



COMMERCIAL SALE DATA INPUT FORM

All black boxes are Mandatory and must be filled out or listing may be delayed

List Agent:

Co-List 1:

Co-List 2:

LOCATION

Lot Number:

Unit Number:

Street #:

Street Name:

Street Type:

Direction Suffix:

City:

Postal Code:

Contract information will be entered from the **Multiple Listings Contract**

PROPERTY TITLE

Survey Certificate YN:

☐ Yes ☐ No

Number of Titles:

TITLE TYPE select ONE of TIER 1. Your next selection, TIER 2, must be under your first selection

TITLE: TIER 1

TITLE: TIER 1

TITLE: TIER 1

Freehold ↓

Leasehold ↓

Other ↓

TITLE: TIER 2

TITLE: TIER 2

TITLE: TIER 2

Fee Simple

Indigenous Lands

Co-Op/Share Sale

Strata

Other Lease

Sale of Chargeholder Interest

Bareland Strata

Mobile Home on Rented Pad

Modern Treaty Lands

Other (See Remarks)

Time Share

Strata YN:

☐ Yes ☐ No (Default is No)

Association YN:

☐ Yes ☐ No (Default is No)

IF STRATA OR ASSOCIATION IS YES, THE STRATA SUPPLEMENT IS MANDATORY

Indigenous Lands YN:

☐ Yes ☐ No

Agricultural Land:

☐ In ☐ Both ☐ Out

Common Interest:

☐ Timeshare/Hotel Strata

Seller Interest In Title:

Agreement for Sale

Fee Simple Non-Strata

No Interest in Title

Fee Simple

Lease

Strata

Assignment of Contract:

☐ Yes ☐ No

Special Listing

Conditions:

Standard (Default)

In Foreclosure

Third Party Approval

Auction

Probate Listing

Court Ordered Sale

Real Estate Owned

Levies:

☐ No Levies☐ Payable☐ Pending☐ Pre-Paid

COMMERCIAL SALE DATA INPUT FORM**PROPERTY TITLE Cont'd**

Non-Financial Encumbrances:	None	Mineral Rights	Tenancies
	Building Schemes	Multiple	Other (See Remarks)
	Covenants	Restrictive Covenant	
	Easement	Right-of-Way	
Disclosures	None (Default)	Land Sale Disclosure Available	
	Bylaw Infractions Disclosure Available	No Seller Disclosure	
	Environmental Disclosure Available	Not Required	
Incentives Offered: ☐ Call Agent ☐ Yes ☐ No Interest For Sale: ☐ Assets ☐ Shares			

TAX

Tax Assessment Status:	☐ Assessed ☐ To Be Assessed		
Annual Property Tax:		Property Tax Year:	
Total Assessed Value		Land Assessment:	
Improvements		Redesign/Rezoning:	☐ No ☐ Unknown ☐ Yes
Zoning Code			
Zoning Description:	Agricultural	Industrial	Residential
	Business	Industrial-Light	Retail
	Commercial	Multi-Family	See Remarks
	Commercial AND Office	Office	Single Family
	Commercial or See Remarks	Recreational	

PROPERTY INFORMATION

MLS® Area Major/Region:			
MLS® Area Minor/Sub Area:			
Subdivision / Neighbourhood			
Property Sub Type:	Hospitality/Resort	Office	Specialty
	Industrial	Retail	
	Mixed Use	Services	
Exclusions (255 max):			
Inclusions (255 max):			
Listing Terms:	Assumable	Lease Back	Submit
	Cash	Mortgage	Trade
	Conventional	Owner May Carry	
Contingency YN:	☐ Yes ☐ No		
Contingency Description (250 Max):			

COMMERCIAL SALE DATA INPUT FORM**PROPERTY INFO Cont'd**

Possession:		30 Days		Completion plus 1 day		Other
		60 Days		Negotiable		
		Close Plus 30 Days		On Completion		
Year Built:						
Year Built Source:		Appraiser		Estimated		Public Records
		BC Assessment		Other		See Remarks
		Builder		Owner		
Year Substantially Renovated:						
Property Condition:		Actual Age		Heritage		Under Construction
		Approximate Age		New Construction		Unknown/Mixed
		Fixer		To Be Built		Updated/Remodeled
Development Permit:		☐ Yes ☐ No		Builder Name (50 ch):		
Property Attached YN:		☐ Yes ☐ No				

FLOOR AREA

Total Building SqFt:			Unit SqFt:					
Leasable SqFt:								
SqFt Source:		360 Scan		Builder		Plans		See Remarks
		Appraiser		Listing Agent		Public Records		

SPACES

Space Type Rooms:	Industrial	Other	Shop
	Living	Residential	Storage
	Office	Retail	Warehouse
Space Type	Ground SqFt	Mezza SqFt	Other SqFt

STRUCTURE

# Storeys in Property:						
Construction Materials:		Block		Fiber Cement		Manufactured
		Brick		Frame - Steel		Modular
		Concrete		Frame - Wood		Other
		Concrete Precast		Updated/Remodeled		Prefab
		Construction Mixed		Log		

COMMERCIAL SALE DATA INPUT FORM**STRUCTURE**

Exterior Construction Materials:		Aluminum		Concrete Block		Stone
		Brick		Fiber Cement Siding		Stucco
		Cedar		Metal		Vinyl
		Composite Siding		Mixed		Wood
		Concrete		Other (See Remarks)		Wood Siding
Foundation Details:		None		Concrete Block		Treated Wood
		Block		ICF Block		Other
		Concrete		Stone		
Roof:		Asphalt/Fibreglass Shingles		Shingle		Wood
		Metal		Slate		
		Other		Tar/Gravel		
		Shake		Tile		
Security Features:		Building Security		Medical Alert System		Security Service
		Carbon Monoxide Detector(s)		None		Security System
		Fire Sprinkler System		Secured Garage/Parking		See Remarks
		Gated Community		Security Gate		Smoke Detector(s)
Ceiling Height Ft:				Ceiling Minimum Clearance:		
Elevator:		Freight and Passenger		No Elevators	Number of Elevators:	
		Freight Only		Passenger Only		
Loading:		At Dock		At Grade and Dock		Other (See Remarks)
		At Grade		No Loading		
Loading Description:	☐ Exclusive ☐ Shared			Number Of Docks:		
Heat Control YN:	☐ Yes ☐ No		Heat Control :	☐ Separate ☐ Shared ☐ Zone		
Heating:		None		Hot Water		Radiant Ceiling
		Baseboard		Mixed		Radiant Floor
		Ceiling		Natural Gas		Rooftop H.V.A.C.
		Electric		No Fuel		Solar
		Floor Furnace (In-Floor)		Oil		Space Heater
		Forced Air		Other		Wood
		Geothermal		Propane		Wood Burning Stove
		Heat Pump		Radiant		
Cooling:		None		Heat Pump		Window Unit(s)
		Central Air		Other		
		Geothermal		Wall Unit(s)		
Accessibility Features:		Accessible Approach with Ramp		Details Unknown		Shower Stall Access
		Accessible Elevator Installed		Lower Counters		Wheelchair Access
		Stair Lift		Lower Switches		Wheelchair Adaptable
		Adapted		Other (See Remarks)		
		Barrier Free		Sensory		

COMMERCIAL SALE DATA INPUT FORM**STRUCTURE**

Green Energy Efficient:	Appliances	HVAC	Roof
	Construction	Incentives	Thermostat
	Doors	Insulation	Water Heater
	Exposure/Shade	Lighting	Windows
Building Features:	Bike Storage	Pool	Playground
	Cafeteria	Ramp	Pole Sign
	Coin Laundry	Sauna	Pool Indoor
	Day Care	Security System	Pool Outdoor
	Elevator(s)	Storage	Recreation Centre
	Fiber Optic	Wi-Fi	Shared Laundry
	Fitness Center	CableVision	Store Front
	Front Desk	Fireplace(s)	Tennis Court(s)
	Hot Tub	Food Services	Visitor Parking
	Lobby	Guest Accommodation	Wharves Docks
	Other	Heavy Loading	Wheelchair Access
	Patio	Indoor Parking	Whirlpool
Signs Canopies:	Excluded	No Signs/Canopies	Owned and Included
	Included	Not Permitted	Permitted
	Leased	Other (See Remarks)	

PARKING

Parking Features:	None	Garage Door Opener	Rear
	Additional Parking	Heated	RV Access/Parking
	Breezeway	Offset	Stall
	Carport - Attached	On Street	Underground
	Carport - Detached	Open	Workshop in Garage
	Garage - Attached	Oversized	Other
	Garage - Detached	Parkade	
Garage Spaces:		Garage Dimensions:	L x W x H
Secured Parking Spaces:		Open Parking Spaces:	
Reserved Parking Avail:	☐ Yes ☐ No	If Yes - # Reserved Parking Spaces:	
Parking Total:			

LOT

Lot Size Area:		Lot Size Units:	☐ Acres ☐ Sqft	Lot Size Dim.:	Width x Length
Property Access:	Boat Access	Lane Access	Public Road		
	Boat Access Only	No Access	Registered Easement		
	Lake Only	Other (See Remarks)			
Water Access YN:	☐ Yes ☐ No	Road Frontage:	Ft		
Road Frontage Type:	Alley	Highway	See Remarks		
	City Street	None	Unimproved		
	Easement	Other			
	Freeway	Private Road			

COMMERCIAL SALE DATA INPUT FORM**LOT Cont'd**

Fencing:	☐	Chain Link	☐	Other	☐	Building Scheme
	☐	Fenced	☐	Rail	☐	
	☐	Multiple	☐	Wire	☐	
	☐	None	☐	X-Fencing	☐	
Lot Features:	☐	Adult Oriented	☐	Farm	☐	No Thru Road
	☐	Cablevision	☐	Few Trees	☐	Park Setting
	☐	Central	☐	High Traffic Area	☐	Paved Roads
	☐	City Lot	☐	Highway Access	☐	Private
	☐	Close to Airport	☐	Hillside	☐	Recreational
	☐	Close to Park	☐	Internet	☐	Rolling Slope
	☐	Close to Recreation	☐	Irregular Lot	☐	Rural Setting
	☐	Close to Schools	☐	Landscaped	☐	Secluded
	☐	Close to Shopping	☐	Level	☐	See Remarks
	☐	Close to Ski Area	☐	Manufactured Home Pad	☐	Sloped
	☐	Corner Lot	☐	Many Trees	☐	Sloped Up
	☐	Cul-De-Sac	☐	Near Golf Course	☐	Views
	☐	Easy Access	☐	Near Public Transit	☐	Waterfront
	☐	Family Oriented	☐	Near Transit	☐	Wooded
	Utilities:	☐	Cable At Lot Line	☐	Electricity Not Available	☐
☐		Cable Available	☐	Natural Gas At Lot Line	☐	Sewer Available
☐		Cable Not Available	☐	Natural Gas Available	☐	Sewer Not Available
☐		Electric Generator	☐	Natural Gas Not Available	☐	Water At Lot Line
☐		Electricity At Lot Line	☐	Phone At Lot Line	☐	Water Available
☐		Electricity Available	☐	Phone Available	☐	Water Not Available
Water Source:	☐	None	☐	Lake Intake	☐	See Remarks
	☐	Cistern	☐	Licensed	☐	Shallow Well
	☐	Co-operative	☐	Municipal	☐	Shared Community Water
	☐	Community Water User's Utility	☐	No Water Supply	☐	Shared Well
	☐	Creek	☐	Other	☐	Spring
	☐	Dugout	☐	Private	☐	Via Easement
	☐	Government Managed	☐	Private Utility	☐	Well
	☐	Gravity Intake	☐	Public	☐	
	☐	Irrigation District	☐	Sand Point	☐	
Sewer:	☐	None	☐	Public Sewer	☐	Septic Tank and Field
	☐	Available	☐	Septic	☐	Sewer At Lot Line
	☐	Other	☐	Septic Permit Required	☐	Sewer Not Connected
Storm Drainage:	☐	Connected	☐	Not Connected	☐	
	☐	No Storm Drainage	☐	On-Site Disposal	☐	

COMMERCIAL SALE DATA INPUT FORM**DISTRIBUTION**

Syndicate To:	☐ Send to CREA		
Internet Entire Listing Display YN	☐ Yes ☐ No	Internet Address Display YN	☐ Yes ☐ No
Cross Listing ID:		Interboard Listing ID:	
Seller Contact Opt Out YN	☐ Yes ☐ No	Seller Survey Opt Out YN	☐ Yes ☐ No

REMARKS

Public Remarks: (1500 Characters)	
Private Remarks: (1500 Characters)	

COMMERCIAL SALE DATA INPUT FORM**SHOWING**

Showing Instructions (250 Ch):						
Showing Requirements:	☐	Lockbox	☐	Call Listing Office	☐	No Appointment Necessary
	☐	No Lockbox	☐	Call Manager	☐	No Sign
	☐	Showing Service	☐	Call Owner	☐	Pet(s) on Premises
	☐	Boundaries/Corners Marked	☐	Call Tenant	☐	Restricted Hours
	☐	Call Listing Agent	☐	Key In Office	☐	See Remarks
Salesperson Safety:	☐	Cell Service Inconsistent	☐	Minimal or No Interior Lighting		
	☐	Electricity Not On	☐	Other - See Remarks		
	☐	Heat Not Available	☐	Remote/Limited Visibility from Road		
	☐	Minimal or No Exterior Lighting	☐	Vacant		
Salesperson Safety Other Info (255 ch) :						
Directions (1024 ch):						
Occupant Type:	☐	Not Applicable	☐	Owner	☐	Vacant
	☐	Other	☐	Tenant	☐	
Occupant Name	Occupant Phone:					

Media Links

Virtual Tour 1	
Virtual Tour 2	
Additional Photos URL	
Audio Tour URL	
Alternate Feature Sheet URL	
DDF More Info URL	
Floor Plan URL	
Listing Brochure URL	

COMMERCIAL SALE DATA INPUT FORM

STRATA/ASSOCIATION - mandatory If Strata or Association = Yes

Storeys in Building:				Units in Community:			
Units in Project:				Bylaws Available YN ☐ Yes ☐ No			
Strata/Assoc Parking Type:	☐	CP - Assigned by Strata/Assoc	☐	CP - Rented by Strata/Assoc	☐	Part of Strata/Assoc Lot	
	☐	CP - Developer Sublease	☐	LCP - Ltd Common Property	☐	Other	
Strata/Assoc Prkg Stall ID:				Onsite/Guest Parking: ☐ Yes ☐ No			
Underground Parking Spcs				Storage Locker YN ☐ Yes ☐ No			
Strata/Assoc Storage Type:	☐	CP - Assigned by Strata/Assoc	☐	CP - Rented by Strata/Assoc	☐	Part of Strata/Assoc Lot	
	☐	CP - Developer Sublease	☐	LCP - Ltd Common Property	☐		
Laundry: ☐ In Unit ☐ None ☐ Other ☐ Shared							
Strata/Assoc Amenities:	☐	Assisted Living	☐	Guest Suite	☐	RV/Boat Storage	
	☐	Barbecue	☐	Indoor Pool	☐	Sauna	
	☐	Beach Access	☐	Landscaping	☐	Secure Parking	
	☐	Boat Slip	☐	Laundry	☐	Secured Entry	
	☐	Cable TV	☐	Maintenance	☐	Security	
	☐	Cleared	☐	Marina	☐	Security Gate	
	☐	Clubhouse	☐	None	☐	Snow Removal	
	☐	Coin Laundry	☐	Nursing/Med Care Service	☐	Spa/Hot Tub	
	☐	Common Entry	☐	Other	☐	Sport Court	
	☐	Crafts/Hobbies	☐	Outdoor Pool	☐	Storage	
	☐	Day Care	☐	Party Room	☐	Tennis Court(s)	
	☐	Dog Park	☐	Playground	☐	Trash	
	☐	Elevator(s)	☐	Private Entry	☐	Water	
	☐	Fitness Center	☐	Private Yard	☐	Wheelchair Access	
	☐	Food Services	☐	Recreation Facilities	☐	Workshop Area	
	☐	Gated	☐	RV Parking	☐		
Strata Fee: \$							
Strata Fee Frequency:	☐	Monthly	☐	Daily	☐	Semi-Annually	
	☐	Annually	☐	One Time	☐	Semi-Monthly	
	☐	Bi-Monthly	☐	Quarterly	☐	Weekly	
	☐	Bi-Weekly	☐	Seasonal	☐		
Strata Fee Includes :	☐	Cable TV	☐	Insurance	☐	Sewer	
	☐	Contingency Reserve	☐	Maintenance Grounds	☐	Snow Removal	
	☐	Electricity	☐	Management	☐	Taxes	
	☐	Gas	☐	Other (See Remarks)	☐	Trash	
	☐	Heating	☐	Recreational Facilities	☐	Water	
Other Fee: Fee type:		Resort Fee	Association Fee	Other	Fee Amount: \$		
Other Fee Frequency:	☐	Monthly	☐	Daily	☐	Semi-Annually	
	☐	Annually	☐	One Time	☐	Semi-Monthly	
	☐	Bi-Monthly	☐	Quarterly	☐	Weekly	
	☐	Bi-Weekly	☐	Seasonal	☐		