


COMMERCIAL LISTING INPUT FIELD

DEFINITIONS

Fields with asterisks (*) are required fields.

Address	The address of the property. It is important to enter the correct information before submitting the listing, because any change to address fields must be done by BAREIS staff.
*Street #	The listing's street number. (for example, 1 Main Street)
*Modifier	The street number modifier (for example: A, 1/2, etc.).
Direction	(for example: North, East, etc.).
*Street Name	(for example: Main).
*Suffix	(for example: Avenue, Road, etc.).
Post Direction	If the street direction follows the street name (for example: Mulberry Road West).
Unit #	Used to identify an individual dwelling in a complex. (for example: 153 Stony Circle, <u>#200</u>)
*City	The city where the property is located, as designated by the U.S. Postal Service or the County planning department. You can click the "Select" link to choose from a list of cities based on the County you previously selected.
*Zip Code	Use the first field to enter the first five digits and use the second field to enter the remaining four digits (if you have the ZIP+4).
*Address on Internet	The portion of the address is displayed to the public. (For example: Full, Partial)
*Agent ID	The listing agent's Agent ID. If you don't know the ID, click the  button to choose from a list of agents based on the office ID you entered.
Also BusOp See ML#	The multiple listing number if the listing was also entered under the property type of Business Opportunity.
*APN	The Assessor's Parcel Number (Book, Page, Lot Number) assigned by the County Assessor used for property identification. NOTE: The fields are automatically formatted to accept the numbers in the proper format for the county selected.
*Approx. Sq. Ft	The structure's approximate size in square feet. If unknown, choose "Against Co. Policy" in the Sq. Ft Source field to leave this field blank.
*Area	The geographical area as defined by BAREIS in which the property is physically located. Click here for BAREIS area maps.
*Average Lease Per	A field to indicate if the Average Lease Price amount is per month, per quarter, or per year.

*Average Lease Price	The average lease price expressed in a dollar amount.
Build/Complex	The name of the building or complex in which the property is located.
*City Transfer Tax	A no/yes field to indicate if a city transfer tax will be assessed.
Cty Transfer Tax Rat	The city transfer tax rate, if applicable.
Co-Office ID	If there are two offices listing the property, enter the second office's ID in the Co- Office ID field.
Co-Agent ID	If there are two agents listing the property, enter the second agent's ID in the Co- Agent ID field. If you do not know the agent's ID, click the "Select Co-Agent" link to select from a list of agents based on the office ID you entered.
*Commission	The commission/compensation being paid to the selling office expressed in either a dollar amount or percentage (For example: \$3,000 or 2.5%).
*Comp to S.O.	Compensation to Selling Office
*Dual Var Comm	A yes/no field. A dual or variable rate commission arrangement is one in which, for example (a) 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, or (b) a different commission if the sale results through the efforts of the seller.
Comments	A text field for commission remarks.
*Common Int Dev	A no/yes/unknown field to indicate if the listing is located in a development or with private ownership but having common areas.
Conf/Show Instr	Confidential comments and showing instructions that you want other agents to see. You may want to include information such as dogs on the property, work in- progress, motivated seller, etc. NOTE: Conf/Show Instr do not display on client- viewable or public-viewable screens and reports.
*Construction Status	The construction status. (Completed, Proposed, Under Construction)
Cost Per Sq Ft	The cost per square foot.
*County	The name of the county in which the property is located as determined by state or postal boundaries. Select a County from the list of available counties. (Marin, Mendocino, Napa, Solano, Sonoma, Alameda, Contra Costa, Humboldt, Lake, Monterey, Sacramento, San Francisco, Santa Clara, Santa Cruz, Yolo, Other Calif. Counties, Out of California)
*Cross Street	The nearest intersecting street.
*Directions to Property	Detailed driving directions on how to find the property.
Dock Doors	The number of docking doors.
Elevators	A yes/no field to indicate if elevators are included.

Est. Annual Expenses & Income	Estimated expenses and income expressed in a dollar amount per year.
*Est. Misc. Expenses	Miscellaneous expenses.
*Est. Insurance Exp.	Insurance
*Est. Management	Management fees.
*Est. Utilities Exp.	Utilities
*Est. Taxes	Taxes
*Est. Maintenance Exp	Maintenance expenses
*Gross Scheduled Inc	The total income before any expenses are deducted.
Cap Rate	The capitalization rate expressed in a percentage.
Fixer	A yes/no field to indicate if the listing is in need of repairs or upgrades.
Floor Number	The number of the floor/story/level where the property is located.
Industrial Sq. Ft	The square footage of the industrial space included.
*Lease Price	If the listing is for Lease-Rent, specify the dollar amount charged per month, if for Lease-Rent.
*Listing Period	The beginning and ending dates of the listing agreement.
*Listing Date	The date all necessary signatures have been obtained on the listings or the effective date of the contract, whichever is greater.
*Expiration Date	The date the listing agreement ends.
*Listing Price	The dollar amount the seller is asking a buyer to pay to purchase the property. Enter the Listing Price for the property using the first entry field. Exclude the last three digits of the listing price. For example: enter 350 for a listing price of \$350,000).
*Listing Type	The type of written listing agreement between the seller and the listing agent. An Exclusive Right to Sell listing entitles the listing broker to a commission if the property is sold by anyone during the term of the agreement. A Seller Reserved listing gives a sole agent the right to sell a property for a specified time, but the owner has the right to sell the property himself without paying a commission. An Open listing is an authorization gives the listing agent a non-exclusive right to secure a purchaser. An Open listing can be given to any number of brokers who can work simultaneously to sell the owner's property. The first broker to secure a buyer ready, willing and able to meet the terms of the listing or secures the acceptance by the seller of a satisfactory offer, earns the commission. A Probate listing is where the amount of commission is fixed by the court and commissions are payable only from the proceeds of sale. A broker is not entitled to a commission unless the court approves the sale.
*Load Factor/CAM	The Load Factor, or loss factor or partial floor factor, is the square footage difference between the rentable area and the usable area expressed as a percentage. The CAM is the common area maintenance cost usually expressed as a dollar amount.

Lot Size	The approximate size of the property's lot displayed in a measuring unit of square feet or acreage.
Lot Size Source	The source of the lot size. (Tax Records, Owner, Not Verified, etc.)
*Map Book	The Thomas Guide street guide and directory used to determine the property's map page. (Napa & Sonoma, Marin, Solano, Mendocino, Other, Sacramento, Alameda, Contra Costa, San Mateo, San Francisco)
Map Page	The page number from the map book. Click the "Look up Map Pages" link to display a list of map pages and their coordinate ranges. For example, 465-A1 would have a map page of "465".
Top and Side Map Coordinates	The reference coordinates from the map book. Click the "Look up Map Coordinates" to display a list of possible coordinates based on the map page you previously entered. For example, for 465-A1, "A" is the top, and "1" is the side)
*New Construct/Resale	A field to specify if the listing is new construction or resale.
*# of Buildings	The number of buildings including in the listing.
# of Units	The total number of units included in the listing.
# of Tenants	The number of tenants currently renting space.
# of Floors	The number of floors included in the listing.
# of Offices	The number of individual offices included in the listing.
Number of Restrooms	The total number of restrooms included in the listing.
Occupant Type	The current occupant of the listing. (Owner, Tenant, Vacant)
Occupant Name	The name of the current occupant.
Occupant Phone	The phone number of the current occupant.
*Office ID	The listing office's Office ID.
Office Sq. Ft	The square footage of the office space included.
*On Market Date	The date the listing should be available and on the market. Enter today's date or a previous date to make the listing active immediately. NOTE: If you enter a future date, the listing will only be visible to the Listing Agent Broker and will be " unapproved " (suppressed from the market), until that date.
Owner Name	The name of the current property owner.
Owner Phone	The phone number of the property owner.
Parking Spaces	The number of parking spaces included.

*Pass to Internet	A yes/no field to indicate whether the listing is displayed to the public. Selecting Yes will make the listing accessible in the public MLS, in IDX, and in third-party exports.
*Photos Provided By	The person who will provide the listing's picture(s). (Photographer, Agent, None)
Photographer Instr	Instructions you want to give the photographer. For example, you might want to specify how and when the property should be photographed. This information prints on the photographer's report.
*Probate Sale	A no/yes field to indicate if the property is being handled by an administrator of an estate in probate.
*Property Subtype	This field further describes the property type. (Single family, Condo/Coop/Other, or Farms/Ranches). Please refer to "BAREIS Property Classifications" for more information. It's a good idea to select the property subtype before proceeding as it may determine which amenities fields are available.
*Property Type	The property type choices are Residential, Mobile/Floating Homes, Multi-Unit 2- 4, Multi-Unit 5+, Lots & Land, Commercial. It is important to select the correct property type here, as what you select determines the entry fields displayed in the second Enter Listing page. Please refer to "BAREIS Property Classifications" for a detailed description of each type.
Public/Internet Remarks	Remarks that describe important features of the property. This is the advertising text you want to appear on client-viewable, public-viewable and agent-viewable screens and reports. NOTE: There are potential fines for entering any confidential or contact information here (lockbox code, phone number, email, etc.).
Rentable	A yes/no field to indicate if the listing is able to be rented.
Rent Type	The term of rental agreement available. (Lease, Month-to-Month)
*Sale/Lease-Rent	The type of transaction, either for sale or for lease.
Signs	A no/yes field to indicate if signs are on the property.
Source of Financials	The source from which the financials were obtained. (Accountant, Broker, Owner, Property Management)
Special Assessment	A no/yes field to indicate if there is a special assessment.
Unit/Blk/Lot	Unit/Block/Lot number assigned by the Assessor's office. NOTE: Pertains to The Sea Ranch/coastal areas only.
Vacancy Factor	An allowance or discount for estimate vacancies (unrented units) expressed as a percentage. The ratio between the number of vacant units and the total number of units. Current statistics on vacancy factors can be obtained from the U.S. Census Bureau, regional housing reports published by the Dept. of Commerce and local utility companies.
Warehouse Sq Ft	The square footage of the warehouse space included.
*Year Built	The year the property was built. (Against Company Policy, Unknown)

Zoning The code or designation assigned by the County Planning Department describing the legal uses of a property.

FEATURES

All features are check-box fields, listed in alphabetical order, and contain the choices "Other", "None" or "Unknown".

Accessibility Feat A Features field to indicate the features available for disabled access. (Accessible, Bath, Flashing Doorbell, Wheelchair Ramp, etc.)

***Business Type** A Features field to indicate the type of business. (Bakery, Grocery, Restaurant, etc.)
NOTE: Called "Type A-Z on Biz Op"

Ceilings A Features field to indicate the height and type of the ceilings. (Under 12', Over 18', Beam/Posts, Suspended, etc.)

***Close To** A Features field to indicate the proximity to public amenities. (Freeway, Public Transportation, Shopping, etc.)

***Condition** A Features field to indicate the condition of the property. (Exterior-Good, Int-Fair, New-Remod, etc.)

***Current Use** A Features field to indicate the current use of the property. (Agricultural, Dairy, Vineyard, etc.)

Drainage A Features field to indicate the type of drainage. (Public Storage Drain, Sump Pump)

Energy Conservation A Features field to indicate the types of energy conservation features. (Caulked/seal, Dual Pane Windows, Low-Flow Shower, etc.)

Exchange For A Features field to indicate if the property is exchangeable, and if so, for what type of property. (Improved Property, Income Property, Yes, etc.)

***Exterior** A Features field to indicate the type of exterior. (Brick, Concrete Block, Redwood Siding, etc.)

Finance Terms A Features field to indicate the type of financing available. (1031 Exchange, CTNL, Loans Assumable, etc.)

Floors A Features field to indicate the type of flooring throughout the property. (Concrete, granite, hardwood, marble, laminate, etc.)

***Foundation** A Features field to indicate the type of foundation. (Concrete Perimeter, Pillars/Post, Slab, etc.)

Gross Income Incl A Features Field to indicate the types of income included in the gross income. (Laundry, Parking, Rents, etc.)

***Heat/Cool** A Features field to indicate the type of heating and cooling systems. (1 Window Unit Incl., Ceiling Fan(s), Central Air, etc.)

Height Limit A Features field to indicate the height limit for vehicles, if applicable. (16, 20, etc.)

***Loading** A Features Field to indicate the type of loading available (Dock High, Elevator-Freight, Truck Door, etc.)

Location	A Features field to indicate the geographical feature of the property. (Coast, Forest, Hillside, etc.)
*Lot Description	A Features field to indicate the description of the lot. (Agricultural, Level, etc.)
Miscellaneous	A Features field to indicate any miscellaneous features not described elsewhere. (Bay Windows, Deck(s), Formal Entry, etc.)
*Operating Exp. Inc	A Features Field to indicate the expenses included in the operating expenses (Acctg, Electricity, Garbage, etc.) NOTE: applies to 5+ also.
*Possession	A Features field to indicate the when possession will be transferred the new owner. (Close escrow, negotiable, etc.)
*Road Frontage	A Features field to indicate the frontage of the listing. (Alley, City Street, Private, etc.)
Roof	A Features field to indicate the type of roofing material. (Shingle, Tile, etc.)
Safety/Security	A Features field to indicate the security features included. (Security Alarm, Smoke Alarms, etc.)
Sale Conditions	A Features field to indicate the conditions that apply to the sale. (In foreclosure, offer as is, etc.)
*Sewer/Septic	A Features field to indicate the type of sewer or septic system. (Sewer Public, Standard Septic, etc.)
*Showing	A Features field to indicate the showing instructions. (Go Directly, Leave Card, Lockbox, etc.)
Special Zones	A Features field to indicate if the property is located in any special zoning. (Flood, Historical, Seismic, etc.)
*Stories	A Features Field to indicate the number of stories or levels the listing has.
*Structures	A Features field to indicate the structures on the property. (Mall, Office Bldg, etc.)
Total Expenses Incl	A Features Field to indicate the expenses included in the total expenses. (Insurance, Maintenance, Utilities, etc.)
Utilities	A Features field to indicate the type and source of utilities available. (Cable TV, Electric, PG&E, etc.)
*Walls	A Features field to indicate the construction type of the interior walls. (CC Blk, Sheet Rock, Unfinished, etc.)
*Water Source	A Features field to indicate the source of water. (Irrigation District, Water Public, Well Private, etc.)