

# Birmingham Area MLS – Seller Information Sheet – Commercial/Industrial

*Fields headed in blue are optional. All other fields are required.*

County: \_\_\_\_\_ ListDate: \_\_\_\_\_ ExpDate: \_\_\_\_\_ ListPrice: \_\_\_\_\_

Property Type:  Industrial  Investment  Land  Office  Retail

## LOCATIONAL INFORMATION:

Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_ Direction: \_\_\_\_\_

Unit/Lot#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Area: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Tax District: \_\_\_\_\_

**Building Name:** \_\_\_\_\_

MapBook/Page (from tax record): \_\_\_\_\_ Tax District (from tax record): \_\_\_\_\_

Legal Description (copy & paste from Tax Record): \_\_\_\_\_

Driving Directions (*No Contact Info allowed. Phrases "call agent", "see map" are not to be used*): \_\_\_\_\_

## AGENT INFORMATION:

List Agent ID: \_\_\_\_\_ List Agent Name: \_\_\_\_\_

**Co-List ID:** \_\_\_\_\_ **CoList Agent:** \_\_\_\_\_ **Owner Name:** \_\_\_\_\_

List Type:  Exclusive Right to Sell  Exclusive Agency  Exclusive Right with Prospect Reservations

List Type II:  Full Service  Limited

**Owner Phone:** \_\_\_\_\_ Broker Relationship:  Agency  Transaction Broker

Commission-Selling Agency (\$ or %): \_\_\_\_\_ BuyerBrkr \_\_\_\_\_ TransBrkr \_\_\_\_\_ SubAgency

DVRC (*Dual or Variable Rate Commission – See Section 6.3 of Rules*):  Yes  No

## INTEROFFICE INFORMATION (NOT SHARED/VISIBLE IN MLS OUTSIDE LISTING OFFICE):

**Contact Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_

**Miscellaneous:** \_\_\_\_\_

**Lockbox:**  Electronic  Combination  Key  None

Internet/VOW Display Information: Display on Internet:  Yes  No Display Address  Yes  No

Allow AVM (Automated Valuation):  Yes  No Allow 3<sup>rd</sup> Party Comments:  Yes  No

## SALE TYPE:

N/A  As Is  Court Approval Required  Foreclosed  Corp Owned/REO  Relocation  Shortsale

Right of Redemption:  Yes  No Foreclosed Deed Date: \_\_\_\_\_

Contact Order (*if different from the contact order as specified in Setup in MLS*): \_\_\_\_\_

## PROPERTY DETAILS

Year Built: \_\_\_\_\_ Lead Paint Disclosure:  Yes  No \_\_\_\_\_ **Seller's Initials**

# of Buildings: \_\_\_\_\_ Year Built Description:  Existing  NewComplete  New Incomplete

Parking:  1-5  6-10  11+  None Sq.Ft.Bldg \_\_\_\_\_ Sq.Ft.Office \_\_\_\_\_ Sq.Ft.Other \_\_\_\_\_

Flood Plain:  Yes  No \_\_\_\_\_ **Seller's Initials** Annual Tax: \_\_\_\_\_

Total Mortgage Balance \_\_\_\_\_ Zoning: \_\_\_\_\_

Square Foot-Lot: \_\_\_\_\_ # Acres: \_\_\_\_\_ Agent Owned/Agent Interest:  Yes  No

Ceiling Eave Height:  8 feet or less  8 – 10 feet  10+ feet  None

Ceiling Center Height:  10 feet or less  10 – 12 feet  12+ feet  None # Stories: \_\_\_\_\_

Consumer Notes: (*property specific, no contact info- no phone #'s, agent/company name, no URL/websites, no HTML coding*): \_\_\_\_\_

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Agent Notes: \_\_\_\_\_

<b>1. Sale Includes</b> <input type="checkbox"/> Bldg, Business & Land <input type="checkbox"/> Bldg & Business <input type="checkbox"/> Bldg & Land <input type="checkbox"/> Building Only <input type="checkbox"/> Land Only <input type="checkbox"/> Other	<b>4. Interior Featrs (cont'd)</b> <input type="checkbox"/> Paneling <input type="checkbox"/> Plaster <input type="checkbox"/> Sheetrock	<b>8. Street/Access (cont'd)</b> <input type="checkbox"/> Sidewalk <input type="checkbox"/> Street Frontage <input type="checkbox"/> Water Frontage	<b>12. Property to Remain</b> <input type="checkbox"/> Dishwasher-Portable <input type="checkbox"/> Electric Stove <input type="checkbox"/> Gas Stove <input type="checkbox"/> Microwave <input type="checkbox"/> Refrigerator <input type="checkbox"/> All Window Treatments <input type="checkbox"/> Some Window Trmnts <input type="checkbox"/> Washer/Dryer	<b>16. Sewer/Septic</b> <input type="checkbox"/> Connected <input type="checkbox"/> Septic <input type="checkbox"/> Other  <i>Seller's Initials</i>
<b>2. Type Business/Bldg</b> <input type="checkbox"/> Automotive Services <input type="checkbox"/> Daycare Facility <input type="checkbox"/> Gas/Service Station <input type="checkbox"/> Food Service <input type="checkbox"/> Franchise <input type="checkbox"/> Health Care <input type="checkbox"/> Historical <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Industrial <input type="checkbox"/> None <input type="checkbox"/> Office Building <input type="checkbox"/> Professional Service <input type="checkbox"/> Religious Facility <input type="checkbox"/> Retail <input type="checkbox"/> Senior Housing <input type="checkbox"/> Shopping Center <input type="checkbox"/> Sports & Entertainment <input type="checkbox"/> Trade/Supply <input type="checkbox"/> Warehouse <input type="checkbox"/> Wholesale	<b>5. Construction</b> <input type="checkbox"/> Aluminum/Steel <input type="checkbox"/> Concrete Block <input type="checkbox"/> Brick <input type="checkbox"/> Brick & Frame <input type="checkbox"/> "Butler Type" Building <input type="checkbox"/> Concrete <input type="checkbox"/> EIFS <input type="checkbox"/> Frame/Wood <input type="checkbox"/> Glass <input type="checkbox"/> No Building <input type="checkbox"/> Other <input type="checkbox"/> Shingle <input type="checkbox"/> Siding <input type="checkbox"/> Stone/Rock <input type="checkbox"/> Tilt-Up Concrete	<b>9. Property Includes</b> <input type="checkbox"/> Equipment <input type="checkbox"/> Fixtures <input type="checkbox"/> Inventory <input type="checkbox"/> License <input type="checkbox"/> None	<b>13. Heating</b> <input type="checkbox"/> 2+ Systems <input type="checkbox"/> Electric <input type="checkbox"/> Floor Furnace <input type="checkbox"/> Gas <input type="checkbox"/> Heat Pump <input type="checkbox"/> Hydroheat System <input type="checkbox"/> No Heat <input type="checkbox"/> Other <input type="checkbox"/> Piggyback System <input type="checkbox"/> Propane Gas <input type="checkbox"/> Solar Heat <input type="checkbox"/> Space Heaters <input type="checkbox"/> Steam Heat <input type="checkbox"/> Zoned	<b>17. Fuel</b> <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Other <input type="checkbox"/> Propane
<b>3. Floors</b> <input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Partial Carpet <input type="checkbox"/> Tile/Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Wall-to-Wall Carpet	<b>6. Roof</b> <input type="checkbox"/> Asphalt <input type="checkbox"/> Built-Up <input type="checkbox"/> Composition <input type="checkbox"/> Metal <input type="checkbox"/> No Roof <input type="checkbox"/> Other <input type="checkbox"/> Shingle <input type="checkbox"/> Tar & Gravel <input type="checkbox"/> Tile	<b>10. Rooms</b> <input type="checkbox"/> Basement <input type="checkbox"/> Conference Room <input type="checkbox"/> Dock <input type="checkbox"/> Kitchen <input type="checkbox"/> Living Quarters <input type="checkbox"/> Other Office(s) <input type="checkbox"/> Passenger Elevator <input type="checkbox"/> Private Office(s) <input type="checkbox"/> Private Restroom(s) <input type="checkbox"/> Public Restroom(s) <input type="checkbox"/> Reception Area <input type="checkbox"/> Service Elevator <input type="checkbox"/> Truck Door <input type="checkbox"/> Warehouse Restroom(s) <input type="checkbox"/> Warehouse Space	<b>14. Water</b> <input type="checkbox"/> None <input type="checkbox"/> Private Water <input type="checkbox"/> Public Water <input type="checkbox"/> Well Water	<b>18. Acceptable Financing</b> <input type="checkbox"/> Assumable 1 <sup>st</sup> Mortgage <input type="checkbox"/> Assumable 2 <sup>nd</sup> Mortgage <input type="checkbox"/> Conventional <input type="checkbox"/> Exchange/Trade <input type="checkbox"/> Lease Purchase <input type="checkbox"/> Other <input type="checkbox"/> Owner May Carry Mtg
<b>4. Interior Features</b> <input type="checkbox"/> Block <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> None <input type="checkbox"/> Other	<b>7. Parking</b> <input type="checkbox"/> Assigned <input type="checkbox"/> On Street <input type="checkbox"/> Off Street – Private <input type="checkbox"/> Off Street – Public <input type="checkbox"/> Parking Deck <input type="checkbox"/> Unassigned	<b>11. Miscellaneous</b> <input type="checkbox"/> 3 Phase Electrical Sys <input type="checkbox"/> Columns/Posts <input type="checkbox"/> Common Wall <input type="checkbox"/> Conveyor <input type="checkbox"/> Overhead Crane <input type="checkbox"/> Elevator <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Handicapped Features <input type="checkbox"/> None <input type="checkbox"/> Other Fencing <input type="checkbox"/> Other <input type="checkbox"/> Refrigerated Space <input type="checkbox"/> Security Fencing <input type="checkbox"/> Security Lighting <input type="checkbox"/> Smoke Alarm <input type="checkbox"/> Sprinkler System	<b>15. Cooling</b> <input type="checkbox"/> 2+ Systems <input type="checkbox"/> Ceiling Fan(s) <input type="checkbox"/> Central – Electric <input type="checkbox"/> Central – Gas <input type="checkbox"/> Heat Pump <input type="checkbox"/> Hydroheat System <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Piggyback System <input type="checkbox"/> Roof Vents <input type="checkbox"/> Window Unit(s)	<b>19. Leases</b> <input type="checkbox"/> Annual Lease(s) <input type="checkbox"/> Expire within 1 year <input type="checkbox"/> Ground Lease <input type="checkbox"/> Long Term Lease <input type="checkbox"/> None <input type="checkbox"/> Part of Property Leased <input type="checkbox"/> Rental Commission involved in sale
				<b>20. Fees</b> <input type="checkbox"/> Fire <input type="checkbox"/> Garbage <input type="checkbox"/> Other
				<b>21. Showing Instructions</b> <input type="checkbox"/> Call Listing Agent <input type="checkbox"/> Call Listing Office <input type="checkbox"/> Call Owner <input type="checkbox"/> Don't Talk to Tenants <input type="checkbox"/> Listing Agent must be present <input type="checkbox"/> Other <input type="checkbox"/> Showing Service

By Seller's signature(s) below, Seller acknowledges that Seller has personally reviewed the information set forth above in this Seller Information Sheet and has verified, and does hereby represent and warrant, that all said information was provided by Seller and is accurate and complete to the best of Seller's knowledge.

Seller \_\_\_\_\_ Date \_\_\_\_\_ Seller \_\_\_\_\_ Date \_\_\_\_\_