

**State-Wide Multiple Listing Service, Inc. Category 7**



**Commercial/Industrial Lease - CIL**

KEYWORDS: Fill in the Blanks for each keyword, enter information as prompted by the computer. (R)'s denote required entries for adding a listing. Shaded Keywords are explained on Back of Form

(R)Listing Member ID: \_\_\_\_\_ (R)Company Code: \_\_\_\_\_ Showing Associate ID: \_\_\_\_\_ Showing Associate Phone: \_\_\_\_\_

Showing Assoc. Email: \_\_\_\_\_ (R)List Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (R)Exp Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (R)Annual Rent: \$ \_\_\_\_\_  
Per Square Foot

(R)Compensation to Coop. Broker: \_\_\_\_\_ (R)Lockbox: \_\_\_\_ (R)Photo Instructions: \_\_\_\_ Enhanced Photo Service: \_\_\_\_  
44 CHARACTERS MAX

**Choose Your Internet Display Options:**

If the fields below are N, then all other Internet display options will not apply and Seller Opt out form must be completed.

Display Property on Agent/Broker Sites Y/N  
 (R)IDX: \_\_\_\_

Display Property on Consumer Sites (i.e. RILiving.com) Y/N  
 (R)Consumer Sites: \_\_\_\_

Allow Property Value Estimates on VOWs Y/N  
 Allow AVM: \_\_\_\_

(R)Internet Display: \_\_\_\_  
 (R)Internet Address Display: \_\_\_\_

Display Property Address on Agent/Broker Sites Y/N  
 (R)IDX Address Display: \_\_\_\_

Display Property Address on Consumer Sites (i.e. RILiving.com) Y/N  
 (R)Consumer Sites Address Display: \_\_\_\_

Allow Property Comments/Reviews on VOWs Y/N  
 Allow Comments: \_\_\_\_

(R)State: \_\_\_\_\_ (R)County: \_\_\_\_\_ (R)Municipality: \_\_\_\_\_ (R)Street Number: \_\_\_\_\_ - \_\_\_\_\_ (R)Street Name: \_\_\_\_\_  
ADDL ST. # 50 CHARACTERS MAX

(R)Street Suffix: \_\_\_\_\_ (R)Zip: \_\_\_\_\_ - \_\_\_\_\_ (R)Neighborhood: \_\_\_\_\_ (R)Year Built: \_\_\_\_\_ Taxes/SqFt.: \$ \_\_\_\_\_  
ZIP + 4 22 CHARACTERS MAX

Operating Expenses/Sq.Ft.: \$ \_\_\_\_\_ Zoning: \_\_\_\_\_ (R)Sign on Property: \_\_\_\_\_ (R)Property For Sale: \_\_\_\_\_ (R)Lease: \_\_\_\_\_  
Not intended for Legal Use Y/N Y/N Gross or Net? G/N

Will Subdivide: \_\_\_\_\_ (R)Approx. Lot Square Ft: \_\_\_\_\_ (R)Min Building/Unit Sq. Ft.: \_\_\_\_\_ (R)Max Building/Unit Sq. Ft.: \_\_\_\_\_  
Y/N

Lot Frontage: \_\_\_\_\_ Approx. Lot Acres: \_\_\_\_\_ (R)Building Levels: \_\_\_\_\_ Clear Span: \_\_\_\_\_ (R)Parking Spaces: \_\_\_\_\_  
FEET

(R)Present Use: \_\_\_\_\_ (R)Entry Only Listing: \_\_\_\_\_ Short Sale: \_\_\_\_\_ (R)REO/Lender Owned: \_\_\_\_\_  
Y/N Y/N Y/N

Showing Instructions: \_\_\_\_\_  
(200 CHAR. MAX)

Compensation Comments: \_\_\_\_\_  
(62 CHARACTERS MAX)

**FEATURES: For "Equipment Feature" choose only those included in list price**

- (R)TYPE  
 A. Office  
 B. Retail  
 C. Wholesale  
 D. Warehouse  
 E. Industrial  
 F. Hotel/Motel  
 G. Recreation  
 H. Food/Beverage  
 I. Auto Related  
 J. Beauty Service  
 K. Health Care  
 L. Distributor  
 M. Liquor Store  
 N. Services  
 Z. Other

- (R)LOCATION  
 A. Downtown  
 B. Urban  
 C. Suburban  
 D. Rural  
 E. Park  
 F. Shopping Mall  
 G. Strip Store  
 H. Historic  
 I. Free Trade Zone

- EQUIPMENT  
 A. Furniture  
 B. Carpeting  
 C. Elevator  
 D. Freight Elevator  
 E. Compressor  
 F. Fuel Pump

- G. Grease Pit  
 H. Overhead Crane  
 I. Hydraulic Lift

- NEAR  
 A. Shopping  
 B. Bus  
 C. Commuter Bus  
 D. Interstate  
 E. Highway Access  
 F. Hospital  
 G. Rec. Facility

- SITE  
 A. Fenced  
 B. Paved  
 C. Corner

- (R)ROAD  
 A. Municipal  
 B. State  
 C. Sidewalks  
 D. Street Lights  
 E. High Traffic

- (R)UTILITIES  
 A. Gas Connected  
 B. Gas Available  
 C. Fiber Optic  
 D. Telephone  
 E. Cable TV  
 F. Rail Spur  
 G. Underground  
 Z. Other

- (R)ELECTRICAL  
 A. 100 Amps  
 B. 110 Volts  
 C. 220 Volts  
 D. 440 Volts  
 E. + 440 Volts  
 F. 3 Phase  
 Z. None

- (R)SEWER  
 A. Municipal  
 B. Private  
 C. Connected  
 D. Available  
 E. Pre-Treatment  
 F. Storm  
 Z. None

- (R)WATER SUPPLY  
 A. Municipal  
 B. Private  
 C. Connected  
 D. Available  
 E. Well  
 Z. None

- HAVE  
 A. Site Plan  
 B. Air Photo  
 C. Soil Survey  
 D. Environmental  
 E. Septic Design  
 F. Investment Analysis

- G. Feasibility Study  
 H. Arch Drawings  
 I. Load Stress

- (R)BUILDING  
 A. Brick  
 B. Frame  
 C. Masonry  
 D. Steel  
 E. Pre-Cast  
 F. Historic  
 G. Subdivided  
 Z. Other

- (R)TRUCK DOOR  
 A. None  
 B. Less than 6'  
 C. 6'-9'  
 D. 9'-11'  
 E. 11'-14'  
 F. 14'+  
 G. Truck Level  
 H. Ground Level  
 I. Potential

- (R)BASEMENT  
 A. Slab  
 B. Crawl Space  
 C. Partial  
 D. Full  
 E. Concrete  
 F. Storage Area  
 G. Common  
 Z. None

**FEATURES (continued)**

**(R) CEILING HEIGHT**

- A. Less than 7'
- B. 7'-9'
- C. 9'-12'
- D. 12'-15'
- E. 15'-17'
- F. 17'-20'
- G. 20'+

**OCCUPANCY**

- A. Immediate
- B. 1-45 Days
- C. 45-90 Days
- D. Negotiable

**TENANTS EXPENSES**

- A. Taxes

- B. Tax Over Base
- C. Heat
- D. Air Condition
- E. Electric
- F. Sewer
- G. Water
- H. Insurance
- I. Janitorial
- J. Trash Service
- K. Snow Removal
- L. Parking
- M. Expenses Over Base
- N. Escalator

**HEAT**

- A. Gas
- B. Oil

- C. Electric
- D. Solar
- E. Bottle Gas
- F. Wood
- G. Coal
- H. Central Steam
- I. Central
- J. Heat Pump
- K. Partial
- L. Zoned
- M. Other
- Z. None

**GAS**

- A. Connected
- B. Available
- Z. None

**COOLING**

- A. Central
- B. Window Units
- C. Office Only
- D. Partial
- Z. None

**SYSTEM**

- A. Telephone
- B. Security
- C. Security Lights
- D. Wet Sprinkler
- E. Dry Sprinkler
- F. Conveyor
- Z. None

**Remarks:** (250 CHAR. MAX)

---



---



---

**Photo Instructions:** (56 CHAR. MAX)

---

SELLER(S) AGREE(S) ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE OR AGREE(S) TO CHANGES IN ORIGINAL AGREEMENT. The listing broker has gathered the above information to the best of his/her ability based on information provided from other sources, including but not limited to the seller. This should in no way be a substitution for independent inquiries by the buyer.

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

Seller(s) \_\_\_\_\_ Date: \_\_\_\_\_

## Category 7 – Commercial Lease Listing

*The Seller must initial any and all crossovers. All owners must sign where indicated.*

### RHODE ISLAND

BARR Barrington  
BRIS Bristol  
BURR Burrillville  
CFLS Central Falls  
CHAR Charlestown  
CRAN Cranston  
CUMB Cumberland  
CVEN Coventry  
EGRN East Greenwich  
EPRO East Providence  
ESID East Side of Prov.  
EXET Exeter  
FOST Foster  
GLOC Gloucester  
HOPK Hopkinton

JAME Jamestown  
JOHN Johnston  
LCOM Little Compton  
LINC Lincoln  
MDLT Middletown  
NARR Narragansett  
NEWP Newport  
NSHM New Shoreham  
NKEN North Kingstown  
NPRO North Providence  
NSMF North Smithfield  
PAWT Pawtucket  
PORT Portsmouth  
PROV Providence  
RICH Richmond  
SCIT Scituate

### MUNICIPALITY CODES

SMTH Smithfield  
SKNG South Kingstown  
TIVR Tiverton  
WARN Warren  
WARW Warwick  
WEST Westerly  
WGRN West Greenwich  
WWAR West Warwick  
WOON Woonsocket

BLCK Blackstone  
FAIR Fairhaven  
FRIV Fall River  
FREE Freetown  
MANS Mansfield  
MEND Mendon  
MLVL Millville  
NBED New Bedford  
NATL North Attleboro  
NORT Norton  
PLNV Plainville  
REHB Rehoboth  
SEEK Seekonk  
SOMR Somerset  
SWAN Swansea  
TAUN Taunton

UXBR Uxbridge  
WPRT Westport  
WRNT Wrentham

### CONNECTICUT

GROT Groton  
MYST Mystic  
NEWL New London  
NSTN North Stonington  
PAWC Pawcatuck  
STON Stonington

### MASSACHUSETTS

ACSH Acushnet  
ATTL Attleboro  
DART Dartmouth  
DIGH Dighton  
BELL Bellingham

### OUT OF STATE

OTHC Connecticut  
OTHM Massachusetts  
OTHR Other

### COMPENSATION TO COOPERATING BROKER (CB)

MLS cannot accept the listing unless the CB keyword is completed. Specifying the compensation of each listing is necessary because the cooperating Broker has a right to know what the compensation shall be prior to his/her endeavor to sell.

The compensation shall be shown in one of the following forms:

1. By showing a percentage of the gross selling price
2. By showing a definite dollar amount

If you offer a DUAL OR VARIABLE RATE COMMISSION (i.e. one in which the seller agrees to pay a specified commission if the property is sold by the listing broker without assistance, and a different commission if the sale results through the efforts of a cooperating broker) the listing broker must disclose by either one of the below formats followed by "V". **EXAMPLE: CB: -%V**

If you take an EXCLUSIVE-RIGHT-TO-SELL contract with Named Prospects Exempted (Reservations) you will denote the compensation in either one of the below formats followed by "R". **EXAMPLE: CB: -%R**

If you take an EXCLUSIVE AGENCY CONTRACT the standard Exclusive-Right -to-Sell contract cannot be used. Fill in the keywords and features page (reverse side of page) in the usual manner and denote the compensation in either one of the below formats followed by the code "XA". **EXAMPLE: CB: -%XA**

*\* All compensation offered through MLS to the cooperating company is paid based exclusively on its becoming procuring cause of the purchaser.*

### COMPENSATION COMMENTS

This field is to be used to explain any deductions or terms from the compensation fields -CB (Compensation to Broker). If there are any deductions to be made from compensation, the deduction MUST be stated in the CB field. This is just an additional field to accommodate the explanation.

### LOCK BOX ABBREVIATIONS (BX)

Value	Meaning
N	None
C	Company
O	Office
S	State-Wide MLS Supra System

*If BX field contains an "S", fill in the LX field with lockbox serial number.*

### PHOTO INSTRUCTIONS (PH)

In the first field, enter the letter value that corresponds with the meaning. In the second field, enter the number of photos sent in or to be taken by the MLS photographer.

Value	Meaning
M	MLS Exterior Standard (one exterior shot only-no appointment needed).
O	Exterior Rush (1 day turnaround)
F	REALTOR photo to follow
R	REALTOR Photo (s) submitted
N	No photo is to be printed (owners' authorization on contract)
C	Under Construction

### ENHANCED PHOTO SERVICES (EP)

A Appt. needed – Interior/Exterior Enhanced Photos  
E Supplement Photos  
S "Rush" Supplement Photos  
V Visual Tour

### STREET NUMBER (NU)

Street number is limited to two sets of six characters. Therefore, in some instances it is necessary to abbreviate information about the type of number that you are using to identify the property. The street number must comply with the 911 system whenever possible. The first six-digit field is required and can be filled with numbers only. The second six character field is not required and should be used for all additional information (i.e. Box #, Pole #, opposite pole, lot, 1/2 ending house #) as shown below:

EXAMPLE	Street Address	With Additions
123- PL 1957	123 Main Street	Pole 1957
123-A	123 A Main Street	

### YEAR BUILT (YB)

Year Built is a numeric field (i.e. no alphabetic characters will be accepted). Year Built is the year that the property was built. When the property listed is in new construction, enter as the current year. When the age of the building is unknown, show its age as 9999.

**EO = "MLS Entry-Only Listing"** shall mean a form of listing submitted to the Service under which the listing broker will provide none of the following services: (a) present offers to purchase directly to the seller; (b) advise the seller as to the merits of the offer; (c) assist the seller in developing, communicating or presenting counteroffers; and (d) participate on the seller's behalf in negotiations leading to the sale of the listing property. **Indicate by Y (yes) or N (no) in this field.**

### SHOWING INSTRUCTIONS (SI)

Any showing instructions or additional advertising should be placed in this field. This information will print out on broker translates only. It will not appear in the MLS books or any customer printouts. (Example: Bonuses to selling brokers, particulars about a property.)