

Submitted to:

Coronado East San Diego County Escondido Fallbrook

North San Diego County San Diego Pacific Southwest

OFFICE-RETAIL-IND (For Sale) Listing Input Form (Page 1)

TYP PROPERTY TYPE

19

LISTING # _____ TRANSACTION # _____ (R) = Required Information

LO (R) LIST OFFICE # LIST OFFICE NAME LIST OFFICE PHONE
LA (R) LIST AGENT # LIST AGENT NAME LAST NAME NN (R) NICKNAME LIST AGENT PHONE
HSN (R) ADDRESS # STR STREET NAME MCP MAP CODE PAGE MCC MAP CODE COLUMN MCR MAP CODE ROW
COU (R) COUNTY CIT (R) CITY STE (R) STATE ZIP (R) ZIP CODE
LP (R) LIST PRICE \$ UNT (R) # OF UNITS PLN (R) PRESENT LOANS \$ DPM (R) DOWN PMT (DP) \$ COP EXTRA COPIES (100, 200, 300, 400, 500)
LD (R) LIST DATE (MM/DD/YY) PSF (R) PRICE/SQ.FT. \$ GE (R) GROSS EQUITY ASF (R) ASSUMABLE FINANCING
XD (R) EXPIRE DATE (MM/DD/YY)
HAV (R) HAVE
MWT (R) MOTIVE/WANT

Table with columns: Unit #, Monthly Rent, Size, Lease Expires, and OVG. Rows include UT1-UT9, UT0, TMR, and TSZ.

FINANCIAL ANALYSIS: FYF FYT EXPENSES:
Actual: Projected: Actual: Projected:
GSI (R) GROSS SCHEDULED INCOME PGS GROSS SCHEDULED INCOME ATX TAXES PTX TAXES
AOI + OTHER INCOME POI + OTHER INCOME AFL INS F&L PFI INS F&L
AVC - VACANCY & CREDIT LOSS PVC - VACANCY & CREDIT LOSS AGL GAS & ELEC. PG GAS & ELEC.
AGI GROSS OPER. INCOME PGI GROSS OPER. INCOME AWS WATER & SEWER PWS WATER & SEWER
AEX (R) - OPER. EXPENSES PEX - OPER. EXPENSES ATR TRASH PTR TRASH
NOI (R) NET OPER. INCOME PNI NET OPER. INCOME ASU SUPPLIES PSU SUPPLIES
API - TOTAL ANNUAL P&I PMT PPI - TOTAL ANNUAL P&I PMT AMA MAINT. PMA MAINT.
ACF CASH FLOW PRE-TAX PCF CASH FLOW PRE-TAX APC PEST CONTROL PPC PEST CONTROL
CAP (R) CAP RATE (NOI/LP) PCR CAP RATE (NOI/LP) ALI LICENSE PLI LICENSE
ACO CASH ON CASH/PRE-TAX (CF ÷ EQ) PCO CASH ON CASH/PRE-TAX (CF ÷ EQ) AGA GARDENER PGA GARDENER
GM (R) GROSS MULTIPLIER (LP ÷ GSI) PGM GROSS MULTIPLIER (LP ÷ GSI) AMG MANAGER PMG MANAGER
APM PROP. MGT. PPM PROP. MGT.
AOE OTHER POE OTHER
ATE TOTAL PTE TOTAL

FINANCING (To be verified at time of contract)

1ST 1ST \$ BALANCE 1PI 1ST \$ P & I 1PC 1ST INT % 1AS 1ST ASSUMABLE (Y/N) 1BL 1ST BALLOON 1YR 1ST MM/YY DUE
2ND 2ND \$ BALANCE 2PI 2ND \$ P & I 2PC 2ND INT % 2AS 2ND ASSUMABLE (Y/N) 2BL 2ND BALLOON 2YR 2ND MM/YY DUE
BAL BLN \$ BALANCE BPI BLN \$ P & I BPC BLN INT % BAS BLN ASSUMABLE (Y/N) BBL BLN BALLOON BYR BLN MM/YY DUE



LISTING # _____ TRANSACTION # _____ (R) = Required Information

CPD _____ ZON _____ LTZ _____ LTS _____ ACR _____ BLD _____
CARS PER DAY ZONING APX. LOT SIZE APX. LOT SQ.FT. APX. # OF ACRES # BUILDINGS
STO _____ SQF _____ AGE _____ CHT _____ DHT _____ TDR _____ RR _____
OF STORIES SQ.FT. OF IMPROVEMENTS APX. AGE CEILING HEIGHT DOCK HEIGHT TRUCK DOORS RAILROAD
CSP _____ AMP _____ VOL _____ PHA _____
CLEAR SPAN AMPS VOLTS PHASE
APN _____ SPH _____ CSO _____
APN SHOW PHONE (R) COMM. TO SELLING OFFICE

R01 REMARKS LINE 1
R02 REMARKS LINE 2
R03 REMARKS LINE 3
R04 REMARKS LINE 4
R05 REMARKS LINE 5
R06 REMARKS LINE 6
R07 REMARKS LINE 7
R08 REMARKS LINE 8
R09 REMARKS LINE 9
R10 REMARKS LINE 10
R11 REMARKS LINE 11
R12 REMARKS LINE 12
R13 REMARKS LINE 13
R14 REMARKS LINE 14
R15 REMARKS LINE 15
R16 REMARKS LINE 16
R17 REMARKS LINE 17
R18 REMARKS LINE 18
R19 REMARKS LINE 19
R20 REMARKS LINE 20

(R) COB COMMISSION TO BUYERS BROKER
A. YES
B. CALL LISTING OFFICE
C. NONE

CL COOLING
A. CENTRAL FORCED AIR GAS
B. CENTRAL FORCED AIR ELEC
C. WALL/WINDOW
D. HEAT PUMP
E. EVAPORATIVE COOLER
F. NONE
G. OTHER
H. REMARKS

CNS CONSTRUCTION
A. STEEL
B. CONCRETE
C. CONCRETE TILTUP
D. GLASS
E. FRAME
F. STUCCO
G. STONE
H. BRICK
I. BLOCK
J. OTHER
K. REMARKS

EF EXISTING FINANCING
A. CONVENTIONAL
B. FHA
C. VA
D. STATE VETERAN
E. FIXED RATE
F. ARM
G. GPM
H. AITD
I. LAND CONTRACT
M. PRIVATE
N. OTHER
O. CLEAR
P. REMARKS

FLS FLOORS
A. SLAB
B. WOOD
C. OTHER
D. REMARKS

FLZ FLOOD ZONE
A. KNOWN HAZARD
B. HAZARD UNKNOWN
C. REMARKS

GHZ GEO HAZARD ZONE
A. KNOWN HAZARD
B. HAZARD UNKNOWN
C. REMARKS

HT HEAT
A. CENTRAL FORCED AIR GAS
B. CENTRAL FORCED AIR ELEC
C. RADIANT
D. WALL
E. HEAT PUMP
F. BASEBOARD
G. FLOOR FURNACE
H. OTHER
I. REMARKS

LCA LOCATION
A. CORNER
B. INDUSTRIAL PARK
C. BUSINESS PARK
D. NEIGHBORHOOD SHOPPING CENTER
E. REGIONAL SHOPPING CENTER
F. STRIP CENTER
G. FREE STANDING
H. REMARKS

LSZ LOT SIZE
A. 0.25 ACRE OR LESS
B. 0.25 + THROUGH 0.50 ACRE
C. 0.50 + THROUGH 0.75 ACRE
D. 0.75 + THROUGH 1.50 ACRES
E. 1.50 + THROUGH 2.50 ACRES
F. 2.50 + THROUGH 5.00 ACRES
G. 5.00 + THROUGH 10.0 ACRES
H. 10.0 + THROUGH 20.0 ACRES
I. ABOVE 20 ACRES/SEE REMARKS

(R) LTP LISTING TYPE
A. EXCLUSIVE RIGHT
B. EXCLUSIVE AGENCY
C. OPEN LISTING
D. PROBATE

(R) PHO PHOTO CODE
A. 1 PHOTO TO BE TAKEN
B. SUPPLEMENT PHOTO TO BE TAKEN
C. NO PHOTO REQUESTED
D. 1 PHOTO SUBMITTED
E. 1 SKETCH/PLAT SUBMITTED
F. SPEC INSTRUCTIONS/WRITE OR CALL BRD

PKG PARKING
A. METERED
B. PUBLIC
C. PRIVATE
D. ON SITE
E. STREET
F. UNDERGROUND
G. OTHER
H. REMARKS

RF ROOF
A. SHAKE
B. WOOD SHINGLE
C. COMPOSITION SHINGLE
D. TAR & GRAVEL
E. ROCK
F. TILE
G. OTHER
H. REMARKS

SFI SOURCE OF FINANCIAL INFO
A. TAX RETURN
B. ACCOUNTANT
C. OWNER
D. LIMITED INFO
E. OTHER
F. REMARKS

SHW SHOW
A. CALL LISTING OFFICE
B. KEY IN LISTING OFFICE
C. APPT WITH OCCUPANT
D. APPT WITH LISTING OFFICE
E. GATE PASS
F. CALL FIRST
G. WITH ACCEPTED OFFER
H. REMARKS

SLI SALE INCLUDES
A. BUILDING
B. LAND
C. EQUIPMENT
D. INVENTORY
E. LEASES
F. LICENSES/PERMITS
G. OTHER
H. REMARKS

SPL SPECIAL
A. TERMITE CERTIFICATE
B. SELLERS ARE RE LICENSEES
C. COURT APPROVED SALE
D. ASSESSMENTS/LIENS
E. HOME OWNERS WARRANTY
F. LOCAL TRANSFER TAX
G. CITY TRANSFER TAX
H. OTHER TAXES
I. BUILDING REPORT
J. CITY REPORT
K. ENERGY RETROFIT
L. EXCLUDED ITEMS
M. LAND LEASE
N. SERVICE CONTRACTS
O. RENT CONTROL
P. HIGHWAY FRONTAGE
Q. FREEWAY ACCESS
R. RR SPURS
V. NONE
W. OTHER
X. REMARKS

SSF SOURCE OF SQ FT
A. TAX RECORD
B. OWNER
C. PLANS
D. TAPED
E. BUYER TO VERIFY
F. OTHER
G. REMARKS

STY STORIES
A. 1 STORY
B. 2 STORIES
C. 3 STORIES
D. 4 OR MORE STORIES
E. BI LEVEL
F. TRI LEVEL

(R) TPP TYPE OF PROPERTY
A. OFFICE
B. RETAIL
C. LIGHT MFG
D. HEAVY MFG
E. RECREATION
F. WAREHOUSE
G. MIXED USAGE
H. OTHER
I. REMARKS

TRM TERMS
A. CTNL
C. CTEL
D. OWNER MAY CARRY 1ST
E. OWNER MAY CARRY 2ND
F. ASSUMABLE 1ST
G. ASSUMABLE 2ND
H. ASSUMABLE OTHER
I. FHA
J. VA
K. STATE VETERAN
L. AITD
M. LEASE OPTION
N. EXCHANGE UP
O. EXCHANGE DOWN
P. LAND CONTRACT
Q. SUBMIT
R. USE EXISTING LENDER
V. CASH
W. OTHER
X. REMARKS

ATTENTION RECIPROCAL MEMBERS

SANDICOR'S BUSINESS HOURS FOR RECIPROCAL MEMBERS ARE MONDAY THRU FRIDAY, 9 A.M. TO 4:30 P.M. M-F

IF YOU HAVE MATTERS THAT REQUIRE YOU TO COME DOWN TO OUR OFFICE, **PLEASE CALL AHEAD SO THAT WE CAN VERIFY YOU HAVE ALL YOUR CORRECT PAPERWORK.** NOTE THE TURN AROUND TIME FOR **ALL** APPLICATIONS AND LISTINGS IS **48 HOURS**. PLEASE SUBMIT YOUR LISTING BY MAIL OR LEGIBLE FAX. ONLY LISTINGS THAT ARE COMPLETE AND LEGIBLE CAN BE INPUT INTO THE MLS.

THANK YOU FOR YOUR COOPERATION.

RECIPROCAL SERVICES ARE DONE **ONLY** AT THE ADDRESS BELOW:

SANDICOR, Inc.
5414 OBERLIN DR. SUITE 150
SAN DIEGO, CA 92121
TEL: 858-622-6200 • FAX: 858-622-6222
EMAIL: recip@sandicor.com
WWW.SANDICOR.COM



5414 OBERLIN DR. SUITE 150
San Diego, Ca 92121
TEL: 858-622-6200 • FAX: 858-622-6222
www.sandicor.com

**RECIPROCAL OFFICE HOURS:
MONDAY - FRIDAY 9:00 A.M. – 4:30 P.M.**

ALL reciprocal services; Keycard, Lockbox, listing inputs, searches and technical computer questions, are rendered only to reciprocal agents who have established an account with SANDICOR, Inc. Those who do not have an account established must allow up to 48 hours to process their application before any services can be provided.

Please Fax the following forms to us & please be sure the following items accompany your completed application:

- **The Reciprocal Application**
 - **Reciprocal Fee Form: with the services checked off that you want.**
 - **A Letter of Good Standing from the MLS that you are a member of.**
 - **A copy of your DRE license or Appraiser Certification**
- **Each listing submitted requires a minimum of one exterior photo of the subject property. Up to 20 photos may be included. Please email photo(s) to recip@sandicor.com.**

APPLICATIONS THAT ARE INCOMPLETE OR MISSING REQUIRED DOCUMENTATION CANNOT BE PROCESSED.

RECIPROCAL MLS APPLICATION

SANDICOR, Inc.

EMAIL: recip@sandicor.com

5414 Oberlin Dr., Suite 150

San Diego, CA 92121

TEL: 858-622-6200 • FAX: 858-622-6222

www.sandicor.com

For SANDICOR, Inc. Office Use Only

Office ID Number _____ Agent ID Number _____

* Please attach a copy of your DRE License or Appraiser Certification
& a letter of good standing from your MLS.

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.

Agent/Appraiser Name _____

Applicant Residence Address _____

City _____ State _____ Zip _____

Agent Phone (___ ___ ___) ___ ___ ___ - ___ ___ ___ Fax (___ ___ ___) ___ ___ ___ - ___ ___ ___

DRE License # / Cert # _____

Email: _____ Web Page: _____

Office Name _____

Office Address _____

Suite _____ City _____ State _____ Zip _____

Office Phone (___ ___ ___) ___ ___ ___ - ___ ___ ___ Fax (___ ___ ___) ___ ___ ___ - ___ ___ ___

Designated Broker _____

Current Association/MLS Name _____

Address _____ City _____ State _____ Zip _____

I am aware of the rules contained within the California Master Reciprocal MLS Agreement, and agree to abide by them.

** Agent Signature _____ Date ____/____/____

Having read the California Reciprocal Agreement, I authorize the above to participate with Sandicor Regional MLS. I understand that I am ultimately responsible for his/her actions.

** Broker Signature _____ Date ____/____/____

Contact Mailing Address
(Please Check)

Res: _____

Or

Office: _____

(If left unchecked
all notices will be
sent to the office)

SANDICOR, Inc.

*****Reciprocal Hours: Monday – Friday 9:00 A.M. – 4:30 P.M.*****

5414 Oberlin Dr., Suite 150

SAN DIEGO, CA 92121

TEL: 858-622-6200 • FAX: 858-622-6222

www.sandicor.com

RECIPROCAL FEES

CHECK SERVICES NEEDED

- Reciprocal Listing Input\$50.00
- Sentricard \$10.00 (plus tax)
- If you want Sentricard mailed.....** \$10.00 (additional)
- Sentricard Access Fee (6 Months)..... \$50.00** **Required for Sentricard**
- Card Reader..... \$25.00 (plus tax) **Required for Sentricard**
- Lockbox Deposit \$100.00 per Box***

\$20.00 first month \$5.00 each additional month until lockbox is returned

- Staff Performed Searches/CMA Reports.. \$20.00 (includes first 20 pages)
(no direct agent access) \$.50 ea. Additional page
- Token-..... \$35.00 (plus tax)

Required for online access

- ON-LINE Access (circle one) **\$150.00 (per Quarter)**
\$100.00 (2 months)
\$50.00 (1 month)

***Prorated Monthly – Based on month access begins.**

Quarterly Access Fees will be billed December 1st for Jan/Feb/March, March 1st for April/May/June, June 1st for July/August/Sept, September 1st for October/November/December.

****Key fee prorated quarterly**

*****Key service required for Lockbox rental**

I hereby authorize SANDICOR, Inc. to charge to my account noted below for those services I may request.

Participant Name _____

Visa/MC # _____ - _____ - _____ Exp ____/____

American Express/Discover _____ Exp ____/____

Cardholder Signature _____ Date _____

SANDICOR, Inc. MLS Rules Reminders

◆ Accuracy of Information:

By submitting a form into the MLS Data base, the listing broker certifies all of the information on the form is accurate to the best of the listing broker's knowledge. The listing broker shall immediately upon receipt of the first print full listing verify the correctness and advise the MLS of any errors, omissions or corrections.

◆ Detail on Listing Filed with the Service:

Electronically input data or a property data form, when filed with the service by the listing broker, shall be complete in every detail as specified on the property data form including full gross listing price, listing expiration date, compensation offered to other broker participants and any other item required to be included as determined by the Board of Directors of SANDICOR, Inc.. Incomplete listing are ineligible for publication in the MLS and subject to immediate removal.

◆ Change of Listing Status:

Listing brokers shall submit any change in listed price or other change in the original listing agreement to the MLS within twenty-four (24) hours after the authorized change is received by the listing broker. By submitting such changes to the MLS, the listing broker represents that the listing contract has been modified in writing to reflect such change or that the listing broker has obtained other legally sufficient written authorization to make such change.

◆ Reporting of Sales:

The listing broker shall report sales within twenty-four (24) hours to the MLS.

All Changes to a listing need to be in writing or email. No changes can be done via Voice Mail left on the Reciprocal Staff's Voice Mail.

Fax # 858-622-6222
Email: recip@sandicor.com

**The complete set of SANDICOR, Inc Rules are available at www.sandicor.com

Rev: 08/07/08