

# BUSINESS/COMMERCIAL SALE OR LEASE

Areas not shaded are required. **MLS#:** \_\_\_\_\_

## LISTING INFORMATION

Status (check one)  Active  Delayed  Sold Comp

List Price \_\_\_\_\_

List Date / / ---

Exp. Date / / ---

## LOCATION

Location    Other Marketing Area    (Township Properties Only)

County \_\_\_\_\_ State

Parcel ID. \_\_\_\_\_

Street # \_\_\_\_\_ Direction  N/S/E/W

Street Name \_\_\_\_\_

Street Type \_\_\_\_\_  
(Street, Avenue, etc.)

Unit #

C/T/V   
(City/Town/Village)

Taxing Municipality \_\_\_\_\_

Mailing City \_\_\_\_\_ Zip \_\_\_\_\_

Directions: (150 max) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## LISTING BROKER INFORMATION

Listing Agent Name \_\_\_\_\_

Co-Listing Agent Name \_\_\_\_\_

Named Exceptions  Y/N Exclusive Agency  Y/N Electronic Consent  Y/N  
Y=Right to sell by owner

Licensee Interest  Y/N Multiple Representation  Y/N/DA Internet/IDX  Y/N/X  
DA=Also consents to Designated Agency

Limited Service  Y/N  
Y=Associated Doc Required

## BUILDING DESCRIPTION

Real estate for sale  Y/N Business for sale  Y/N For lease only  Y/N

Annual Rent Per Sq. Feet \_\_\_\_\_  
(LEASE ONLY)

Total Units/Bldg. \_\_\_\_\_

Building Gross SqFt \_\_\_\_\_ Net Leasable SqFt \_\_\_\_\_

Source for Building Square Footage:  Appraiser  Assessor  
 Blue Print  Builder  Listing Agent  Seller  Other - Detail in Remarks

Approx. Bldg. Dimen.   x

Street Frontage \_\_\_\_\_ Parking Fees/Mo. \_\_\_\_\_

Onsite Parking \_\_\_\_\_ # of Stories \_\_\_\_\_

Year Built     999=unknown Source for Year Built:  Appraiser  Assessor  
 Builder  Seller  Other - Detail in Remarks

Ceiling Height: Min. \_\_\_\_\_ Max. \_\_\_\_\_ Number of Loading Docks

Zoning \_\_\_\_\_

Est. Total Acres \_\_\_\_\_

Source for Est. Total Acres:  Appraiser  Assessor  Developer  
 Listing Agent  Plat Map/Survey  Seller  Other-Detail in Remarks

Lot Dimensions

Owner

Trade name

Industrial Park Name

Address \_\_\_\_\_

**ASSESSMENT & TAXES**

Land Assessment \_\_\_\_\_  
Improvements \_\_\_\_\_  
Total Assessment \_\_\_\_\_ Year \_\_\_\_\_  
Net Taxes \_\_\_\_\_ Year \_\_\_\_\_  
(After other taxes, specials & lottery credit if applicable.)

**ANNUAL INCOME/EXPENSES**

Income/Expenses Year \_\_\_\_\_  
Gross Operating Income \_\_\_\_\_  
(Inc. Calc Vacancy Factor)  
Annual Operating Exp. \_\_\_\_\_  
Net Operating Income \_\_\_\_\_

**UNIT INFORMATION**

Unit	Lease Type <small>(Gross, Triple Net, Modified)</small>	Lease Exp. Date <small>(MM/DD/YYYY or Number of Years)</small>	Renewal Option <small>(Y/N)</small>	Base Annual Rent	Annual Rent/SqFt	Other Fees/SqFt	Gross SqFt
1	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
2	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
3	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____

Items Included: (275 max) \_\_\_\_\_

Items Excluded: (150 max) \_\_\_\_\_

MLS Public Remarks: (800 max) (feel free to attach typed remarks)

Additional Remarks for WISCONSINHOMES.COM (100 max) (Will display after MLS remarks)

Broker to Broker Information: (400 max) (All agent contact info must be limited to this area)

Address \_\_\_\_\_

**Business/Commercial Features.** Circle the appropriate features. At least one entry is required under Feature Groups marked with (R).

**A. Type (R)**

- 1 Retail
- 2 Office
- 3 Service
- 4 Restaurant/Supper Club
- 5 Tavern
- 6 Wholesale
- 7 Manufacturing
- 8 Warehouse
- 9 Industrial
- 10 Recreation
- 11 Motel/Hotel/Bed & Breakfast
- 12 Automotive
- 13 Grocery
- 14 School
- 15 Church
- 16 Gas station
- 17 Day care
- 18 Beauty/barber
- 19 Shopping center/Strip mall
- 20 Apartment building
- 21 Vacant land
- 22 CBRF
- 23 Other
- 24 Commercial Condo
- 25 Campground
- 26 Self Storage

**B. Location (R)**

- 1 Business district
- 2 Shopping center
- 3 Free standing
- 4 Residential area
- 5 Industrial park
- 6 Corner
- 7 Near Major Highway
- 8 Near Public Transportation
- 9 Other

**C. Present Use (R)**

- 1 Retail
- 2 Office
- 3 Service
- 4 Restaurant/Supper Club
- 5 Tavern
- 6 Wholesale
- 7 Manufacturing
- 8 Warehouse
- 9 Industrial
- 10 Recreation
- 11 Motel/Hotel/Bed & Breakfast
- 12 Automotive
- 13 Grocery
- 14 School
- 15 Church
- 16 Gas station
- 17 Day care
- 18 Beauty/barber shop
- 19 Shopping center/Strip mall
- 20 Apartment building
- 21 Vacant land
- 22 CBRF
- 23 Living quarters
- 24 All vacant
- 25 Other
- 26 Campground
- 27 Self Storage

**D. Exterior Treatment (R)**

- 1 Wood
- 2 Brick
- 3 Vinyl
- 4 Aluminum
- 5 Steel
- 6 Block
- 7 Concrete
- 8 Stucco
- 9 Fiber cement
- 10 Glass
- 11 Stone
- 12 Steel Frame
- 13 Engineered wood
- 14 N/A
- 15 Other

**E. Basement**

- 1 Full
  - 2 Partial
  - 3 Crawlspace
  - 4 Walkout/Outside Entrance
  - 5 Slab/None
- FOUNDATION**
- 6 Poured concrete
  - 7 Block
  - 8 Other

**F. Roofing (R)**

- 1 Composition
- 2 Tar & gravel
- 3 Metal
- 4 Tile/Concrete
- 5 All flat
- 6 Partially flat
- 7 Rubber/membrane
- 8 N/A
- 9 Other

**G. Water/Waste (R)**

- 1 Municipal water
- 2 Well
- 3 Joint well
- 4 Community well
- 5 Sand Point well
- 6 No Water
- 7 Municipal sewer
- 8 Non-municipal/Private Disposal
- 9 Mound system
- 10 Holding tank
- 11 No sewer
- 12 Other

**H. Heating/Cooling (R)**

- 1 Forced air
- 2 Radiant
- 3 Heat pump
- 4 Steam
- 5 Wall furnace
- 6 Central air
- 7 Wall AC
- 8 Window AC
- 9 No Heat
- 10 Other
- 11 Zoned Heating

**I. Fuel (R)**

- 1 Natural gas
- 2 Electric
- 3 Oil
- 4 Liquid propane
- 5 Solar
- 7 Wood
- 8 N/A
- 9 Other

**J. Building Parking (R)**

- 1 No Parking
- 2 1-5 spaces
- 3 6-10 spaces
- 4 11-20 spaces
- 5 21-35 spaces
- 6 36-55 spaces
- 7 56 or more spaces
- 8 Offsite
- 9 Onsite
- 10 Paved
- 11 Gravel
- 12 Enclosed
- 13 Underground
- 14 Ramp
- 15 Shared
- 16 Parking fee extra
- 17 N/A
- 18 Other

**K. Seating Capacity**

- 1 1-10 persons
- 2 11-20 persons
- 3 21-30 persons
- 4 31-50 persons
- 5 51-75 persons
- 6 76-100 persons
- 7 Over 100 persons

**L. Licenses**

- 1 None
- 2 Food
- 3 Liquor
- 4 Beer
- 5 Wine
- 6 Tobacco
- 7 Cabaret
- 8 Special use
- 9 Other

**M. Sale Includes (R)**

- 1 Business name
- 2 Franchise
- 3 Lease(s)
- 4 Easements
- 5 Covenants
- 6 Assets Only
- 7 Options
- 8 Equipment
- 11 Inventory
- 12 Receivables
- 13 Customer list
- 14 Signs
- 15 Furniture
- 17 N/A
- 18 Other

**N. Documents on File**

- 1 Lease(s)
- 2 Fixtures & equipment
- 3 Inventory list
- 4 P & L statement
- 5 Blue prints
- 6 Certified survey map
- 7 Accessibility Docs
- 8 Traffic Count
- 9 Sales tax return
- 10 EPA 1
- 11 EPA 2
- 12 Cert. of occupancy
- 13 Property Condition Report
- 16 Deed Restrictions/Covenants

**O. Tenant Pays (R)**

- 1 Taxes
- 2 Heat
- 3 Air Conditioning
- 4 Electric
- 5 Water
- 6 Sewer
- 7 Insurance
- 8 Janitorial
- 9 Trash Services
- 10 Snow removal
- 11 Parking
- 12 All expenses
- 13 No expenses
- 14 N/A

**P. Lease Type (R)**

- 1 None
- 2 Partial net
- 3 Triple net
- 4 Gross
- 5 Percentage
- 6 Mixed lease types
- 7 Escalators
- 8 Month to month
- 9 Annual
- 10 Multiple years
- 11 Renewal options
- 12 Ground lease
- 13 Finishing allowance
- 15 Other

**R. Features**

- 1 Loading dock(s)
- 2 Alley
- 3 Overhead doors
- 4 Truck door(s) 15 feet or lower
- 5 Truck door(s) higher than 15 feet
- 6 Loading Ramp
- 7 Conveyor(s)
- 8 Freight elevator
- 9 Passenger elevator
- 10 Public rest rooms
- 11 Private Restrooms
- 12 Shared Restrooms
- 13 Residential unit(s)
- 14 Less than 440 volt

- 15 440+ volt
- 16 3 phase electric
- 17 Recreation Facilities
- 18 Shared conference room
- 19 Reception area
- 20 Signage available
- 21 Display window
- 23 Security system
- 24 Security fence
- 25 Internal sprinkler
- 26 Compressor
- 27 Rail
- 28 Inside storage
- 29 Outside storage
- 30 Security Lighting
- 31 Private Office(s)

**S. Miscellaneous**

- 1 Waterfront
- 2 Fuel tanks present
- 3 Internet - Cable
- 4 Internet - DSL
- 5 Internet - Fiber available
- 6 Internet - Fixed Wireless
- 7 Internet - Satellite/Dish
- 8 Internet - 5G installed
- 9 Internet - StarLink installed

**T. Terms/Option**

- 1 Exchange
- 2 Seller may assist
- 3 Land contract
- 4 Lease back
- 5 Non-conforming or conditional use
- 6 Auction (Assoc. Doc required)
- 7 Short sale
- 8 REO
- 9 Other

**U. Occupied by**

- 1 Owner
- 2 Tenant(s)
- 3 Vacant

Open House Date    /       
MM/DD/YY

Open House Time

Open House Date 2    /       
MM/DD/YY

Open House Time 2

Virtual Tour url (unbranded) \_\_\_\_\_

Video Tour url (unbranded) \_\_\_\_\_

Branded Virtual Tour url (for export) \_\_\_\_\_

Property PIN   
Optional use for internal office advertising.

Show Date   
Required for listings in delayed status.

**SHOWING INSTRUCTIONS**

— Sent to ShowingTime for inclusion in emails to showing agent: (300 max)

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