

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

Adv (*Yes posts to Realtor.com and IDX sites*): Yes No List Type II: Full Service Limited Entry Only

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 (Info not visible in MLS outside listing office): _____ **Contact Name:** _____

Contact Phone: _____ **Alternate Phone:** _____

Miscellaneous: _____ Lockbox: Electronic Combination Key None

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: _____ Foreclosure: 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: _____

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

Agent Notes: _____

Sale Includes:	Bldg, Business & Land	Bldg & Business	Bldg & Land
Building Only	Land Only	Other	

Type Business/Building:	Automotive Services	Daycare Facility	Gas/Service Station
Food Service	Franchise	Health Care	Historical
Hotel/Motel	Industrial	None	Office Building
Professional Service	Religious Facility	Retail	Senior Housing
Shopping Center	Sports & Entertainment	Trade/Supply	Warehouse
Wholesale			

Floors:	Brick	Concrete	Metal
None	Other	Partial Carpet	Tile/Vinyl
Wood	Wall-to-Wall Carpet		

Interior Features:	Block	Concrete	Masonry
None	Other	Paneling	Plaster
Sheetrock			

Construction:	Aluminum/Steel	Concrete Block	Brick
Brick & Frame	"Butler Type" Building	Concrete	EIFS
Frame / Wood	Glass	No Building	Other
Shingle	Siding	Stone / Rock	Tilt-Up Concrete

Roof:	Asphalt	Built-Up	Composition
Metal	No Roof	Other	Shingle
Tar & Gravel	Tile		

Parking:	Assigned	On Street	Off Street – Private
Off Street – Public	Parking Deck	Unassigned	

Street / Property Access:	Alley	Bus Line	Curb & Gutters
Paved Road	Private Road	Sidewalk	Street Frontage
Water Frontage			

Property Includes:	Equipment	Fixtures	Inventory
License	None		

Rooms:	Basement	Conference Room	Dock
Kitchen	Living Quarters	Other Office(s)	Passenger Elevator
Private Office(s)	Private Restroom(s)	Public Restroom(s)	Reception Area
Service Elevator	Truck Door	Warehouse Restroom(s)	Warehouse Space

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Miscellaneous:		3 Phase Electrical Sys.	Columns/Posts	Common Wall
Conveyor		Overhead Crane	Elevator	Fire Alarm
Handicapped Features		None	Other Fencing	Other
Refrigerated Space		Security Fencing	Security Lighting	Smoke Alarm
Sprinkler System				

Property to Remain:		Dishwasher-Portable	Electric Stove	Gas Stove
Microwave		Refrigerator	All Window Treatments	Some Window Treatments
Washer/Dryer				

Heating:		2+ Systems	Electric	Floor Furnace
Gas		Heat Pump	Hydroheat System	No Heat
Other		Piggyback System	Propane Gas	Solar Heat
Space Heaters		Steam Heat	Zoned	

Water:		None	Private Water	Public Water
Well Water				

Cooling:		2+ Systems	Ceiling Fan(s)	Central – Electric
Central – Gas		Heat Pump	Hydroheat System	None
Other		Piggyback System	Roof Vents	Window Unit(s)

Sewer/Septic:		Connected	Septic	Other
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_____ Sellers' Initials

Fuel:		Electric	Gas	Oil
Other		Propane		

Acceptable Financing:		Assumable 1 st Mortgage	Assumable 2 nd Mortgage	Conventional
Exchange / Trade		Lease Purchase	Other	Owner May Carry Mtg.

Leases:		Annual Lease(s)	Expire within 1 Year	Ground Lease
Long Term Lease		None	Portion of Property Leased	Rental Commission involved in sale

Fees:		Fire	Garbage	Other
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Showing Instructions:		Call Listing Agent	Call Listing Office	Call Owner
Don't Talk to Tenants		Listing Agent Must Be Present	Other	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 _____