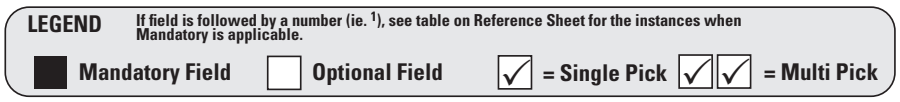
REALTORS® ASSOCIATION of Hamilton-Burlington

New RAHB Matrix Form – Commercial

RAHB's Matrix will be here soon, and as you prepare in becoming familiar with the system, you will also need to become familiar with the data input forms that you will need in order to use RAHB Matrix.

The biggest difference you will note right away is there are just two data input forms: Residential and Commercial.

Form Type	**Commercial** – including Industrial; Investment; Office; Retail; Sale of Business; Vacant Land
Form Composition	3 page form + reference page
Property Type	Type-Primary: in the lower section of page 1, you must choose one of the following property types: - COMMERCIAL RETAIL PROPERTY (not for use in 'Sale of Business') - INDUSTRIAL - INVESTMENT - OFFICE - SALE OF BUSINESS - STORE - VACANT LAND (commercial only)
Transaction Type	You must select one of the transaction types:
Legend *** PLEASE REVIEW THIS SECTION ***	This will guide you to identify the distinctions between mandatory fields (and in what instances), and single and multi picks. 
	Mandatory field – a field with white lettering on a black background. This is mandatory in all instances. **Mandatory field for *certain Property Types*** – a field with white lettering on a black background, *followed by a number*. Please refer to the table on the Reference Sheet to determine where applicable. In this instance, the field is mandatory only if the TRANSACTION TYPE is for Sale. **Optional field** – a field that is black lettering with a white background (*is not followed by a number*). **Single Pick field** – A field followed by one check-mark box. You may only choose *one* of the selections. **Multi-Pick field** – A field followed by a double check-mark box. Choose *one or more* of the selections. **NOTE:** *fields requiring a Yes or No answer are single pick*

Form Layout	The Commercial form is presented in the following sections: • Property Information • Amounts/ Dates • Details – this section first requires you to identify the type of commercial property. Following this area are fields for further details relevant to the various commercial property types. Many fields are followed by a number which you may reference under 'Details/ Descriptions' table on the final Reference Page. • Comments • Financial Information • Other
New/of Special Note	**1. Transaction Type** –there is no longer an option of **'SALE or LEASE'**
	2. Assessment Roll Number (ARN) – now a mandatory field
	3. Zoning – <u>not mandatory</u> for listings located in RAHB jurisdictional area. Mandatory for listings located in all other areas of Region.
	4. Total Area – mandatory for all with the exception of SALE OF BUSINESS
	5. Total Area Code– mandatory for all with the exception of SALE OF BUSINESS type. Choose from: ACRES HECTARES SQUARE FEET SQ. FT. DIVISIBLE SQUARE METRES SQ. M. DIVISIBLE
	6. Fire Protection – *correction pending to form* - please note that the reference number following this field title should be **<u>10</u>**, not 15. This will be corrected on the next form printing and will then appear as follows:
	7. Water – mandatory field for all. ***Note:*** If your selection is CO-OPERATIVE or WELL, only then will the next field (WATER SUPPLY TYPES) be mandatory.
	8. Heat Type – mandatory for all with the exception of VACANT LAND type.
	9. Garage/Parking – mandatory for all with the exception of VACANT LAND type.

10. OTHER section contains much of the standard Brokerage information and listing notations.

New fields in this area include:

11. OFFER INSTRUCTIONS (non-mandatory, free-form field for up to 170 characters)

12. SELLER INSTRUCTIONS: seller to clearly indicate permissions for websites, etc.

SELLER INSTRUCTIONS

Include on REALTOR.ca	◯ YES ◯ NO SELLER INITIALS	Include in CREA DDF	◯ YES ◯ NO SELLER INITIALS
Include in RAHB IDX	◯ YES ◯ NO SELLER INITIALS	Include in AutoEmail results	◯ YES ◯ NO SELLER INITIALS
Include on other R.E. sites[1]	◯ YES ◯ NO SELLER INITIALS	Display address on these sites	◯ YES ◯ NO SELLER INITIALS
Permission to contact after expiry	◯ YES ◯ NO SELLER INITIALS		

[1] ***Including but not limited to Point2Homes.com, Kijiji.ca, Homefinder.com, etc.***

Include on REALTOR.ca – *seller decides and initials whether to display listing on www.REALTOR.ca.*
Include in RAHB IDX – *seller decides and initials whether to include listing in internet data exchange (sharing) among RAHB members.*
Include on other R.E. sites – *seller decides and initials whether to display listing on other Real Estate websites authorized by RAHB. (These are 3rd party sites with examples listed in italics).*
Permission to contact after expiry – *seller decides and initials whether they give permission to be contacted by any RAHB member(s) after listing expires.*
Include in CREA DDF – *seller decides and initials whether listing is to be shared within CREA's DDF. (Finer control may be achieved via CREA's DDF Dashboard)*
Include in AutoEmail results – n/a - *Future Use field*
Display address on these sites – *seller decides and initials whether listing address will be visible on any sites outside of the RAHB's Matrix system.*

For more information contact the MLS® department at 905.529.6636 or *mls@rahb.ca*.

REALTORS® ASSOCIATION of Hamilton-Burlington

COMMERCIAL

MULTIPLE LISTING SERVICE® PROPERTY INFORMATION FORM

(EXCLUSIVE AUTHORITY TO OFFER FOR SALE / LEASE EXCHANGE) THE INFORMATION PROVIDED HEREIN IS FOR PUBLICATION ON THE MULTIPLE LISTING SERVICE®.

MLS® # _____ ALTERNATE MLS® # _____

1 **TRANSACTION TYPE** ☑ ◯ LEASE / RENT ◯ SALE ◯ SUB-LEASE

LEGEND If field is followed by a number (ie. [1]), see table on Reference Sheet for the instances when Mandatory is applicable.
■ Mandatory Field ☐ Optional Field ☑ = Single Pick ☑☑ = Multi Pick

PROPERTY INFORMATION

2 **ASSESSMENT ROLL # (ARN)** – – – – **PIN #** – – –

APT. / UNIT # | **STREET NUMBER LOW** | **STREET NUMBER HIGH** | **STREET NAME** | **STREET TYPE** | **ST. DIRECTION**

CITY | **POSTAL CODE** | **CROSS STREET**

REGION (LAND REGISTRY OFFICE) | **MUNICIPALITY / SUB-AREA** | **NEIGHBOURHOOD** | **LOCATION** ◯ URBAN ◯ RURAL

LEGAL DESCRIPTION (if for sale)

3 **ZONING** (NOT mandatory for listings located in RAHB jurisdictional area. Mandatory for listings located in all other areas of Region)

LOT FRONTAGE ▲* | **LOT DEPTH** ▲* | **LOT / BLDG / UNIT CODE** ▲ ◯ LOT ◯ BLDG ◯ UNIT | **LOT SIZE CODE** ▲ ◯ FEET ◯ METRES

* NOT MANDATORY FOR COMMERCIAL CONDO ▲ IF NOT APPLICABLE ENTER "0"

LOT IRREGULARITIES

ACRES ◯ LESS THAN .50 ◯ .50 - 1.99 ACRES ◯ 2 - 4.99 ACRES ◯ 5 - 9.99 ACRES ◯ 10 - 24.99 ACRES ◯ 25 - 49.99 ACRES ◯ 50 - 99.99 ACRES ◯ 100 - 149.99 ACRES ◯ 150 - 199.99 ACRES ◯ 200 + ACRES

DIRECTIONS

AMOUNTS / DATES

LIST PRICE (if for sale) | **LEASE PRICE** (if for lease) | **LIST PRICE CODE** (SEE REFERENCE SHEET)

RENTAL TERM (if for lease)

01 ◯	8 MONTH	8MNTH	05 ◯	ANY / FLEXIBLE	FLEX
02 ◯	1 YEAR	1YEAR	06 ◯	MONTHLY	MONTH
03 ◯	2 YEARS	2YEAR	07 ◯	SHORT TERM	SHTRM
04 ◯	3 YEARS +	3YEAR	08 ◯	WEEKLY	WEEK

HST APPLICABLE ☑☑ ◯ YES ◯ NO ◯ CALL LBO ◯ INCLUDED | **DEPOSIT** | **TAXES** | **TYPE TAXES** ☑ ◯ ANNUAL ◯ T. & O ◯ T.M.I. ◯ N/A | **TAX YEAR** y y y y | **ASSESSMENT** | **ASSESSMENT YEAR** y y y y

CONTRACT COMMENCEMENT m m d d y y | **EXPIRY DATE** m m d d y y | **POSSESSION DATE** m m d d y y | **CONDO MAINTENANCE FEES** (MONTHLY) * | **FINANCING / MORTGAGE** ◯ ASSUMABLE ◯ CLEAR ◯ SELLER TAKE BACK ◯ SELLER TO DISCHARGE

* MANDATORY FOR COMMERCIAL & INDUSTRIAL CONDOS ONLY

SELLOR / LESSOR / LANDLORD NAME

DETAILS

TYPE - PRIMARY ☑	CATEGORY ☑	USE ☑
◯ COMMERCIAL RETAIL PROPERTY (DO NOT USE FOR SALE OF BUSINESS)	01 ◯ HIGHWAY COMMERCIAL HIGHC 02 ◯ MULTI-USE MULTI 03 ◯ RETAIL RTAIL 04 ◯ SERVICE SERVC 05 ◯ COMMERCIAL CONDO COMCO 06 ◯ INSTITUTIONAL* INSTI	01 ◯ AUTOMOTIVE RELATED AUTOR 02 ◯ HEALTH & BEAUTY RELATED HBREL 03 ◯ HOSPITALITY / FOOD RELATED HOSFR 04 ◯ LIVE / WORK LV/WK 05 ◯ RETAIL STORE RELATED RSREL 06 ◯ SERVICE RELATED SERRE 07 ◯ OTHER (see remarks) OTHER 08 ◯ BANK* BANK 09 ◯ CHURCH* CHRCH 10 ◯ SCHOOL* SCHOL 11 ◯ OTHER* (see remarks) OTHER *USES FOR INSTITUTIONAL CATEGORY ONLY
◯ INDUSTRIAL	01 ◯ FREE STANDING FREES 02 ◯ MULTI-UNIT MULTI 03 ◯ INDUSTRIAL CONDO INDCO	07 ◯ COOLER/FREEZER/FOOD INSPECTED COOLF 02 ◯ FACTORY / MANUFACTURING FACTM 03 ◯ LABORATORY LABOR 04 ◯ OTHER (see remarks) OTHER 05 ◯ TRANSPORTATION TRANS 06 ◯ WAREHOUSE WAREH
◯ INVESTMENT	01 ◯ ACCOMMODATION[1] ACCOM 02 ◯ APARTMENT[2] APART 03 ◯ RETAIL RTAIL 04 ◯ INDUSTRIAL INDUS 05 ◯ RECREATIONAL[3] RECRE 06 ◯ OFFICE OFFIC	01 ◯ BED & BREAKFAST[1] B & B 02 ◯ CABINS / COTTAGES[1] CABIN 03 ◯ HOTEL / MOTEL / INN[1] HOTEL 04 ◯ OTHER[1] (see remarks) OTHER 05 ◯ APTS-2 TO 5 UNITS[2] APTS2 06 ◯ APTS-6 TO 12 UNITS[2] APTS6 07 ◯ APTS-13 TO 20 UNITS[2] APT13 08 ◯ APTS-OVER 20 UNITS[2] APT20 09 ◯ SENIORS RESIDENCE[2] SENOR 10 ◯ OTHER[2] (see remarks) OTHER 11 ◯ GOLF[3] GOLF 12 ◯ MARINA[3] MARIN 13 ◯ CAMPGROUND[3] CAMPG 14 ◯ SPORTS / ENTERTAINMENT[3] SPORT 15 ◯ OTHER[3] (see remarks) OTHER 1 - USES FOR ACCOMODATION ONLY 2 - USES FOR APARTMENT ONLY 3 - USES FOR RECREATIONAL ONLY ALL OTHERS HAVE NO USES
◯ OFFICE	◯ OFFICE	01 ◯ MEDICAL / DENTAL MEDIC 02 ◯ PROFESSIONAL OFFICE PROFE 03 ◯ OTHER (see remarks) OTHER
◯ VACANT LAND	01 ◯ RAW (OUTSIDE OFFICIAL PLAN) RAWOP 02 ◯ DESIGNATED DESIG	01 ◯ BUSH BUSH 02 ◯ GOLF GOLF 03 ◯ GRAVEL PIT / QUARRY GRAVL 04 ◯ INDUSTRIAL INDUS 05 ◯ HOSPITALITY HOSPT 06 ◯ OFFICE OFFIC 07 ◯ OTHER (see remarks) OTHER 08 ◯ PARKING LOT PARKL 09 ◯ RECREATIONAL RECRE 10 ◯ RESIDENTIAL RESID 11 ◯ RESTRICTED RESTR 12 ◯ RETAIL RETAL 13 ◯ WATERFRONT WATER

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INITIALS OF SELLER(S) _____ _____

SAMPLE

- ◯ SALE OF BUSINESS

01 ◯	WITH PROPERTY	WPROP
02 ◯	WITHOUT PROPERTY	WOPRO

01 ◯	APPAREL	APPAR	32 ◯	FLORIST	FLRST
02 ◯	ART GALLERY	ARGAL	33 ◯	FOOD COURT OUTLET	FOODC
03 ◯	ART SUPPLIES	ARSUP	34 ◯	FOOTWEAR	FOOTW
04 ◯	AUTOMOTIVE RELATED	AUTOR	35 ◯	FRUIT / VEGETABLE / MARKET	FRUIT
05 ◯	BAKERY	BAKER	36 ◯	FUNERAL HOME	FUNER
06 ◯	BANQUET HALL	BANQU	37 ◯	FURNITURE	FURNI
07 ◯	BAR / TAVERN / PUB	BTVPB	38 ◯	GARDEN / LANDSCAPE	GARDN
08 ◯	BEAUTY SALON	BEAUT	39 ◯	GAS STATION	GASST
09 ◯	BED & BREAKFAST	B & B	40 ◯	GOLF COURSE	GOLFC
10 ◯	BUTCHER / MEAT	BUTME	41 ◯	GOLF DRIVING RANGE	GOLFD
11 ◯	CABINS / COTTAGES	CABIN	42 ◯	GRAVEL PIT / QUARRY	GRAVL
12 ◯	CAFÉ	CAFE	43 ◯	GROCERY / SUPERMARKET	GROCR
13 ◯	CAMPGROUND	CAMPG	44 ◯	HAIR SALON	HAIRS
14 ◯	CAR WASH	CARWA	45 ◯	HARDWARE / TOOLS	HARDW
15 ◯	CATERER / CAFETERIA	CATCA	46 ◯	HOME IMPROVEMENT	HOMEI
16 ◯	COFFEE / DONUT SHOP	COFDS	47 ◯	HOTEL / MOTEL / INN	HOTEL
17 ◯	COIN LAUNDROMAT	COINL	48 ◯	MANUFACTURING	MANUF
18 ◯	CONVENIENCE / VARIETY	CONVA	49 ◯	MARINA	MARNA
19 ◯	COPY / PRINTING	COPYP	50 ◯	MEDICAL / DENTAL	MEDIC
20 ◯	CRAFTS / HOBBY	CRAFT	51 ◯	OTHER (see remarks)	OTHER
21 ◯	DAIRY PRODUCTS	DAIRY	52 ◯	PIZZERIA	PIZZE
22 ◯	DAY CARE	DAYCA	53 ◯	REAL ESTATE OFFICE	REOFC
23 ◯	DELICATESSAN	DELIC	54 ◯	RESTAURANT	RESTR
24 ◯	DELIVERY / COURIER	DELIV	55 ◯	SELF STORAGE	SELFS
25 ◯	DISTRIBUTING	DISTR	56 ◯	SERVICE RELATED	SERVI
26 ◯	DRUGSTORE / PHARMACY	DRUGS	57 ◯	SPA / TANNING	SPATA
27 ◯	DRY CLEANING / LAUNDRY	DRYCL	58 ◯	SPORTING GOODS	SPORT
28 ◯	ELECTRONICS	ELECT	59 ◯	SPORTS / ENTERTAINMENT	SPORE
29 ◯	ENTERTAINMENT	ENTER	60 ◯	TRAVEL AGENCY	TRAVL
30 ◯	FAST FOOD / TAKEOUT	FFOOD	61 ◯	WINERY	WINE
31 ◯	FITNESS TRAINING	FITNS	62 ◯	WOOD WORKING	WDWK

- ◯ STORE

01 ◯	STORE ONLY	STORE
02 ◯	STORE WITH OTHER USE	STROU

01 ◯	APARTMENT	APART	04 ◯	OTHER (see remarks)	OTHER
02 ◯	INDUSTRIAL	INDST	05 ◯	WAREHOUSE	WAREH
03 ◯	OFFICE	OFFCE			

FREESTANDING 3 YES ◯ NO ◯

TOTAL # UNITS _____

TOTAL AREA 4 _____

TOTAL AREA CODE ☑ 4

01 ◯	ACRES	ACRES
02 ◯	HECTARES	HECTR
03 ◯	SQUARE FEET	SQ.FT
04 ◯	SQ. FT. DIVISIBLE	SQFTD
05 ◯	SQUARE METRES	SQMTR
06 ◯	SQ. M. DIVISIBLE	SQMTD

% BUILDING _____

% USABLE _____

% RENTABLE _____

OFFICE / APT AREA 5 _____

OFFICE / APT AREA CODE ☑ 5

01 ◯	PERCENTAGE	PRCNT
02 ◯	SQUARE FEET	SQ.FT
03 ◯	SQ. FT. DIVISIBLE	SQFTD
04 ◯	SQUARE METRES	SQMTR
05 ◯	SQ. M. DIVISIBLE	SQMTD

INDUSTRIAL AREA 6 _____

INDUSTRIAL AREA CODE ☑ 6

01 ◯	PERCENTAGE	PRCNT
02 ◯	SQUARE FEET	SQ.FT
03 ◯	SQ. FT. DIVISIBLE	SQFTD
04 ◯	SQUARE METRES	SQMTR
05 ◯	SQ. M. DIVISIBLE	SQMTD

RETAIL AREA 7 _____

RETAIL AREA CODE ☑ 7

01 ◯	PERCENTAGE	PRCNT
02 ◯	SQUARE FEET	SQ.FT
03 ◯	SQ. FT. DIVISIBLE	SQFTD
04 ◯	SQUARE METRES	SQMTR
05 ◯	SQ. M. DIVISIBLE	SQMTD

APPROXIMATE AGE ☑

01 ◯	NEW	NEW
02 ◯	0 - 5 YEARS	0-5
03 ◯	6 - 15 YEARS	6-15
04 ◯	16 - 30 YEARS	16-30
05 ◯	31 TO 50 YEARS	31-50
06 ◯	51 - 99 YEARS	51-99
07 ◯	100 + YEARS	100+

AREA INFLUENCES ☑☑

01 ◯	GREENBELT / CONSERVATION	GBCON
02 ◯	MAJOR HIGHWAY	MJHWY
03 ◯	PUBLIC TRANSIT	PTRAN
04 ◯	RECREATIONAL / COMMUNITY CENTRE	RECCM
05 ◯	SUBWAYS	SUBWY
06 ◯	OTHER (see remarks)	OTHER

YES ◯ NO ◯

BASEMENT 8 YES ◯ NO ◯

WASHROOMS _____

UFFI ☑

01 ◯	NO	NO
02 ◯	YES	YES
03 ◯	PARTIALLY REMOVED	PTREM
04 ◯	REMEDIAL	REMED
05 ◯	REMOVED	REMVD

CLEAR HEIGHT 9

FEET _____ **INCHES** _____

BAY SIZE

LENGTH FT _____ **IN** _____

WIDTH FT _____ **IN** _____

FIRE PROTECTION ☑☑ 10

01 ◯	ALARM	ALARM
02 ◯	CARBON MONOXIDE DETECTOR	CMDET
03 ◯	DEDICATED HYDRANT	DEDHY
04 ◯	FULL SPRINKLER SYSTEM	FSPRK
05 ◯	HEAT DETECTOR	HTDET
06 ◯	MONITORED	MONIT
07 ◯	PARTIAL SPRINKLER SYSTEM	PSPRK
08 ◯	SMOKE DETECTOR	SMOKE
09 ◯	OTHER (see remarks)	OTHER
10 ◯	NONE	NONE

UTILITIES ☑ 11

01 ◯	AVAILABLE	AVAIL
02 ◯	NO	NO
03 ◯	YES	YES

VOLTS _____

AMPS _____

WATER ☑ 12

01 ◯	CO-OPERATIVE	CO-OP
02 ◯	MUNICIPAL	MUNIC
03 ◯	WELL	WELL
04 ◯	OTHER (see remarks)	OTHER
05 ◯	NONE	NONE

WATER SUPPLY TYPES ☑☑

01 ◯	ARTESIAN WELL	ARTES
02 ◯	BORED WELL	BRDWL
03 ◯	CISTERN	CISTE
04 ◯	COMMUNITY WELL	COMWL
05 ◯	DRILLED WELL	DRWEL
06 ◯	DUG WELL	DGWEL
07 ◯	LAKE / RIVER	LK/RV
08 ◯	SANDPOINT WELL	SANDP
09 ◯	SHARED WELL	SHDWL
10 ◯	UNKNOWN	UNKNW

AIR CONDITIONING ☑ 13

01 ◯	NO	
02 ◯	YES	
03 ◯	ROUGHED-IN	

HEAT TYPE ☑☑ 14

01 ◯	BASEBOARD	BASEB
02 ◯	ELEC FORCED AIR	ELECF
03 ◯	ELEC HOT WATER	ELECH
04 ◯	GAS FORCED AIR CLOSED	GSFAC
05 ◯	GAS FORCED AIR OPEN	GSFAO
06 ◯	GAS HOT WATER	GSHWT
07 ◯	HEAT PUMP	HEATP
08 ◯	OIL FORCED AIR	OILFA
09 ◯	OIL HOT WATER	OILHW
10 ◯	OIL STEAM	OILST
11 ◯	PROPANE GAS	PROPG
12 ◯	RADIANT	RADIA
13 ◯	SOLAR	SOLAR
14 ◯	SPACE HEATER(S)	SPACE
15 ◯	STEAM RADIATOR(S)	STRAD
16 ◯	WATER	WATER
17 ◯	WATER RADIATOR(S)	WRADT
18 ◯	WOODBURNING	WOODB
19 ◯	OTHER (see remarks)	OTHER
20 ◯	NONE	NONE

LOADING

TRUCK LEVEL # 15 _____

DOOR HEIGHT FT _____ IN _____

DOOR WIDTH FT _____ IN _____

DOUBLE MAN # 15 _____

DOOR HEIGHT FT _____ IN _____

DOOR WIDTH FT _____ IN _____

DRIVE-IN LEVEL # 15 _____

DOOR HEIGHT FT _____ IN _____

DOOR WIDTH FT _____ IN _____

GRADE LEVEL # 15 _____

DOOR HEIGHT FT _____ IN _____

DOOR WIDTH FT _____ IN _____

RAIL ☑ 18 YES ◯ AVAILABLE ◯ NO ◯

ELEVATOR / ESCALATOR ☑☑ 16

01 ◯	FREIGHT	FRGHT
02 ◯	NO ELEVATOR	NOELV
03 ◯	NO ESCALATOR	NOESC
04 ◯	PASSENGER	PASSN
05 ◯	PUBLIC	PUBLC

GARAGE / PARKING ☑☑ 17

01 ◯	ATTACHED	ATTCH
02 ◯	BOULEVARD	BOULV
03 ◯	COVERED	COVER
04 ◯	DETACHED	DETCH
05 ◯	DOUBLE DETACHED	DDETC
06 ◯	IN / OUT	INOUT
07 ◯	LANE	LANE
08 ◯	OUTSIDE / SURFACE	OTSRF
09 ◯	PAY	PAY
10 ◯	PLAZA	PLAZA
11 ◯	PUBLIC	PUBLC
12 ◯	RESERVED / ASSIGNED	RSVAS
13 ◯	SINGLE DETACHED	SDETC
14 ◯	STREET	STRET
15 ◯	TANDEM	TANDM
16 ◯	UNDERGROUND	UNDGR
17 ◯	VALET	VALET
18 ◯	VISITOR	VISIT
19 ◯	OTHER (see remarks)	OTHER
20 ◯	NONE	NONE

PARKING SPACES TOTAL _____

 # OF TRAILER PARKING SPOTS _____

OUTSIDE STORAGE YES ◯ NO ◯

CRANE YES ◯ NO ◯

SURVEY ☑

01 ◯	YES	YES
02 ◯	NO	NO

SOIL TEST ☑

01 ◯	CONSTRUCTION AUDIT	CONSA
02 ◯	CONSTRUCTION & ENVIRONMENTAL	CONSE
03 ◯	ENVIRONMENT AUDIT	ENVAU
04 ◯	NO	NO
05 ◯	YES	YES

SEWERS ☑ 19

01 ◯	HOLDING TANK	HOLDT
02 ◯	PRIVATE	PRIVT
03 ◯	SANITARY	SANIT
04 ◯	SANITARY AVAILABLE	SANAV
05 ◯	SANITARY + STORM	SANST
06 ◯	SANITARY + STORM AVAILABLE	SANSA
07 ◯	SEPTIC	SEPTC
08 ◯	SEPTIC APPROVED	SEPTA
09 ◯	SEPTIC AVAILABLE	SAVAL
10 ◯	STORM	STORM
11 ◯	STORM AVAILABLE	STRMA
12 ◯	OTHER (see remarks)	OTHER
13 ◯	NONE	NONE

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INITIALS OF SELLER(S) _____ _____

COMMENTS

PUBLIC REMARKS (MAX. 750 CHARACTERS)

INCLUSIONS (MAX. 250 CHARACTERS)

EXCLUSIONS (MAX. 250 CHARACTERS)

PRIVATE REALTOR® REMARKS (MAX. 850 CHARACTERS)

FINANCIAL INFORMATION

FINANCIAL STATEMENT 20	CHATTELS 21	FRANCHISE 22	DAYS OPEN 23	FULL TIME EMPLOYEES 24	PART TIME EMPLOYEES 24
◯ YES ◯ NO	◯ YES ◯ NO	◯ YES ◯ NO	◯ MONDAY ◯ TUESDAY ◯ WEDNESDAY ◯ THURSDAY ◯ FRIDAY ◯ SATURDAY ◯ SUNDAY		

HOURS OPEN

SEATS 25	L.L.B.O. 26	TAXES EXPENSE	INSURANCE EXPENSE	MANAGEMENT EXPENSE
	◯ YES ◯ NO			

BUSINESS NAME	BUILDING NAME
PROPERTY MANAGEMENT COMPANY	PROPERTY MANAGEMENT CONTACT INFORMATION

MAINTENANCE	HEAT EXPENSES	HYDRO EXPENSE	WATER EXPENSE	OTHER EXPENSES	GROSS INCOME / SALES
VACANCY ALLOWANCE	OPERATING EXPENSES	NET INCOME (BEFORE DEBT)	EST. INVENTORY VALUE	COMMON AREA UPCHARGE	PERCENTAGE RENT

EXPENSES	YEAR EXPENSES	MORTGAGE COMMENTS
◯ ACTUAL ◯ ESTIMATED	y y y y	

COMPLETE ONLY IF YOU HAVE ENTERED ANY AMOUNT(S)

10 OTHER

REALTOR® 1 - NAME	REALTOR® 1 - ID #
BROKERAGE 1 - NAME	BROKERAGE 1 - ID #
REALTOR® 2 - NAME	REALTOR® 2 - ID #

BROKERAGE 2 - NAME	BROKERAGE 2 - ID #	COMMISSION TO COOPERATING BROKERAGE	HOLDOVER DAYS

BROKERAGE TRUST ACCOUNT	SELLER AND L/BR HAVE SPECIAL AGREEMENT / CONDITIONS	SPIS	SPIS - WATER, WASTE, ACCESS, SHORELINE	GREEN PROPERTY INFORMATION STATEMENT	ENERGY CERTIFICATION	CERTIFICATION LEVEL
◯ INTEREST BEARING ◯ NON-INTEREST BEARING	◯ YES ◯ NO	◯ YES ◯ NO	◯ YES ◯ NO	◯ YES ◯ NO	◯ YES ◯ NO	

APPOINTMENTS	LOCKBOX	SIGN	OCCUPANCY ☑
	◯ YES ◯ NO	◯ YES ◯ NO	◯ OWNER PLUS TENANT ◯ OWNER ◯ SUB-TENANT ◯ TENANT ◯ VACANT

11 **OFFER INSTRUCTIONS (MAX. 170 CHARACTERS)**

VIRTUAL TOUR URL (NON-BRANDED)

ALTERNATE FEATURE SHEET URL

VIRTUAL TOUR URL (BRANDED)

12 **SELLER INSTRUCTIONS**

Include on REALTOR.ca	◯ YES ◯ NO SELLER INITIALS	Include in CREA DDF	◯ YES ◯ NO SELLER INITIALS
Include in RAHB IDX	◯ YES ◯ NO SELLER INITIALS	Include in AutoEmail results	◯ YES ◯ NO SELLER INITIALS
Include on other R.E. sites[1]	◯ YES ◯ NO SELLER INITIALS	Display address on these sites	◯ YES ◯ NO SELLER INITIALS
Permission to contact after expiry	◯ YES ◯ NO SELLER INITIALS		

[1] *Including but not limited to Point2Homes.com, Kijiji.ca, Homefinder.com, etc.*

PHOTO INSTRUCTIONS

◯ PHOTO(S) TO FOLLOW (within 24 hrs)
◯ PHOTO ATTACHED
◯ SKETCH ATTACHED
◯ FRONT VIEW ONLY
◯ FRONT VIEW & BACK VIEW
◯ SPECIAL INSTRUCTIONS

I ACKNOWLEDGE HAVING CAREFULLY READ THIS ENTIRE FORM AND CONFIRM THE ACCURACY OF ALL THE ABOVE INFORMATION CONCERNING MY PROPERTY. I AGREE TO ALLOW ACCURACY CHANGES TO ITEMS FOR EXAMPLE, TAXES, LEGAL DESCRIPTION AND LOT SIZE.

SIGNATURE OF SELLER / LESSOR

SIGNATURE OF SELLER / LESSOR

SAMPLE

LIST PRICE CODES

FOR SALE	OTHER	SQ. FT. NET
LAND LEASE	PER ACRE	SQ. M. GROSS
LIFE LEASE	PER SQ. FT.	SQ. M. NET
MONTH GROSS LEASE	PLUS STOCK	
NET LEASE	SQ. FT. GROSS	

DETAILS/DESCRIPTIONS – ALL COMMERCIAL PROPERTY TYPES

2 USE
MANDATORY: Sale of Business
OPTIONAL: Commercial/Retail; Industrial; Investment; Land; Office; Store with Apartment/Office

3 FREESTANDING
MANDATORY: Commercial/Retail; Industrial; Investment; Office; Store with Apartment/Office
OPTIONAL: Land; Sale of Business

4 TOTAL LAND/BLDG. AREA
MANDATORY: Commercial/Retail; Industrial; Investment; Land; Office; Store with Apartment/Office
OPTIONAL: Sale of Business

5 OFFICE/APT. AREA
MANDATORY: Office; Store with Apartment/Office
OPTIONAL: Commercial/Retail; Industrial; Investment; Land; Sale of Business

6 INDUSTRIAL AREA
MANDATORY: Industrial
OPTIONAL: Commercial/Retail; Investment; Land; Sale of Business; Store with Apartment/Office

7 RETAIL AREA
MANDATORY: Commercial/Retail; Store with Apartment/Office
OPTIONAL: Industrial; Investment; Land; Office; Sale of Business

8 BASEMENT
MANDATORY: Sale of Business; Store with Apartment/Office
OPTIONAL: Commercial/Retail; Industrial; Investment; Land; Office

9 CLEAR HEIGHT
MANDATORY: Industrial
OPTIONAL: Commercial/Retail; Investment; Land; Office; Sale of Business; Store with Apartment/Office

10 SPRINKLERS
MANDATORY: Commercial/Retail; Industrial; Office; Store with Apartment/Office
OPTIONAL: Investment; Land; Sale of Business

11 UTILITIES
MANDATORY: Commercial/Retail; Industrial; Investment; Land; Office; Store with Apartment/Office
OPTIONAL: Sale of Business

12 WATER
MANDATORY: For all

13 AIR CONDITIONING
MANDATORY: Commercial/Retail; Industrial; Investment; Office; Sale of Business; Store with Apartment/Office
OPTIONAL: Land

14 HEAT
MANDATORY: Commercial/Retail; Industrial; Investment; Office; Sale of Business; Store with Apartment/Office
OPTIONAL: Land

15 SHIPPING DOORS
MANDATORY: Industrial
OPTIONAL: Commercial/Retail; Investment; Land; Office; Sale of Business; Store with Apartment/Office

16 ELEVATORS
MANDATORY: Office
OPTIONAL: Commercial/Retail; Industrial; Investment; Land; Sale of Business; Store with Apartment/Office

17 PARKING/GARAGE
MANDATORY: Commercial/Retail; Industrial; Investment; Office; Sale of Business; Store with Apartment/Office
OPTIONAL: Land

18 RAIL
MANDATORY: Industrial
OPTIONAL: Commercial/Retail; Investment; Land; Office; Sale of Business; Store with Apartment/Office

19 SEWERS
MANDATORY: Land
OPTIONAL: Commercial/Retail; Industrial; Investment; Office; Sale of Business; Store with Apartment/Office

20 FINANCIAL STATEMENT
MANDATORY: Sale of Business
OPTIONAL: Commercial/Retail; Industrial; Investment; Land; Office; Store with Apartment/Office

21 CHATTELS
MANDATORY: Sale of Business
OPTIONAL: Commercial/Retail; Industrial; Investment; Land; Office; Store with Apartment/Office

22 FRANCHISE
MANDATORY: Sale of Business
OPTIONAL: Commercial/Retail; Industrial; Investment; Land; Office; Store with Apartment/Office

23 DAYS OPEN
MANDATORY: Sale of Business
OPTIONAL: Commercial/Retail; Industrial; Investment; Land; Office; Store with Apartment/Office

24 # EMPLOYEES
MANDATORY: Sale of Business
OPTIONAL: Commercial/Retail; Industrial; Investment; Land; Office; Store with Apartment/Office

25 # SEATS
MANDATORY: Sale of Business
OPTIONAL: Commercial/Retail; Industrial; Investment; Land; Office; Store with Apartment/Office

26 L.L.B.O.
MANDATORY: Sale of Business
OPTIONAL: Commercial/Retail; Industrial; Investment; Land; Office; Store with Apartment/Office

SAMPLE