heating

- H1 - Central Gravity
- H2 - Electric
- H3 - Floor Furnace
- H4 - Forced Air 1 Zone
- H5 - Gas
- H6 - Radiant
- H7 - Solar
- H8 - Space
- H9 - Steam
- H10 - Wall Furnace
- H11 - No Heat
- H12 - Other Heat
- H13 - Propane
- H14 - Hot Water
- H15 - MultiUnits
- H16 - Oil
- H17 - See Remarks
- H18 - Wood Stove
- H19 - Baseboard
- H20 - Common
- H21 - Heat Pump
- H22 - MultiZone
- H23 - Roof Package Joint
- H24 - Roof Package Separate
- H25 - Zoned Heat

L - Leasee Expenses \*

- L1 - Electric
- L2 - Elevator
- L3 - Exterior Maintenance
- L4 - Fire Insurance
- L5 - Gas
- L6 - Glass Insurance
- L7 - Grounds Maintenance
- L8 - HVAC Maintenance
- L9 - Interior Maintenance
- L10 - Janitorial
- L11 - Liability Insurance
- L12 - Merchants Association
- L13 - Roof Maintenance
- L14 - Sewer
- L15 - Site Maintenance
- L16 - Tax Escalation Clause
- L17 - Taxes
- L18 - Trash
- L19 - Water
- L20 - None
- L21 - Other

I - Lease Includes \*

- I1 - Allowance For Improvement
- I2 - Custom Lessee Improvement
- I3 - Partitions
- I4 - Secretarial Service
- I5 - Space Parking
- I6 - Space Planning
- I7 - None
- I8 - Other
- I9 - Building Only
- I10 - Building/Land
- I11 - Equipment
- I12 - Furniture
- I13 - Inventory
- I14 - Leasehold Improvements
- I15 - Personal Property
- I16 - Security Service

J - Lease Terms Available \*

- J1 - Less than 2 Years
- J2 - 2 To 5 Years
- J3 - 5 To 10 Years
- J4 - Over 10 Years
- J5 - Month to Month
- J6 - Option to Renew
- J7 - None
- J8 - Other

K - Lease Type \*

- K1 - % Clause
- K2 - Cost Of Liv Escalation Cl
- K3 - Covenant
- K4 - Full Service
- K5 - Gross
- K6 - Net
- K7 - Net Net
- K8 - Purchase Option Available
- K9 - Straight
- K10 - Sublease
- K11 - Tax Clause
- K12 - Triple Net
- K13 - None
- K14 - Other
- K15 - 1 Year
- K16 - 11-15 Years
- K17 - 16+ Years
- K18 - 2 Years
- K19 - 3 Years
- K21 - 4 Years
- K22 - 5 Years
- K23 - 6-10 Years
- K24 - Common Area Maintenance
- K25 - Month to Month
- K27 - Renewal Option
- K28 - Fixed
- K29 - Fixed +% Gross
- K30 - Percentage
- K31 - Security Deposit Required
- K32 - Tax Increase Esc

M - Local Government \*

- M1 - Neighborhood Approval
- M2 - Public Hearing
- M3 - Type of Business Allowed
- M4 - Use Permit
- M5 - None
- M6 - Other

N - Location \*

- N1 - Corner
- N2 - Inside
- N3 - Shopping Center
- N4 - Professional Center
- N5 - Business District
- N6 - Industrial District
- N7 - Mid-Block
- N8 - Strip Retail
- N9 - None
- N10 - Other
- N11 - BART Nearby
- N12 - Business Park
- N13 - City
- N14 - Commercial
- N15 - County
- N16 - Cul-De-Sac
- N17 - Free Standing
- N18 - Freeway Nearby
- N19 - Hospital Nearby
- N20 - In Home
- N21 - Mall
- N22 - Neighborhood
- N23 - Neighborhood Commercial
- N24 - Public Transport Nearby
- N25 - Residential Area
- N26 - Restaurant Nearby
- N27 - Rural
- N28 - See Remarks
- N29 - Shopping Center Nearby
- N30 - Shopping Nearby
- N31 - Warehouse

O - Miscellaneous

- O1 - Approved RR Spur/Siding
- O2 - Burglar Alarm
- O3 - Counters
- O4 - Display Case
- O5 - Elevator
- O6 - Existing Lease
- O7 - Fenced Yard
- O8 - Fire Alarm
- O9 - Fire Sprinkler System
- O10 - Floor Drain
- O11 - Free Standing Building
- O12 - Gas Tanks and Pumps
- O13 - Limited Wheelchair Access
- O14 - Major Tenant(s)
- O15 - Month to Month
- O16 - Paved Yard
- O17 - Overhead Crane
- O18 - Refrigerators
- O19 - Shelving
- O20 - Show Windows
- O21 - Smoke Detector
- O22 - Steam Cleaning
- O23 - Trade Fixtures
- O24 - Wheelchair Access
- O25 - Other
- O26 - 1 Restroom Per Unit
- O27 - Basement
- O28 - Beam and Post Ceilings
- O29 - Cafeteria
- O30 - Clear Span Ceilings
- O31 - Cold Storage
- O32 - Conference Room
- O33 - Display Window
- O34 - Dumpster
- O35 - Escalator(s)
- O36 - Extra Storage
- O37 - Front Sign
- O38 - Gas Pump
- O39 - Gas Tank
- O40 - Hydrant(s)
- O41 - Individ Thermostat Contrl
- O42 - Intercom
- O43 - Kitchen Facilities
- O44 - Landscaping
- O45 - Living Area in Building
- O46 - Major Tenant
- O47 - Manager's Office
- O48 - Meeting Facilities
- O49 - Multiple Tenant Building
- O50 - Multi-Wire
- O51 - Other Restroom Facilities
- O52 - Patio
- O53 - Pole Sign
- O54 - Reception Area
- O55 - Recreation Facility
- O56 - Refrigeration
- O57 - Restroom(s)-Private
- O58 - Restroom(s)-Public
- O59 - Roof Sign
- O60 - See Remarks
- O61 - Showroom
- O62 - Sprinkler System Landscap
- O63 - Sprinkler System Lawn
- O64 - Suspended Ceilings
- O65 - Telephone System
- O66 - Washer/Dryer Leased
- O67 - Washer/Dryer Owned
- O68 - Exterior-Excellent
- O69 - Exterior-Fair
- O70 - Exterior-Good
- O71 - Exterior-Very Good
- O72 - Fixer
- O73 - Interior-Excellent
- O74 - Interior-Fair
- O75 - Interior-Good
- O76 - Interior-Very Good
- O77 - New Construction
- O78 - Accessibl Approach w Ramp
- O79 - Access Bathrm(s)-Handicap
- O80 - Accessible Doors-Handicap
- O81 - Accessibl Elevator InstlId
- O82 - Accessibl Kitchen-Handicap
- O83 - Flashing Warnings-Handicp
- O84 - Grab Bars
- O85 - Handicapped Features
- O86 - Lowered Switch(s)
- O87 - Parking-Handicap
- O88 - Fire Escape
- O89 - Fire Suppression System
- O90 - Security Fence
- O91 - Security Gate
- O92 - Security Lights
- O93 - Security Patrol
- O94 - Security System Leased
- O95 - Security System Owned
- O96 - Vault
- O97 - Video System

P - Possession \*

- P1 - Negotiable  P2 - Tenant's Rights  P3 - None  P4 - Other  P5 - Rental Agreement  
 P6 - See Remarks  P7 - Seller Rent Back  P8 - Immediate  P9 - Close Of Escrow

Q - Reports \*

- Q1 - Asbestos  Q2 - City Inspection  Q3 - Electrical Report  Q4 - Engineer's Report  
 Q5 - Fire Inspection  Q6 - Furnace Inspection  Q7 - Health Inspection  
 Q8 - Pest Control Report  Q9 - Pool Inspection  Q10 - Roof Report  Q11 - None  
 Q12 - Other  Q13 - Acoustical Report  Q14 - Aerial Map  Q15 - Agricultural  
 Q16 - Agricultural Preserve  Q17 - Architectural Plans  Q18 - Blueprints Available  
 Q19 - Boiler Inspection  Q20 - Building Plans  Q21 - Coastal Commissions Juris  
 Q22 - Coastal Zone  Q23 - Contract for Crop  Q24 - Contractors Bid  
 Q25 - Deed Restricted  Q26 - Demolition Report  Q27 - Energy Audit  
 Q28 - Environmental Hazards Rpt  Q29 - Estoppel Certificate  
 Q30 - Existing Structure Report  Q31 - Expenses Available  Q32 - Fire Zone  
 Q33 - Flood Insurance Required  Q34 - Flood Zone  Q35 - Geological Report  
 Q36 - Geotechnical Report  Q37 - Geothermal  Q38 - Hillside  Q39 - Historical  
 Q40 - Lateral Sewer Inspect Req  Q41 - Lead Inspection Report  Q42 - Livestock Possible  
 Q43 - Local Assessments  Q44 - Mineral Rights Partial  Q45 - Moratoria In Effect  
 Q46 - Open Space Corridor  Q47 - Pest Certification Avail  Q48 - Possible Wetlands  
 Q49 - Potential Rezone  Q50 - Preliminary Title Report  Q51 - Property Inspection  
 Q52 - Redevelopment Area  Q53 - Rental/Lease Agreement  Q54 - Right Of Way  
 Q55 - Road Agreement  Q56 - Road/Maintenance Agrmt  Q57 - Scenic Corridor  
 Q58 - See Remarks  Q59 - Seismic Zone 4  Q60 - Seller Prop Questionnaire  
 Q61 - Seller Subject to TDS  Q62 - Sewer or Septic Report  Q63 - Sign Control  
 Q64 - Soils Letter  Q65 - Soils Map  Q66 - Soils Report  Q67 - Special Assess/Bonds  
 Q68 - Special Permits Required  Q69 - Subdivision Info  Q70 - Subdivision Map  
 Q71 - Subject to Lease  Q72 - Survey Required  Q73 - TDS Available  
 Q74 - Topographic Map  Q75 - Transfer Disclos Statmnt  Q76 - Transfer Tax Private  
 Q77 - Underground Tank  Q78 - Use Restrictions  Q79 - Vacant Land Questionnaire  
 Q80 - Water Test Log(s)  Q81 - Well Report  Q82 - Well-Test GPM  
 Q83 - Well-Test Potability  Q84 - Well-Test Required  Q85 - Whole House Inspect Avail  
 Q86 - Williamson Act  Q87 - Williamson Act NonRenewbl  Q88 - Survey  
 Q89 - Contour Map  Q90 - Use Permit

R - Roof \*

- R1 - Aluminum Over Tar  R2 - Barrel/Truss  R3 - Composition Shingles  R4 - Metal  
 R5 - Rolled Composition  R6 - Slate  R7 - Tar and Gravel  R8 - Tile  R9 - Unknown  
 R10 - Wood Shake  R11 - Wood Shingle  R12 - None  R13 - Other  R14 - Bitumen  
 R15 - Cement  R16 - Composition  R17 - Elastomeric  R18 - Fiberglass  R19 - Flat  
 R20 - See Remarks  R21 - Shake  R22 - Shingle  R23 - Foam

S - Story

- S1 - One    S2 - Two    S3 - Three    S4 - Four    S5 - Five or More    S6 - Mezzanine  
 S7 - Basement    S8 - Other

T - Truck Door

- T1 - 6 Ft - 8 Ft    T2 - 9 Ft - 12 Ft    T3 - Over 12 Ft    T4 - Cross Dock    T5 - Drive-In  
 T6 - Dock-High    T7 - No Truck Door    T8 - Other    T9 - 12' Roll Up Door  
 T10 - 16' Roll Up Door    T11 - Adjustable Height Dock    T12 - Alley  
 T13 - Clearance Under 8'    T14 - Conveyor System    T15 - Dock Height    T16 - Dock-Bay  
 T17 - Freight Elevator    T18 - Ground Level Dock    T19 - Loading Dock    T20 - None  
 T21 - Off Street    T22 - Roll Up Door    T23 - See Remarks    T24 - Stationary Dock  
 T25 - Truck Door    T26 - Waterfront

## U - Utilities

- U1 - 220 - Volt
- U2 - 3 Phase
- U3 - 400 Amp Or More
- U4 - 440 Volt
- U5 - Electric
- U6 - Gas
- U7 - Hot Water
- U8 - Hydrant(s)
- U9 - Master Meter
- U10 - Public Sewer
- U11 - Public Water
- U12 - Separate Meter
- U13 - Telephone Multi-Wiring
- U14 - Well
- U15 - Other
- U16 - Engineered Septic
- U17 - Holding Tank
- U18 - Meter on Site
- U19 - Mutual Water
- U20 - None
- U21 - Private Sewer
- U22 - See Remarks
- U23 - Septic Connected
- U24 - Shared Well
- U25 - Storage Tank
- U26 - 1 Phase
- U27 - 100 Amp Service
- U28 - 150 Amp Service
- U29 - 2 Phase
- U30 - 200 to 400 Amp Service
- U31 - 60-Amp Service
- U32 - Above Ground
- U33 - All Public
- U34 - Backup Generator
- U35 - Cable Available
- U36 - Cable Connected
- U37 - Dish Antenna
- U38 - DSL Available
- U39 - Internet Available
- U40 - Master Electric Meter
- U41 - Master Gas Meter
- U42 - Master Water Meter
- U43 - Propane
- U44 - Separate Electric Meter
- U45 - Telephone
- U46 - Telephone Switch
- U47 - Underground Utilities
- U48 - 880 Volts
- U49 - Generator
- U50 - TV Antenna
- U51 - Septic Tank

## W - Energy Saving Feature

- W1 - Attic Fan
- W2 - Biodeisel Furnace
- W3 - Caulked/Sealed
- W4 - Ceiling Insulation
- W5 - Chemical Free Insulation
- W6 - Energy Audit - Available
- W7 - EnergyAudit Req City-Cnty
- W8 - Energy Star Appliances
- W9 - Energy Star HVAC
- W10 - Energy Star Lighting
- W11 - Energy Star Windows Doors
- W12 - Geothermal Energy Source
- W13 - Green-Resource Eff Feats
- W14 - Heat Pump - Air
- W15 - Heat Pump - Geothermal
- W16 - Insulated Water Heater
- W17 - Insulation - Floor
- W18 - Insulation - Other
- W19 - Insulation - Partial
- W20 - Insulation - Per Owner
- W21 - Insulation - Unknown
- W22 - Low E Glass
- W23 - Low Flow Shower
- W24 - Low Flow Toilet
- W25 - No Insulation
- W26 - None
- W27 - Other
- W28 - Passive Solar
- W29 - Skylight Tube(s)
- W30 - Skylight(s)
- W31 - Smart Home System
- W32 - Smart Vent
- W33 - Smart Vent Foundation
- W34 - Smart Vent Roof
- W35 - Solar Available
- W36 - Solar Chamber
- W37 - Solar Domestic Water
- W38 - Solar Plumbed
- W39 - Solar Power
- W40 - Solar Power Battery Bkup
- W41 - Solar Power Off Grid
- W42 - Solar Power On Grid
- W43 - Solar Screens
- W44 - Storm Doors
- W45 - Storm Windows
- W46 - Thermostat Controller
- W47 - Triple Pane Windows
- W48 - Varies by Unit
- W49 - Walls Insulated
- W50 - Weather Stripped Door(s)
- W51 - Weather Stripping
- W52 - Appliances
- W53 - Doors
- W54 - Thermostat
- W55 - Water Heater
- W56 - Windows

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## Contact Information