



Southeastern Indiana Board of Realtors
 218 Fourth St.
 Aurora, IN 47001
 (812) 926-4644

COMMERCIAL LEASE INPUT SHEET
 Revision Date: 10/23/19

D=Energy Efficient/High Performance o=Accessibility/Disability *=Required

Property Location and Tax					
*County:					
*Parcel ID:	Street #	↑ Direction	*Street Name	↑ Suffix	Post Dir
Tax ID:					
Township:	Unit #	↑ *City	*Suburb	↑ *State	*Zip
Lot #:					
*Property Subtype (1)		*Year Built	*New Construction <input type="checkbox"/> Y <input type="checkbox"/> N		
<input type="checkbox"/> Retail <input type="checkbox"/> Investment <input type="checkbox"/> Office <input type="checkbox"/> Business opp <input type="checkbox"/> Commerical <input type="checkbox"/> Farm <input type="checkbox"/> Industrial <input type="checkbox"/> Multi Family <input type="checkbox"/> Warehouse <input type="checkbox"/> Land <input type="checkbox"/> Manufacturing			<i>If Yes, Builder:</i> *Degree Complete (1) <input type="checkbox"/> Completed <input type="checkbox"/> To Be Built <input type="checkbox"/> Drywall Complete <input type="checkbox"/> Under Roof <input type="checkbox"/> Foundation		
Subdivision:		*Lot Dimensions:		*Zoning	
Cross St:		*Lot Size:		<input type="checkbox"/> Business	
Public Transportation:		Road Frontage:		<input type="checkbox"/> Commercial	
*Directions to Property (250 char):		Bay Size:		<input type="checkbox"/> Multi Family	
		Docks:		<input type="checkbox"/> Non-Conforming	
		Floor Loading:		<input type="checkbox"/> Other (See Remarks)	
		Ceiling Height:		<input type="checkbox"/> Multi Family	
		Electric Power:		<input type="checkbox"/> Industrial	
		Amount Onsite Parking:		<input type="checkbox"/> Office	
		Traffic Count:			
*Tax Exemptions:		Plans Available:			
<input type="checkbox"/> Disability/Blind <input type="checkbox"/> None <input type="checkbox"/> Disable Vet <input type="checkbox"/> Other (See Remarks) <input type="checkbox"/> Homestead <input type="checkbox"/> Over 65 <input type="checkbox"/> Mortgage <input type="checkbox"/> Tax Exempt		Rail Service Available:			
Broker Information					
*Listing Office ID:			Co-Listing Office ID:		
*Listing Agent ID:			Co-Listing Agent ID:		
*Listing Agent Name:			Co-Listing Agent Name:		
*Showing Instr:	<input type="checkbox"/> Call Appt Ctr <input type="checkbox"/> Call Listing Office <input type="checkbox"/> Call Seller/Tenant <input type="checkbox"/> Contact Listing Agent <input type="checkbox"/> Use Sched Show Link				
Opt Show Instr (2):	<input type="checkbox"/> Accept Back Up <input type="checkbox"/> Agt Present <input type="checkbox"/> Comb Lockbox <input type="checkbox"/> Elec Lockbox <input type="checkbox"/> Keys at Office <input type="checkbox"/> Vacant, Lockbox <input type="checkbox"/> Go and Show				
Showing Instructions (50 char):					
Showing Time (450 char):					
Contract Information					
*Listing Date:			Special Financing <input type="checkbox"/> Y <input type="checkbox"/> N		
*Expiration Date:					
*Lease Price: \$			<input type="checkbox"/> Assumable <input type="checkbox"/> Owner Financing		
*Auction <input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> Land Contract <input type="checkbox"/> Other		
If yes*, Type: <input type="checkbox"/> Absolute <input type="checkbox"/> Reserve			<input type="checkbox"/> Lease Option <input type="checkbox"/> Exchange		
*Commission (Coop) (% or \$)		* Variable Rate <input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Lease Purchase	
Financing Remarks:					
*Property Ownership		*Special Listing Conditions		Owner Name:	
<input type="checkbox"/> Builder/Developer <input type="checkbox"/> Government <input type="checkbox"/> Consumer <input type="checkbox"/> Lender <input type="checkbox"/> Corporate <input type="checkbox"/> Other (See Remarks) <input type="checkbox"/> Estate <input type="checkbox"/> Trust		<input type="checkbox"/> 3rd Party Approval Required <input type="checkbox"/> Limited Service <input type="checkbox"/> REO <input type="checkbox"/> None <input type="checkbox"/> Short Sale			
*Possession					
<input type="checkbox"/> 15 Days After Closing		<input type="checkbox"/> 60 Days After Closing		<input type="checkbox"/> At Closing <input type="checkbox"/> Negotiable	

<input type="checkbox"/> 30 Days After Closing	<input type="checkbox"/> 90 Days After Closing	<input type="checkbox"/> Immediate	<input type="checkbox"/> Tenant Rights
*Pond/Lake <input type="checkbox"/> Y <input type="checkbox"/> N	*Historical District <input type="checkbox"/> Y <input type="checkbox"/> N	*Available for Lease <input type="checkbox"/> Y <input type="checkbox"/> N	
*Waterfront <input type="checkbox"/> Y <input type="checkbox"/> N	*PUD <input type="checkbox"/> Y <input type="checkbox"/> N	*Allow on Internet <input type="checkbox"/> Y <input type="checkbox"/> N	
If yes* Water Frontage:	*Show Comments on Zillow <input type="checkbox"/> Y <input type="checkbox"/> N	*Show Addr to Public <input type="checkbox"/> Y <input type="checkbox"/> N	
		*Show AVM on VOW <input type="checkbox"/> Y <input type="checkbox"/> N	

Property Details			
*Above Grade Fin SF:	* Total Buildings	#	* Garage <input type="checkbox"/> None <input type="checkbox"/> Tandem
*Below Grade Fin SF:	* Total Restrooms	#	<input type="checkbox"/> Built In <input type="checkbox"/> Front <input type="checkbox"/> Oversized <input type="checkbox"/> With Electric
*Total Basement SF:	* Dock	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Carport Attached <input type="checkbox"/> Garage Attached <input type="checkbox"/> Rear <input type="checkbox"/> With 220 Electric
	*Garage	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Concrete Floor <input type="checkbox"/> Garage Detached <input type="checkbox"/> Shared <input type="checkbox"/> With Workshop
	*Garage Spaces	#	<input type="checkbox"/> Carport <input type="checkbox"/> Heated <input type="checkbox"/> Side <input type="checkbox"/> With Water

Estimated Square Footage		
Amenity Name	Value	Comment
Office		
Retail		
Sales		
Rentable		
Warehouse		
Net Leaseable Area		
Total Square Footage		
Office \$ Per Sqft	\$	
Other \$ Per Sqft	\$	

Financing		
Amenity Name	Value	Comment
Special Asseement	\$	
Gross Income	\$	
Vacancy	\$	
*Taxes (annual)	\$	
Insurance	\$	
Gas & Electric	\$	
Warer & Sewer	\$	
Waste Removal	\$	
Maintenance	\$	
Other Expense	\$	
Net Operating	\$	
Avg Monthly Utility	\$	
Rent Avg Monthly	\$	
Net Income	\$	
Gross Income Desc	\$	
	\$	
Yearly Rent Amont	\$	

Feature Descriptions		
Amenity Name	Value	Comment
Fixtures		
Equipment		
Tanks/Pump		
Truck Doors		
Inventory		
Lease Information		
* Type of Business	Sub-Type Business	
<input type="checkbox"/> Franchise <input type="checkbox"/> Restaurant <input type="checkbox"/> Service	<input type="checkbox"/> Beverage <input type="checkbox"/> Liquor <input type="checkbox"/> Fast Food	
<input type="checkbox"/> Manufacturing <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale	<input type="checkbox"/> Hard Goods <input type="checkbox"/> Soft Goods <input type="checkbox"/> Other	

Price Includes						
License Includes						
*Levels	*Basement	*Foundation	*Roof	*Interior Walls	*Gas (2)	*Water Source (3)
<input type="checkbox"/> 5+	* <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Block	<input type="checkbox"/> Asbestos <input type="checkbox"/> Metal	<input type="checkbox"/> Drywall	<input type="checkbox"/> At Street	
<input type="checkbox"/> 4	<input type="checkbox"/> Cellar	<input type="checkbox"/> Poured	<input type="checkbox"/> Built Up <input type="checkbox"/> Shingle	<input type="checkbox"/> Log	<input type="checkbox"/> Natural	
<input type="checkbox"/> 3 or more	<input type="checkbox"/> Crawl	<input type="checkbox"/> Slab	<input type="checkbox"/> Composition <input type="checkbox"/> Slate	<input type="checkbox"/> Metal	<input type="checkbox"/> None	

<input type="checkbox"/> 2	<input type="checkbox"/> Full	<input type="checkbox"/> Stone	<input type="checkbox"/> None	<input type="checkbox"/> Tile	<input type="checkbox"/> Plaster	<input type="checkbox"/> Propane Leased	<input type="checkbox"/> None
<input type="checkbox"/> 1 and 1 half	<input type="checkbox"/> Partial	<input type="checkbox"/> Other	<input type="checkbox"/> Membrane	<input type="checkbox"/> Wood	<input type="checkbox"/> None	<input type="checkbox"/> Propane Owned	<input type="checkbox"/> Other
<input type="checkbox"/> Multi/Tri	<input type="checkbox"/> None	<input type="checkbox"/> Crawl	<input type="checkbox"/> Tar/Gravel	<input type="checkbox"/> Rolled/Hot	<input type="checkbox"/> Other		<input type="checkbox"/> Pond
<input type="checkbox"/> Multi/Qaud		<input type="checkbox"/> None			<input type="checkbox"/> Paneling		<input type="checkbox"/> Private
<input type="checkbox"/> 1		<input type="checkbox"/> Wood					<input type="checkbox"/> Public
							<input type="checkbox"/> Well

*Sewer (2)		*Flooring		*Easements	
<input type="checkbox"/> At Street	<input type="checkbox"/> Ejector Pump	<input type="checkbox"/> Brick	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Drive	<input type="checkbox"/> Road
<input type="checkbox"/> None	<input type="checkbox"/> Grinder Pump	<input type="checkbox"/> Carpet		<input type="checkbox"/> Electric	<input type="checkbox"/> Sewer
<input type="checkbox"/> Private	<input type="checkbox"/> Aerobic Septic	<input type="checkbox"/> Concrete		<input type="checkbox"/> None	<input type="checkbox"/> Water
<input type="checkbox"/> Public		<input type="checkbox"/> Wood		<input type="checkbox"/> Of Record	
<input type="checkbox"/> Septic		<input type="checkbox"/> None		<input type="checkbox"/> Pipe	
		<input type="checkbox"/> Tile		<input type="checkbox"/> Railroad	

*Parking		*Construction		*Road Surface (1)
<input type="checkbox"/> None	<input type="checkbox"/> Gravel	<input type="checkbox"/> Aluminum	<input type="checkbox"/> None	<input type="checkbox"/> Asphalt
<input type="checkbox"/> 2+Unit	<input type="checkbox"/> Lights	<input type="checkbox"/> Block	<input type="checkbox"/> Shingle	<input type="checkbox"/> Asphalt/Gravel
<input type="checkbox"/> Asphalt	<input type="checkbox"/> Lot	<input type="checkbox"/> Brick	<input type="checkbox"/> Wood	<input type="checkbox"/> Blacktop
<input type="checkbox"/> Assigned	<input type="checkbox"/> Off Site	<input type="checkbox"/> Cedar	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Gravel
<input type="checkbox"/> Concrete	<input type="checkbox"/> On Street	<input type="checkbox"/> Concrete Board		<input type="checkbox"/> Gravel/Blk
<input type="checkbox"/> Covered	<input type="checkbox"/> Onsite	<input type="checkbox"/> Glass		<input type="checkbox"/> Paved
<input type="checkbox"/> Dirt	<input type="checkbox"/> Private	<input type="checkbox"/> Metal		<input type="checkbox"/> None
<input type="checkbox"/> Enclosed	<input type="checkbox"/> Public	<input type="checkbox"/> Stone		
<input type="checkbox"/> Fenced		<input type="checkbox"/> Stucco		
<input type="checkbox"/> Garage				

*Heating (5)		*Cooling (5)	
<input type="checkbox"/> Baseboard	<input checked="" type="checkbox"/> Mini-Split	<input type="checkbox"/> Attic Fan	
<input checked="" type="checkbox"/> Dual Fuel	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Ceiling Fans	
<input checked="" type="checkbox"/> Ductless	<input type="checkbox"/> Oil	<input type="checkbox"/> Central Air	
<input type="checkbox"/> Electric	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Dual Fuel	
<input checked="" type="checkbox"/> ENERGY STAR	<input checked="" type="checkbox"/> Program Thermostat	<input checked="" type="checkbox"/> Ductless	
<input type="checkbox"/> Forced Air	<input type="checkbox"/> Radiant Floor	<input checked="" type="checkbox"/> ENERGY STAR	
<input type="checkbox"/> Gas	<input type="checkbox"/> Radiator	<input checked="" type="checkbox"/> Geothermal	
<input checked="" type="checkbox"/> Gas Furnace	<input checked="" type="checkbox"/> Solar	<input checked="" type="checkbox"/> Mini-Split	
<input checked="" type="checkbox"/> EF Rated 95%+	<input type="checkbox"/> Steam	<input type="checkbox"/> None	
<input checked="" type="checkbox"/> Geothermal	<input checked="" type="checkbox"/> Variable Speed HVAC	<input checked="" type="checkbox"/> SEER Rated 13-15	
<input type="checkbox"/> Gravity	<input type="checkbox"/> Wood	<input checked="" type="checkbox"/> SEER Rated 16+	
<input type="checkbox"/> Heat Pump	<input checked="" type="checkbox"/> Zoned	<input checked="" type="checkbox"/> Variable Speed HVAC	
<input type="checkbox"/> Hot Water	<input type="checkbox"/> Individual	<input type="checkbox"/> Wall Unit	
<input type="checkbox"/> Coal	<input type="checkbox"/> Space Heater	<input type="checkbox"/> Window Unit	

Site

Amenity Name	Value	Comment
Airport		
Business Distric		
Commerical Area		
Freestanding		
Industrial Park		
Mult-Tenant		
Office Park		
Other		
Residential Area		
Riverfront		
Shopping Center		
Shopping Mall		
Shopping Strip		

Use/Type

Amenity Name	Value	Comment
Automotive		
Business		
Campground		
Church		

Commerical		
Daycare		
Food Service		
Franchise		
Grocery		
Hair Care		
Healthcare		
Hotel/Motel		
Industrial		
Landscaping		
Manufacturing		
Mobile Home Park		
Multi Tenant		
Office		
Other		
Parking		
Professional		
Restaurant		
Retirement Home		
Salon		
Shopping Center		
Showroom		
Special Purpose		
Sports/Entertainmer		
Storage		
Tavern/Bar		
Theater		
Trucking		
Warehouse		

Rooms		
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<i>Amenity Name</i>	<i>Value</i>	<i>Comment</i>
Atrium		
Computer Room		
Exercise Room		
Kitchen		
Mail Room		
Meeting Room		
Office		
Reception Area		
Showroom		
Workshop		

Inside Features		
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<i>Amenity Name</i>	<i>Value</i>	<i>Comment</i>
Alarm System		
Ana Switchboard		
Cen Switchboard		
Compressor		
Conveyor		
Crane		
Display Window		
Dock Curtain		
Dock Leveler		
Drive-in door		
Elevator		
Freight Elevator		
Heat Detect		
Industrial Water		
Over 12 Door		
Railroad Siding		
Security Light		
Smoke Detector		
Sprinkler Dry		
Sprinkler Wet		

Truck Dock		
Under 12 Doors		
Wash Rack		

Outside Features		
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<i>Amenity Name</i>	<i>Value</i>	<i>Comment</i>
Curb/Gutter		
Full Fenced		
Gated		
Irrigation		
Lights		
Outside Storage		
Part Fenced		
Sidewalks		
Signage		

Road Access		
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<i>Amenity Name</i>	<i>Value</i>	<i>Comment</i>
City		
County		
Interstate		
None		
Other		
Private		
State		

* Tenant Pays		
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<i>Amenity Name</i>	<i>Value</i>	<i>Comment</i>
All Utilites		
Common Area		
Electricity		
Exterior Maint		
Gas		
Insurance		
Interior Maint		
Other		
Sewer		
Taxes		
Trash Removal		
Water		

* Owner Pays		
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<i>Amenity Name</i>	<i>Value</i>	<i>Comment</i>
All Utilites		
Common Area		
Electricity		
Exterior Maint		
Gas		
Insurance		
Interior Maint		
Other		
Sewer		
Taxes		
Trash Removal		
Water		

* Documents Available		
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<i>Amenity Name</i>	<i>Value</i>	<i>Comment</i>
Aerial Photo		
Appraisal		
Cash Analysis		
Compaction Study		
Copy of Lease		
Deed		
Environmental Study		
Feasibility		
Floor Plan		
Inventory		
Oper Statement		
P&Ls		
Rent Roll		
Site Plan		
Survery		

Marketing Remarks (1000 Characters):

Agent Remarks (400 Characters):