

**All listings must have the data entered within 48 hours of the commencement date in the Listing Contract.  
All MANDATORY fields must be completed or a fine will be levied.**

**CIB** COMMERCIAL INDUSTRIAL BUSINESS



LISTING # \_\_\_\_\_ ASSIGNED BY ON-LINE

PAGE 1

**PROPERTY INPUT STATEMENT**

MANDATORY \_\_\_\_\_ Rev. 7/2012

COUNTY (✓One)

- |   |  |  |   |
|---|--|--|---|
| NAL <input type="checkbox"/> North Allegheny      | BUT <input type="checkbox"/> Butler    | CLA <input type="checkbox"/> Clarion/Venango | SOM <input type="checkbox"/> Somerset             |
| NWA <input type="checkbox"/> North West Allegheny | LAW <input type="checkbox"/> Lawrence  | WML <input type="checkbox"/> Westmoreland    | GRE <input type="checkbox"/> Greene               |
| WAL <input type="checkbox"/> West Allegheny       | MER <input type="checkbox"/> Mercer    | IND <input type="checkbox"/> Indiana         | CRA <input type="checkbox"/> Crawford             |
| SAL <input type="checkbox"/> South Allegheny      | BEA <input type="checkbox"/> Beaver    | FAY <input type="checkbox"/> Fayette         | ERI <input type="checkbox"/> Erie                 |
| EAL <input type="checkbox"/> East Allegheny       | ARM <input type="checkbox"/> Armstrong | WSH <input type="checkbox"/> Washington      | JEF <input type="checkbox"/> Jefferson/Clearfield |

- NTH  North Other  
 STH  South Other  
 ETH  East Other

AGENT ID # \_\_\_\_\_ MANDATORY

Seller Disclosure Forms are required with CIB For Sale.

PRICE (Use commas, no cents)  
\$ \_\_\_\_\_

LEASE PRICE (If applicable)  
\$ \_\_\_\_\_

ADDRESS # \_\_\_\_\_ AD DIRECTION \_\_\_\_\_ STREET NAME (Do not abbreviate.) \_\_\_\_\_  
 (N-S-E-W)

AREA \_\_\_\_\_ ZONING (i.e. R1, R2) \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 MANDATORY

LEASE PER (✓One)

- MO  Month  
 YR  Year  
 AC  Acre  
 SF  Sq. Ft.  
 UN  Unit

TYPE PROPERTY (✓One)

- |   |   |  |   |
|---|---|--|---|
| HM <input type="checkbox"/> Hotel/Motel       | FF <input type="checkbox"/> Fast Food   | MFG <input type="checkbox"/> Manufacturing | WRHS <input type="checkbox"/> Warehouse |
| OFF <input type="checkbox"/> Office           | RLND <input type="checkbox"/> Raw Land  | ENT <input type="checkbox"/> Entertainment | WHSL <input type="checkbox"/> Wholesale |
| RET <input type="checkbox"/> Retail           | APT <input type="checkbox"/> Apartment  | TAV <input type="checkbox"/> Tavern        | OTH <input type="checkbox"/> Other      |
| SCNT <input type="checkbox"/> Shopping Center | REC <input type="checkbox"/> Recreation | REST <input type="checkbox"/> Restaurant   |   |

SELLER(S) INITIALS \_\_\_\_\_

DIRECTIONS (Enter directions for locating property. Use L for left, R for right. Use commas and spaces where applicable.)

1 DIR \_\_\_\_\_  
 2 DIR \_\_\_\_\_

| OWNER'S P & L   | BUSINESS INFORMATION   | GENERAL INFORMATION   |
|---|--|---|
| (Enter amounts of annual income or expenses; use commas, no cents)<br><b>GAI (GROSS ANNUAL INCOME)</b><br>\$ _____<br><b>VACANCY % VACANCY \$</b><br>_____ % \$ _____<br><b>GOI (GROSS OPERATING INCOME)</b><br>\$ _____<br><b>TAXES (MANDATORY)</b><br>\$ _____<br><b>INSURANCE</b><br>\$ _____<br><b>UTIL EXP</b><br>\$ _____<br><b>MAINTENANCE</b><br>\$ _____<br><b>OTHER EXPENSES</b><br>\$ _____<br><b>NOI (NET OPERATING INCOME)</b><br>\$ _____ | <b>BUSINESS NAME (Enter name of business)</b><br>_____<br><b>BUSINESS DESCRIPTION (Type of business)</b><br>_____<br><b>FOR LEASE (✓ As many as apply)</b><br>BUS <input type="checkbox"/> Business<br>BLD <input type="checkbox"/> Building<br>EQ <input type="checkbox"/> Equipment<br>LD <input type="checkbox"/> Land<br>OTH <input type="checkbox"/> Other<br><b>FOR SALE (✓ As many as apply)</b><br>BUS <input type="checkbox"/> Business<br>BLD <input type="checkbox"/> Building<br>EQ <input type="checkbox"/> Equipment<br>LD <input type="checkbox"/> Land<br>OTH <input type="checkbox"/> Other | <b>CONSTRUCTION (✓One)</b><br>BRK <input type="checkbox"/> Brick<br>FRM <input type="checkbox"/> Frame<br>STN <input type="checkbox"/> Stone<br>AL <input type="checkbox"/> Aluminum<br>STL <input type="checkbox"/> Steel<br>ASB <input type="checkbox"/> Asbestos<br>SHN <input type="checkbox"/> Shingle<br>CON <input type="checkbox"/> Concrete<br>STU <input type="checkbox"/> Stucco<br>CED <input type="checkbox"/> Cedar<br>RED <input type="checkbox"/> Redwood<br>VIN <input type="checkbox"/> Vinyl<br>OTH <input type="checkbox"/> Other |
| <b>ACRES (Enter # of acres using 1 decimal "if over 5 Acres")</b><br>_____<br><b>MANDATORY</b>  | <b>IMPROVEMENTS (Round to nearest foot, no decimals)</b><br><b>OFF SQ FT</b><br>_____<br><b>WAREHOUSE SQ FT</b><br>_____<br><b>FRONTAGE (ROAD)</b><br>_____<br><b>CEILING HEIGHT</b><br>_____<br><b>RAIL ROAD (✓One)</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><b>FREIGHT ELEV (✓One)</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><b>SPRINKLER SYS (✓One)</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><b>DOCK (✓One)</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No                                      | <b>INSULATION (✓One)</b><br><input type="checkbox"/> Yes <input type="checkbox"/> Unknown<br><input type="checkbox"/> No<br><b>UTILITIES (✓ As many as apply)</b><br>G <input type="checkbox"/> Gas<br>E <input type="checkbox"/> Electricity<br>W <input type="checkbox"/> Water<br>S <input type="checkbox"/> Sewer<br>O <input type="checkbox"/> Other   |
| <b>LOT SIZE/DESCRIPTION - MANDATORY</b><br>(Dimensions required for property under 5 acres)<br>_____<br>_____   | <b>YEARS OLD (Enter #s only)</b><br>Use "0" new = 0<br>only if _____ older = 999<br>"new" (unknown)  | <b>SHOW (✓One)</b><br>APT OCC <input type="checkbox"/> Apt w/Occupant<br>APT LIS <input type="checkbox"/> Apt w/Listor<br>CALL/LB <input type="checkbox"/> Call First/Lock Box<br>VAC/LB <input type="checkbox"/> Vacant/Lock Box<br>APT/LB <input type="checkbox"/> Apt w/Contact-Req'd<br>KEY/LIST <input type="checkbox"/> Key at Listor<br>CALL TEN <input type="checkbox"/> Call Tenant<br>OTHER <input type="checkbox"/> Any Arrangement not included above   |
|   | <b>FORM OF ACCESS (✓ No more than 2)</b><br>INT <input type="checkbox"/> Interstate<br>HWY <input type="checkbox"/> Highway<br>ST <input type="checkbox"/> State<br>SR <input type="checkbox"/> Service Road<br>CNT <input type="checkbox"/> County<br>CTY <input type="checkbox"/> City<br>PVT <input type="checkbox"/> Private<br>OTH <input type="checkbox"/> Other   |   |
|   | <b>PARKING DESCRIPTION</b><br>(Enter description of parking facilities, i.e. lot, off-street)<br>_____   |   |
|   | <b>PARKING SPACES (Enter # of parking spaces)</b><br>_____   |   |
|   | <b>TRAFFIC COUNT (Amount of traffic passing within 24 hours)</b><br>_____  |   |

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**CIB** COMMERCIAL INDUSTRIAL BUSINESS



LISTING # \_\_\_\_\_  
 ASSIGNED BY ON-LINE \_\_\_\_\_

PAGE 2

**PROPERTY INPUT STATEMENT**

**MANDATORY**

Rev. 7/2012

**ASSESSMENT/MARKET VALUE**      The system will prompt you for the correct information relative to the area placement of the listing.  
 \$ \_\_\_\_\_  
**Mandatory**

Tenant Occupied?  Yes  No      **Mandatory**  
 Foreclosure:  Yes  No  
 Short Sale:  Yes  No

**Map#/Block#/Lot#/Info:** Enter locator information that applies to the listing area.

**Mandatory** \_\_\_\_\_

Inhouse Compensation Difference      **ICD**       Yes       No      **MANDATORY**  
 Indicate if a different compensation is offered by the Seller/Owner for an in-house sale by the listing office. A zero is acceptable.

Buyer Agency Compensation      **MANDATORY**  
 Enter decimal or dollar amount to be paid. A zero (0) is acceptable.

**PROPERTY DISCLOSURE STATEMENTS ARE REQUIRED WITH ALL CIB LISTINGS THAT ARE FOR SALE. PAR DISCLOSURE FORMS MAY BE USED WITH COMMERCIAL LISTINGS.**

**REMARKS** (Enter Remarks, Inclusions, Amenities, Restrictions. For Condominiums, enter "Condo incl." followed by abbreviations given below for those services which are included in the condominium fee: separate by commas, and/or spaces. Please add Deed Book Volume and Page Number.)

1 REM \_\_\_\_\_  
 2 REM \_\_\_\_\_  
 3 REM \_\_\_\_\_  
 4 REM \_\_\_\_\_  
 5 REM \_\_\_\_\_  
 6 REM \_\_\_\_\_  
 7 REM \_\_\_\_\_

**There are 510 slots of data entry available when entering the listing online.**

**AGENT REMARKS:** This area may contain information not specifically relative to the property such as, but not limited to, financing, special offers, HUD information, foreclosure information, short sale information, etc...It may NOT carry any information connected to combination lock entry and any other device used for access to the listing.

1 REM \_\_\_\_\_  
 2 REM \_\_\_\_\_  
 3 REM \_\_\_\_\_  
 4 REM \_\_\_\_\_  
 5 REM \_\_\_\_\_  
 6 REM \_\_\_\_\_  
 7 REM \_\_\_\_\_

**There are 510 slots of data entry available when entering the listing online.**

**Sub-Agency Compensation**      **Transaction Licensee Compensation**  
 SAC \_\_\_\_\_ **MANDATORY**      TLC \_\_\_\_\_ **Mandatory**  
 A zero is acceptable.      A zero is acceptable.

**Image Submitted:**  Yes  No      **Failure to enter an image within the time range in the Rules will be subject to a fine.**

**OWNER** \_\_\_\_\_ **MANDATORY**  
**CONTACT** \_\_\_\_\_ **CONTACT PH** \_\_\_\_\_  
**AGENT** \_\_\_\_\_ **AGENT PH** \_\_\_\_\_ **LOCKBOX SERIAL#** \_\_\_\_\_  
**OFFICE** \_\_\_\_\_ **OFFICE PH** \_\_\_\_\_ **OFFICE ID#** \_\_\_\_\_

Seller acknowledges that they alone are responsible for the accuracy of the information contained in this form and that the information is accurate and complete to the best of the Seller's knowledge. Seller further acknowledges that the West Penn Multi-List, Inc. did not participate in the completion of this form.

**SIGNATURE OF OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**MANDATORY**

**List Date: Must agree with Commencement Date on Contract**

**SIGNATURE OF OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**MANDATORY**