

● **TAX COUNTY CODE** (Use first four letters of county name)
● **PIN**
● **CITY** **ADDRESS NUM** **AD DIRECTION** (N,E,S,W)
● **STREET NAME** (Do Not Abbreviate) **ST TYPE** **ZIP CODE**
● **SALE PRICE** \$ (Enter 0 if not applicable)
● **PRICE BUSINESS** \$
● **PRICE REAL EST** \$
● **APPRAISED Y** Yes **YEARAPPR**
● **OWNER LEASE** Real Estate Yes
● **PROPOSED RATE** \$ Per Mo

GRID INFORMATION
● **NS DIR** (✓ One) ● **NS#**
N North
S South
O Out of Metro Area
● **EW DIR** (✓ One) ● **EW#**
E East
W West
O Out of Metro Area

BUSINESS INFORMATION
● **BUSINESS CATEGORY** (✓ One) (Book Section)
RE Retail Business WH Whole/Distribution/Bus
RS Restaurant/Bar EA Entertainment Establish
SB Service Business FF Fast Food
LI Liquor Stores PU Publish/Printing Bus
MA Manufacturing/Bus AU Automotive Business
CO Construction/Bus OT Other
CS Church/Day Care/Schools
● **SIC CODE** X
● **BUSINESS TYPE**/name
● **BUS ENTITY** (✓ One) ● **CORP SELLING** (✓ One)
SP Regional AS Assets
PT Community ST Stock
CO Neighborhood
● **YRS OPERATING** Yrs
● **BY OWNER** Yrs
● **LICENSE REQUIRED** Y Yes
● **FRANCHISE** Y Yes
● **DAYS OPEN** #Per Week
● **HOURS OPEN** AM to PM **DAYS** (Circle)
● **EMPLOYEES** ● **OWNERS** Active (✓ One)
EMPL FT # FT Full Time
EMPL PT # PT Part Time

LEASE INFORMATION (If Building Leased)
● **LEASE RATE** \$ SF
● **RATE** (✓ One) ● **RENT ESCAL** (✓ One)
GRS Gross % OTH
NET Net CPI
● **LEASE TERM** Remaining Yrs
● **RENEW OPTIONS** Y Yes
● **LEASE DEPOSIT** \$
● **ASSIGNABLE** Y Yes
● **PURCHASE OPTIONS** Y Yes
● **TX SQ FT** ● **WHO PAYS**
T Tenant O Owner
● **INSUR SQ FT** T Tenant O Owner
● **UTILITIES** T Tenant O Owner
● **CAM** T Tenant O Owner
● **TAX/INS** Incl In CAM Y Yes

LOAN INFORMATION
● **LOAN BALANCE** \$
● **AS OF DATE**
● **LOAN TYPE** (Existing Financing) (✓ One) (✓ One)
CV Conv FR Fixed
P Private VR Varib
EQ Equip
SB Small Business Admin
OT Other
● **INTEREST RATE** %
● **PAYMENT** \$
● **PAYM PER** (✓ One)
M Month S Semi-A
Q Quarter A Annual
● **PMT INCLUDES**
P I T I (circle which apply)
● **CALL DATE**
● **DUE DATE**
● **ASSUME** Y Yes
● **TOTAL ASM DEBT** \$
● **TOTAL DEBT BUS** \$
● **TOTAL DEBT RE** \$
● **TERMS** (✓ Up to 5)
C Cash W Wrap
CV Conv BO Bond
A Assume SB Sm Bus Adm
EX Exchange OT Other
OC Own Carry LO Lease/Option
● **MINIMUM DOWN BU** \$
● **MINIMUM DOWN RE** \$
● **ADDITIONAL TERMS**
(Enter assump info or any other Special Financing not indicated above.)

IMPROVEMENT INFORMATION
● **BLDG SQ FT**
● **DIMENSIONS** (Building) X
● **YOC** (Year Built) ● **BUILDINGS** (# of)
● **FLOORS** (# of Flrs)
● **MEETS CODE** Y Yes
BUILDING TYPE
● **LOCATION RETAIL** (✓ One)
RE Regional ST Strip
CO Community CN Convenience
NE Neighborhood FR Free Standing
● **ENCLOSED MALL** Y Yes
● **LOCATION OFFICE** Y Yes
● **LOCATION INDUSTRIAL** Y Yes
● **LOCATION HOME** Y Yes
● **ANCHOR/MAJOR** Tenants
AT1
AT2
AT3
AT4

SITE INFORMATION
● **ACRES**
● **SQ FT**
● **SITE FRONTAGE** Ft
● **DEPTH** Ft
● **ZONING**
● **PARKING SPACES** #
● **OUTSIDE STORAGE** SF
● **ENVIRONMENTAL** Audit Avail Y Yes

SALES INFORMATION (If RE Included)
● **RE TAXES** \$ ● **TX YR**
● **RE INSUR** \$

INCLUDED IN BUSINESS PRICE
● **FURN-FIX-EQUIP** (FMV) \$
● **INVENTORY** (Cost) \$
● **LEASEHOLD IMPROV** \$
● **VALUE FRANCHISE** \$
● **OTHER BUS** \$
● **DESCRIBE OTHER**

BUSINESS FINANCIAL INFORMATION **ACTUAL YEAR**
● **GROSS RECEIPTS** \$
● **COST GOODS SOLD** \$
● **GROSS PROFIT** \$
● **TOTAL EXP** \$
● **NET BEFORE TAX** \$
INCLUDED IN EXPENSE
● **SALARY OWNER** \$
● **FRINGES OWNER** \$
● **DEPRECIATION** \$
● **INTEREST EXP** \$
● **OTHER EXP** \$
● **ADJ NET** \$

REMARKS and/or **EXCLUSIONS** (Enter Remarks, separate w/commas and/or spaces. Use R1, R2 and R3 to modify Remarks.)

● **LISTOR** **PH L** -
● **OFFICE NAME** ● **PH O** -
● **AGENT ID**
● **OFFICE ID**
● **EMAIL**

COOP COMPENSATION (At least one \$ amount or % must be offered)
● **BUYERS AGENCY**
● **TRANS BROKER**
● **MIN COMP** \$

● **EXCLUSIVE AGCY** (✓ One)
EA Exclusive Agency
ER Exclusive Right
● **PROSPECT RESERVATION** (✓ One)
P Yes
Q No
● **VARIABLE COMM** (✓ One)
V Yes
W No
● **REASON NO PHOTO** MetroList will take a Photo unless indicated below:
P Negative, Black & White Photo, Map or Rendering Will Be Submitted.
U Under Construction
N No Photo at this Time (Garage Sale, Painting, etc.)

● **SIGNATURE** _____ ● **ENTERED WHERE** Enter BO for Broker Office
● **LIST DATE** - - ● **EXP DATE** - -
(DD-MMM-YYYY e.g.: 01-JAN-2003) (DD-MMM-YYYY e.g.: 01-JAN-2003)