

# Residential/Commercial Property Information Forms

## Summary of Updates for Edition RES 01/2020 and COMM 01/2020

The Board of Directors recently approved minor updates to both the Residential and Commercial Property Information forms. The updates are listed below for your reference.

The updated Residential and Commercial Property Information forms will be available via WEBForms® on February 25, 2020; and will display the date 01/2020 on the bottom left corner. Printed copies of the Residential Property Information form is available to order/purchase through the Realty Shoppe.

You may continue to use RAHB's current Residential and Commercial Property Information forms dated (July 2018) until Friday, March 27, 2020; after which they will no longer be accepted.

**Please Note:** Due to low usage of the Commercial Property Information form, printed copies will **NOT** be available for purchase in the Realty Shoppe; but can be downloaded via WEBForms®.

#	FIELD NAME	CHANGE
1	Property Type Residential (Freehold/Condominium) <b>TYPE</b>	<p>"Townhouse" and "Attached Row" picks have been merged into a singular pick of <b>"Townhouse/RowHouse"</b></p> <div><div>TYPE <input checked="" type="checkbox"/> 8</div><div><div><div>01 <input type="radio"/> APARTMENT UNIT</div><div>02 <input type="radio"/> DETACHED</div><div>03 <input type="radio"/> LINK</div><div>04 <input type="radio"/> MOBILE TRAILER</div><div>05 <input type="radio"/> MODULAR</div><div>06 <input type="radio"/> RESIDENTIAL BUILDING LOT</div><div>07 <input type="radio"/> SEMI-DETACHED</div><div>08 <input checked="" type="radio"/> TOWNHOUSE/ROW HOUSE</div><div>09 <input type="radio"/> OTHER (see remarks)</div></div><div><div>APTUT</div><div>DETAC</div><div>LINK</div><div>MOBTR</div><div>MODUL</div><div>RESBL</div><div>SEMI</div><div>TWNRH</div><div>OTHER</div></div></div></div>
2	Property Type Residential (Freehold/Condominium) <b>HEAT TYPE</b>	<p>"Water" pick updated to <b>"Hot Water"</b></p> <div><div>HEAT TYPE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 8</div><div><div><div>01 <input type="radio"/> BASEBOARD</div><div>02 <input type="radio"/> FORCED AIR</div><div>03 <input type="radio"/> HEAT PUMP</div><div>04 <input checked="" type="radio"/> HOT WATER</div><div>05 <input type="radio"/> RADIANT</div><div>06 <input type="radio"/> SOLAR</div><div>07 <input type="radio"/> SPACE HEATER</div><div>08 <input type="radio"/> STEAM RADIATORS</div><div>09 <input type="radio"/> OTHER (see remarks)</div></div><div><div>BSBD</div><div>F-AIR</div><div>HPUMP</div><div>HTWTR</div><div>RADIA</div><div>SOLAR</div><div>SPACE</div><div>STRAD</div><div>OTHER</div></div></div></div>
3	Property Type Residential (Freehold/Condominium) <b>ROOMS/DETAILS</b>	<p>Now allows for entry of up to <b>20</b> rooms</p> <div><div>ROOMS AND THEIR SIZES* 8</div><div><div>LEVEL</div><div>ROOM CODE</div></div></div>
4	Property Type Farm <b>TYPE</b>	<p>New <b>"Agricultural-No Residence"</b> pick added</p> <div><div>FARM</div><div>only complete this section if Farm Property Type</div><div><div>TYPE <input checked="" type="checkbox"/> 11</div><div><div><div>01 <input type="radio"/> AGRICULTURAL</div><div>02 <input type="radio"/> AGRICULTURAL IN CITY LIMITS</div><div>03 <input checked="" type="radio"/> AGRICULTURAL-NO RESIDENCE</div><div>04 <input type="radio"/> OTHER (see remarks)</div></div><div><div>AGRIC</div><div>AGRCL</div><div>AGRNR</div><div>OTHER</div></div></div></div></div>

continued on page 2

#	FIELD NAME	CHANGE
5	Property Type Residential (Freehold/Condominium) <b>ROOM TYPES AND CODE ABBREVIATIONS</b>	New Room pick <b>"All Season Sunroom"</b> , Abbreviated <b>"ASSUN"</b> (will be included in total room count) <div>ROOM TYPES AND CODE ABBREVIATIONS</div> <div>All Season Sunroom ASSUN</div>
6	Property Type Commercial <b>T.M.I.</b>	Added <b>"T.M.I."</b> – Taxes, Maintenance, Insurance (non-mandatory field) <div>T.M.I.</div>
7	Property Type Commercial <b>DETAILS</b>	<div>TOTAL AREA CODE <input checked="" type="checkbox"/> 4</div> <div>01 <input type="radio"/> ACRES ACRES 02 <input type="radio"/> HECTARES HECTAR 03 <input type="radio"/> PERCENTAGE PRCNT 04 <input checked="" type="radio"/> SQUARE FOOTAGE SQFT 05 <input type="radio"/> SQ. FT. DIVISIBLE SQFTD 06 <input type="radio"/> SQUARE METRES SQMTR 07 <input type="radio"/> SQ. M. DIVISIBLE SQMTD</div> <div>Total Area Code – <b>"Square Footage"</b> pick added</div>
8	Property Type Commercial <b>HEAT TYPE</b>	<div>HEAT TYPE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 14</div> <div>01 <input type="radio"/> BASEBOARD BASEB 02 <input type="radio"/> ELEC FORCED AIR ELECF 03 <input type="radio"/> ELEC HOT WATER ELECH 04 <input type="radio"/> GAS FORCED AIR CLOSED GSFAC 05 <input type="radio"/> GAS FORCED AIR OPEN GSFAD 06 <input type="radio"/> GAS HOT WATER GSHWT 07 <input type="radio"/> HEAT PUMP HEATP 08 <input checked="" type="radio"/> HOT WATER HTWTR 09 <input type="radio"/> OIL FORCED AIR OILFA 10 <input type="radio"/> OIL HOT WATER OILHW 11 <input type="radio"/> OIL STEAM OILST 12 <input type="radio"/> PROPANE GAS PROPG 13 <input type="radio"/> RADIANT RADIA 14 <input type="radio"/> SOLAR SOLAR 15 <input type="radio"/> SPACE HEATER(S) SPACE 16 <input type="radio"/> STEAM RADIATOR(S) STRAD 17 <input type="radio"/> WATER RADIATOR(S) WRADT 18 <input type="radio"/> WOODBURNING WOODB 19 <input type="radio"/> OTHER (see remarks) OTHER 20 <input type="radio"/> NONE NONE</div> <div>"Water" pick updated to <b>"Hot Water"</b></div>



**REALTORS<sup>®</sup>**  
**ASSOCIATION**  
**of Hamilton-Burlington**

**RESIDENTIAL PROPERTY INFORMATION FORM**

**Residential / Multi-Residential /  
Vacant Land (lots) / Farm**





# REALTORS' ASSOCIATION of Hamilton-Burlington

## RESIDENTIAL (FREEHOLD / CONDOMINIUM) / MULTI-RESIDENTIAL / FARM / VACANT LAND (LOTS)

### MULTIPLE LISTING SERVICE® PROPERTY INFORMATION FORM

(EXCLUSIVE AUTHORITY TO OFFER FOR SALE / LEASE EXCHANGE) THE INFORMATION PROVIDED HEREIN IS FOR PUBLICATION ON THE MULTIPLE LISTING SERVICE®.

MLS® #

ALTERNATE  
MLS® #

#### PROPERTY TYPE

- ☐ RESIDENTIAL ☐ MULTI-RES  
☐ VACANT LAND (LOTS) ☐ FARM

#### RESIDENTIAL PROPERTY SUB-TYPE

- ☐ FREEHOLD ☐ CONDOMINIUM  
(mandatory if Property Type is RESIDENTIAL)

#### TRANSACTION TYPE ☒

- ☐ LEASE / RENT ☐ SALE ☐ SUB-LEASE

#### LEGEND

If field is followed by a number (ie. <sup>1</sup>), see table on Reference Sheet for the instances when Mandatory is applicable.

☒ Mandatory Field  
All Property Types

☐ Optional Field  
All Property Types

☒ = Single Pick

☒ ☒ = Multi Pick

\*See Reference Sheet for further information

#### ALL PROPERTY TYPES

##### LOCATION

ASSESSMENT ROLL # (ARN)				PIN #			
APT. / UNIT #	STREET NUMBER LOW	STREET NUMBER HIGH	STREET NAME	STREET TYPE		ST. DIRECTION	
CITY		POSTAL CODE	FRONTING ON	CROSS STREET			
		<input type="radio"/> N <input type="radio"/> S <input type="radio"/> E <input type="radio"/> W					
REGION (LAND REGISTRY OFFICE)		MUNICIPALITY / SUB-AREA		NEIGHBOURHOOD		LOCATION <sup>2</sup>	
						<input type="radio"/> URBAN <input type="radio"/> RURAL	
LEGAL DESCRIPTION (if for sale)						ZONING <sup>18</sup>	
SURVEY <input checked="" type="checkbox"/> <sup>3</sup>		<input type="radio"/> AVAILABLE <input type="radio"/> UNKNOWN		SURVEY YEAR		LOT FRONTAGE <sup>3</sup>	
<input type="radio"/> BOUNDARY ONLY <input type="radio"/> NONE						LOT DEPTH	
						LOT SIZE CODE <sup>3</sup>	
						<input type="radio"/> FEET <input type="radio"/> METRES	
LOT SHAPE <input checked="" type="checkbox"/>		<input type="radio"/> PIE <input type="radio"/> REVERSE PIE		LOT IRREGULARITIES		ACRES <input checked="" type="checkbox"/> <sup>4</sup>	
<input type="radio"/> IRREGULAR <input type="radio"/> RECTANGULAR <input type="radio"/> SQUARE						<input type="radio"/> LESS THAN .50 <input type="radio"/> 2 - 4.99 ACRES <input type="radio"/> 10 - 24.99 ACRES <input type="radio"/> 50 - 99.99 ACRES <input type="radio"/> 150 - 199.99 ACRES <input type="radio"/> .50 - 1.99 ACRES <input type="radio"/> 5 - 9.99 ACRES <input type="radio"/> 25 - 49.99 ACRES <input type="radio"/> 100 - 149.99 ACRES <input type="radio"/> 200 + ACRES	
DIRECTIONS							

##### AMOUNTS / DATES

LIST PRICE <sup>6</sup>	LEASE PRICE <sup>7</sup>	LIST PRICE CODE (SEE REFERENCE SHEET)	HST APPLICABLE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	DEPOSIT	INCOME POTENTIAL <sup>5</sup>
			<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> CALL LBO <input type="radio"/> INCLUDED		<input type="radio"/> YES <input type="radio"/> NO
TAXES <sup>6</sup>	TAX YEAR <sup>6</sup>	ASSESSMENT <sup>6</sup>	ASSESSMENT YEAR <sup>6</sup>	CONTRACT COMMENCEMENT	EXPIRY DATE
POSSESSION <input checked="" type="checkbox"/>			FINANCING / MORTGAGE <sup>6</sup>		
<input type="radio"/> IMMEDIATE <input type="radio"/> FLEXIBLE <input type="radio"/> 1 - 29 DAYS <input type="radio"/> 30 - 59 DAYS <input type="radio"/> 60 - 89 DAYS <input type="radio"/> 90+ DAYS <input type="radio"/> OTHER			<input type="radio"/> ASSUMABLE <input type="radio"/> CLEAR <input type="radio"/> SELLER TO DISCHARGE <input type="radio"/> SELLER TAKE BACK		
SELLER / LESSOR / LANDLORD NAME					

##### LEASE / RENTAL INFORMATION (complete only if listing is LEASE)

INCLUDED IN LEASE COSTS <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <sup>7</sup>		PARKING COST / MONTH		PAYMENT METHOD <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		MIN. LEASE TERMS <input checked="" type="checkbox"/> <sup>7</sup>	
01 <input type="radio"/> ALL INCLUSIVE	ALLIN	LEASE AGREEMENT YES <input type="radio"/> NO <input type="radio"/>		01 <input type="radio"/> CHEQUE	CHEQUE	01 <input type="radio"/> 8 MONTH	8MNT
02 <input type="radio"/> CABLE TV	CABTV	BUY OPTION YES <input type="radio"/> NO <input type="radio"/>		02 <input type="radio"/> CREDIT CARD	CRD CD	02 <input type="radio"/> 1 YEAR	1YEAR
03 <input type="radio"/> CAC	CAC	DEPOSIT REQUIRED YES <input type="radio"/> NO <input type="radio"/>		03 <input type="radio"/> DIRECT WITHDRAWAL	DRTW D	03 <input type="radio"/> 2 YEARS	2YEAR
04 <input type="radio"/> COMMON ELEMENTS	CMELE	CREDIT CHECK YES <input type="radio"/> NO <input type="radio"/>		04 <input type="radio"/> OTHER (see remarks)	OTHER	04 <input type="radio"/> 3 YEARS +	3YEAR
05 <input type="radio"/> HEAT	HEAT	EMPLOYMENT LETTER YES <input type="radio"/> NO <input type="radio"/>		PAYMENT FREQUENCY <input checked="" type="checkbox"/>		05 <input type="radio"/> ANY / FLEXIBLE	FLEX
06 <input type="radio"/> HYDRO	HYDRO	REFERENCES REQUIRED YES <input type="radio"/> NO <input type="radio"/>		01 <input type="radio"/> ANNUALLY	ANNLY	06 <input type="radio"/> MONTHLY	MONTH
07 <input type="radio"/> PARKING	PARK	RENTAL APPLICATION REQUIRED YES <input type="radio"/> NO <input type="radio"/>		02 <input type="radio"/> MONTHLY	MONTH	07 <input type="radio"/> SHORT TERM	SHTRM
08 <input type="radio"/> WATER	WATER	PRIVATE ENTRANCE YES <input type="radio"/> NO <input type="radio"/>		03 <input type="radio"/> WEEKLY	WEEK	08 <input type="radio"/> WEEKLY	WEEK
09 <input type="radio"/> OTHER (see remarks)	OTHER	FURNISHED <sup>9</sup> YES <input type="radio"/> NO <input type="radio"/> PARTIAL <input type="radio"/>		04 <input type="radio"/> OTHER (see remarks)	OTHER	CONTACT NAME	
10 <input type="radio"/> NONE	NONE						

##### EXTERIOR

TYPE <input checked="" type="checkbox"/> <sup>8</sup>		07 <input type="radio"/> 4 LVL BACKSPLIT		4LVLB		GARAGE TYPE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <sup>8</sup>		05 <input type="radio"/> PRIVATE SINGLE WIDE		PRSN	
01 <input type="radio"/> APARTMENT UNIT	APTUT	08 <input type="radio"/> 5 LVL BACKSPLIT		5LVLB		01 <input type="radio"/> ATTACHED	ATTCH	06 <input type="radio"/> PRIVATE DOUBLE WIDE	PRDB		
02 <input type="radio"/> DETACHED	DETAC	09 <input type="radio"/> 3 LVL SIDESPLIT		3LVLB		02 <input type="radio"/> BUILT-IN	BLTN	07 <input type="radio"/> PRIVATE TRIPLE PLUS WIDE	PRTR		
03 <input type="radio"/> LINK	LINK	10 <input type="radio"/> 4 LVL SIDESPLIT		4LVLB		03 <input type="radio"/> CARPORT	CARPT	08 <input type="radio"/> RIGHT-OF-WAY	R-O-W		
04 <input type="radio"/> MOBILE-TRAILER	MOBTR	11 <input type="radio"/> 5 LVL SIDESPLIT		5LVLB		04 <input type="radio"/> COVERED	COVER	09 <input type="radio"/> RV / TRUCK PARKING	RVPRK		
05 <input type="radio"/> MODULAR	MODUL	12 <input type="radio"/> BUNGALOW		BUNGL		05 <input type="radio"/> DETACHED	DETC	10 <input type="radio"/> SURFACE / OPEN	SURFC		
06 <input type="radio"/> RESIDENTIAL BUILDING LOT	RESBL	13 <input type="radio"/> BUNGALOW / RANCH - RAISED		BUNRR		06 <input type="radio"/> INSIDE ENTRY	INENT	11 <input type="radio"/> TRUCK YARD	TRKYD		
07 <input type="radio"/> SEMI-DETACHED	SEMD	14 <input type="radio"/> BUNGALOW		BUNGL		07 <input type="radio"/> TANDEM	TANDM	12 <input type="radio"/> OTHER (see remarks)	OTHER		
08 <input type="radio"/> TOWNHOUSE/ROW HOUSE	TWNRH	15 <input type="radio"/> LOFT		LOFT		08 <input type="radio"/> UNDERGROUND	UNDGR	13 <input type="radio"/> NONE	NONE		
09 <input type="radio"/> OTHER (see remarks)	OTHER	16 <input type="radio"/> MULTI-LEVEL		MULTI		09 <input type="radio"/> OTHER (see remarks)	OTHER	DRIVEWAY PARKING SPACES <sup>8</sup>			
RETIREMENT COMMUNITY YES <input type="radio"/> NO <input type="radio"/>		17 <input type="radio"/> STACKED TOWNHOUSE		STACK		10 <input type="radio"/> NONE	NONE				
RECREATIONAL USE YES <input type="radio"/> NO <input type="radio"/>		18 <input type="radio"/> OTHER (see remarks)		OTHER		GARAGE SPACES <sup>8</sup>		POOL <input checked="" type="checkbox"/> <sup>10</sup>			
FREEHOLD W. COMMON ELEMENTS FEE <sup>3</sup> YES <input type="radio"/> NO <input type="radio"/>		EXTERIOR FINISH <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <sup>8</sup>				DRIVEWAY TYPE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <sup>8</sup>		01 <input type="radio"/> ABOVE GROUND		ABGRD	
ADDITIONAL MONTHLY FEES		01 <input type="radio"/> ALUMINUM SIDING	ALUM	BOARD		01 <input type="radio"/> ASPHALT	ASPH	02 <input type="radio"/> COMMUNITY	COMM		
		02 <input type="radio"/> BOARD & BATTEN	BRD	BRICK		02 <input type="radio"/> CONCRETE	CONC	03 <input type="radio"/> INDOOR	INDOR		
		03 <input type="radio"/> BRICK	BRICK	BRICK FRONT	BRICF	03 <input type="radio"/> GRAVEL	GRAVL	04 <input type="radio"/> IN-GROUND	INGRD		
		04 <input type="radio"/> CONCRETE	CONCR	CONCRETE	CONCR	04 <input type="radio"/> INTERLOCK	INTER	05 <input type="radio"/> ON GROUND	ONGRD		
		05 <input type="radio"/> METAL/STONE SIDING	METST	SHING		05 <input type="radio"/> OTHER (see remarks)	OTHER	06 <input type="radio"/> OTHER (see remarks)	OTHER		
		06 <input type="radio"/> SHINGLE	SHING	STONE		06 <input type="radio"/> NONE	NONE	07 <input type="radio"/> NONE	NONE		
		07 <input type="radio"/> STUCCO (PLASTER)	STUCO	VINYSD		DRIVEWAY / PARKING <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <sup>8</sup>		SOIL TYPE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <sup>11</sup>			
		08 <input type="radio"/> VINYL SIDING	VINYSD	WOOD		01 <input type="radio"/> CIRCULAR	CIRC	01 <input type="radio"/> CLAY	CLAY		
		09 <input type="radio"/> WOOD	WOOD	OTHER		02 <input type="radio"/> FRONT YARD	FYARD	02 <input type="radio"/> LOAM	LOAM		
		10 <input type="radio"/> OTHER (see remarks)	OTHER			03 <input type="radio"/> LANE / ALLEY	LANAL	03 <input type="radio"/> ROCK	ROCK		
						04 <input type="radio"/> MUTUAL / SHARED	MUTSH	04 <input type="radio"/> SAND	SAND		
								05 <input type="radio"/> OTHER (see remarks)	OTHER		

RES 01/2020



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INITIALS OF  
SELLER(S)



## COMMENTS

PUBLIC REMARKS (MAX. 1500 CHARACTERS)

INCLUSIONS (MAX. 250 CHARACTERS)

EXCLUSIONS (MAX. 250 CHARACTERS)

PRIVATE REALTOR® REMARKS (MAX. 850 CHARACTERS)

**CONDOMINIUM**

only complete this section if Condominium

PROPERTY MANAGEMENT COMPANY <sup>1</sup>

PROPERTY MANAGEMENT CONTACT INFORMATION

CONDO CORP. # <sup>1</sup>CONDO FEE / MTH. <sup>1</sup>

CONDO FEE REMARKS

STATUS CERTIFICATE YES ☐ NO ☐# OF SHARES  
(TIMESHARE)INCLUDED IN COSTS ☒ ☒ <sup>1</sup>

- |                          |                      |       |
|--------------------------|----------------------|-------|
| 01 <input type="radio"/> | BUILDING INSURANCE   | INSUR |
| 02 <input type="radio"/> | CABLE TV             | CABTV |
| 03 <input type="radio"/> | CENTRAL AIR          | CAC   |
| 04 <input type="radio"/> | COMMON ELEMENTS      | CMELE |
| 05 <input type="radio"/> | CONDO TAXES          | CDOTX |
| 06 <input type="radio"/> | EXTERIOR MAINTENANCE | EXMNT |
| 07 <input type="radio"/> | HEAT                 | HEAT  |
| 08 <input type="radio"/> | HIGH SPEED INTERNET  | HSINT |
| 09 <input type="radio"/> | HYDRO                | HYDRO |
| 10 <input type="radio"/> | NATURAL GAS          | NATGS |
| 11 <input type="radio"/> | PARKING              | PARK  |
| 12 <input type="radio"/> | TELEPHONE            | PHONE |
| 13 <input type="radio"/> | WATER                | WATER |
| 14 <input type="radio"/> | OTHER (see remarks)  | OTHER |

BALCONY ☒ ☒ <sup>1</sup>

- |                          |          |       |
|--------------------------|----------|-------|
| 01 <input type="radio"/> | ENCLOSED | ENCL  |
| 02 <input type="radio"/> | JULIETTE | JULIT |
| 03 <input type="radio"/> | OPEN     | OPEN  |
| 04 <input type="radio"/> | TERRACE  | TERRA |
| 05 <input type="radio"/> | NONE     | NONE  |

EXPOSURE ☒ ☒ <sup>1</sup>

- |                          |            |       |
|--------------------------|------------|-------|
| 01 <input type="radio"/> | EAST       | EAST  |
| 02 <input type="radio"/> | EAST WEST  | EWEST |
| 03 <input type="radio"/> | NORTH      | NORTH |
| 04 <input type="radio"/> | NORTH EAST | NEAST |

- |                          |             |       |
|--------------------------|-------------|-------|
| 05 <input type="radio"/> | NORTH SOUTH | NSOUT |
| 06 <input type="radio"/> | NORTH WEST  | NWEST |
| 07 <input type="radio"/> | SOUTH       | SOUTH |
| 08 <input type="radio"/> | SOUTH EAST  | SEAST |
| 09 <input type="radio"/> | SOUTH WEST  | SWEST |
| 10 <input type="radio"/> | WEST        | WEST  |

LOCKER ☒ ☒ <sup>1</sup>

- |                          |                      |       |
|--------------------------|----------------------|-------|
| 01 <input type="radio"/> | COMMON               | COMM  |
| 02 <input type="radio"/> | EXCLUSIVE            | EXCLU |
| 03 <input type="radio"/> | IN-SUITE             | IN-SU |
| 04 <input type="radio"/> | IN-SUITE + COMMON    | INCMN |
| 05 <input type="radio"/> | IN-SUITE + EXCLUSIVE | INEXC |
| 06 <input type="radio"/> | IN-SUITE + OWNED     | INOWN |
| 07 <input type="radio"/> | OWNED                | OWNED |
| 08 <input type="radio"/> | NONE                 | NONE  |

LOCKER # <sup>1</sup> (unless no locker)PARKING TYPE #1 ☒ ☒ <sup>1</sup>

- |                          |            |        |
|--------------------------|------------|--------|
| 01 <input type="radio"/> | COMPACT    | CMPTCT |
| 02 <input type="radio"/> | EXCLUSIVE  | EXCLU  |
| 03 <input type="radio"/> | OWNED      | OWNED  |
| 04 <input type="radio"/> | RENTAL     | RENTAL |
| 05 <input type="radio"/> | STACKED    | STACK  |
| 06 <input type="radio"/> | UNASSIGNED | UNASN  |
| 07 <input type="radio"/> | NONE       | NONE   |

PARKING TYPE #2 ☒ ☒ <sup>1</sup>

- |                          |         |        |
|--------------------------|---------|--------|
| 01 <input type="radio"/> | COMPACT | CMPTCT |
|--------------------------|---------|--------|

- |                          |            |        |
|--------------------------|------------|--------|
| 02 <input type="radio"/> | EXCLUSIVE  | EXCLU  |
| 03 <input type="radio"/> | OWNED      | OWNED  |
| 04 <input type="radio"/> | RENTAL     | RENTAL |
| 05 <input type="radio"/> | STACKED    | STACK  |
| 06 <input type="radio"/> | UNASSIGNED | UNASN  |
| 07 <input type="radio"/> | NONE       | NONE   |

AMENITIES AND FEATURES ☒ ☒ <sup>1</sup>

- |                          |                             |       |
|--------------------------|-----------------------------|-------|
| 01 <input type="radio"/> | BBQ'S PERMITTED             | BBQPM |
| 02 <input type="radio"/> | BUSINESS CENTRE (WIFI BLDG) | BCWFI |
| 03 <input type="radio"/> | CAR WASH                    | CARWS |
| 04 <input type="radio"/> | CONCIERGE                   | CONCI |
| 05 <input type="radio"/> | EXERCISE ROOM               | EX-RM |
| 06 <input type="radio"/> | GAMES ROOM                  | GAMES |
| 07 <input type="radio"/> | GUEST SUITES                | GSTST |
| 08 <input type="radio"/> | MEDIA ROOM                  | MEDRM |
| 09 <input type="radio"/> | PARTY ROOM                  | PARTY |
| 10 <input type="radio"/> | ROOF TOP DECK / GARDEN      | RTDGD |
| 11 <input type="radio"/> | SATELLITE DISH              | SATEL |
| 12 <input type="radio"/> | SAUNA                       | SAUNA |
| 13 <input type="radio"/> | SEASONAL LIVING             | SLIVG |
| 14 <input type="radio"/> | SEASONAL ROAD ACCESS        | SRDAC |
| 15 <input type="radio"/> | SECURITY GUARD              | GUARD |
| 16 <input type="radio"/> | SECURITY SYSTEM             | SECUR |
| 17 <input type="radio"/> | TENNIS COURT                | TENNS |
| 18 <input type="radio"/> | VISITOR PARKING             | VPARK |
| 19 <input type="radio"/> | YEAR ROUND ROAD ACCESS      | YRRAC |
| 20 <input type="radio"/> | YEAR ROUND LIVING           | YRLIV |
| 21 <input type="radio"/> | OTHER (see remarks)         | OTHER |

**FARM**

only complete this section if Farm Property Type

TYPE ☒ ☒ <sup>11</sup>

- |                          |                             |       |
|--------------------------|-----------------------------|-------|
| 01 <input type="radio"/> | AGRICULTURAL                | AGRIC |
| 02 <input type="radio"/> | AGRICULTURAL IN CITY LIMITS | AGRCL |
| 03 <input type="radio"/> | AGRICULTURAL-NO RESIDENCE   | AGRNR |
| 04 <input type="radio"/> | OTHER (see remarks)         | OTHER |

FARM TYPE ☒ ☒ <sup>11</sup>

- |                          |                     |       |
|--------------------------|---------------------|-------|
| 01 <input type="radio"/> | BEEF                | BEEF  |
| 02 <input type="radio"/> | CASH CROP           | CSHCR |
| 03 <input type="radio"/> | DAIRY               | DAIRY |
| 04 <input type="radio"/> | EQUESTRIAN          | EQUES |
| 05 <input type="radio"/> | FISH                | FISH  |
| 06 <input type="radio"/> | FRUIT               | FRUIT |
| 07 <input type="radio"/> | GINSENG             | GNSNG |
| 08 <input type="radio"/> | GRAIN               | GRAIN |
| 09 <input type="radio"/> | GRAPES              | GRAPE |
| 10 <input type="radio"/> | GREENHOUSE          | GREEN |
| 11 <input type="radio"/> | HOBBY               | HOBBY |
| 12 <input type="radio"/> | HOG                 | HOG   |
| 13 <input type="radio"/> | MUSHROOM            | MUSH  |
| 14 <input type="radio"/> | NURSERY             | NURS  |
| 15 <input type="radio"/> | POULTRY             | POULT |
| 16 <input type="radio"/> | SHEEP               | SHEEP |
| 17 <input type="radio"/> | SOD                 | SOD   |
| 18 <input type="radio"/> | TOBACCO             | TOBAC |
| 19 <input type="radio"/> | TREE                | TREE  |
| 20 <input type="radio"/> | OTHER (see remarks) | OTHER |

ACRES TOTAL <sup>11</sup>

ACRES RENTED

ACRES FENCED

ACRES PASTURE

ACRES OTHER

ACRES CLEAR

ACRES OF BUSH

ACRES TILED RANDOM

ACRES TILED SYSTEMATIC

ACRES WORKABLE

ADDITIONAL RESIDENCE

FARM FEATURES ☒ ☒

- |                          |              |       |
|--------------------------|--------------|-------|
| 01 <input type="radio"/> | BARN CLEANER | BARCL |
| 02 <input type="radio"/> | BARN HYDRO   | BARHY |

- |                          |                     |       |
|--------------------------|---------------------|-------|
| 03 <input type="radio"/> | BARN WATER          | BARWA |
| 04 <input type="radio"/> | BARN WELL           | BARWE |
| 05 <input type="radio"/> | COLD STORAGE        | CLSTR |
| 06 <input type="radio"/> | DRY STORAGE         | DRYST |
| 07 <input type="radio"/> | EQUIPMENT INCLUDED  | EQPIN |
| 08 <input type="radio"/> | FENCED              | FENCE |
| 09 <input type="radio"/> | LAND LEASED         | LNLE  |
| 10 <input type="radio"/> | LIQUID TANK         | LIQUD |
| 11 <input type="radio"/> | LOADING YARD        | LDGYD |
| 12 <input type="radio"/> | MANURE PIT          | MNURE |
| 13 <input type="radio"/> | Paddock             | PADK  |
| 14 <input type="radio"/> | PASTURE             | PASTR |
| 15 <input type="radio"/> | SLATS               | SLATS |
| 16 <input type="radio"/> | STALLS              | STALL |
| 17 <input type="radio"/> | TRACTOR ACCESS      | TRACA |
| 18 <input type="radio"/> | WINDBREAK           | WINDB |
| 19 <input type="radio"/> | OTHER (see remarks) | OTHER |

LIVESTOCK OR CROP INCLUDED YES ☐ NO ☐MARKETING QUOTA INCLUDED YES ☐ NO ☐

# OF PARCELS

OTHER STRUCTURES ☒ ☒

- |                          |                     |       |
|--------------------------|---------------------|-------|
| 01 <input type="radio"/> | ARENA (see remarks) | ARENA |
| 02 <input type="radio"/> | BANK BARN           | BBARN |
| 03 <input type="radio"/> | BUNKIE              | BUNKI |
| 04 <input type="radio"/> | CONCRETE SILO       | CSILO |
| 05 <input type="radio"/> | DRIVE SHED          | DSHED |
| 06 <input type="radio"/> | FRAME BARN          | FBARN |

- |                          |                     |       |
|--------------------------|---------------------|-------|
| 07 <input type="radio"/> | GRANARIES           | GRANS |
| 08 <input type="radio"/> | OUT BUILDINGS       | OTBLD |
| 09 <input type="radio"/> | POLE BARN           | PBARN |
| 10 <input type="radio"/> | STEEL SILO          | SSILO |
| 11 <input type="radio"/> | TACK HOUSE          | TKHSE |
| 12 <input type="radio"/> | OTHER (see remarks) | OTHER |

PRICE PER ACRE

QUOTA DESCRIPTION

REMAINING TERMS OF LEASE

TILE LOANS \$

TILE LOANS EXPIRY DATE

WELL CAPACITY

WELL DEPTH

WELL TESTING



<b>VACANT LAND (LOTS)</b> only complete this section if Vacant Land (Lots) Property Type		<b>SERVICES</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 14		07 <input type="checkbox"/> HOLDING TANK 08 <input type="checkbox"/> HYDRO 09 <input type="checkbox"/> LATERALS INSTALLED 10 <input type="checkbox"/> MUNICIPAL 11 <input type="checkbox"/> MUNICIPAL TO LOT LINE 12 <input type="checkbox"/> MUNICIPAL WATER 13 <input type="checkbox"/> NATURAL GAS 14 <input type="checkbox"/> SAND POINT		HOLDT HYDRO LATLS MUNIC MUNLL MUNWA N-GAS SANDP		15 <input type="checkbox"/> SEPTIC 16 <input type="checkbox"/> SEWER 17 <input type="checkbox"/> SHALLOW WELL 18 <input type="checkbox"/> STREET LIGHTS 19 <input type="checkbox"/> TELEPHONE 20 <input type="checkbox"/> TRANSIT SERVICE 21 <input type="checkbox"/> OTHER (see remarks) 22 <input type="checkbox"/> NONE		SEPTC SEWER SWELL SLGHT PHONE TSERV OTHER NONE	
<b>TYPE</b> 14 01 <input type="checkbox"/> RESIDENTIAL BUILDING LOT 02 <input type="checkbox"/> OTHER (see remarks)		RESBL OTHER		01 <input type="checkbox"/> CABLE 02 <input type="checkbox"/> CISTERN 03 <input type="checkbox"/> CO-OPERATIVE WELL 04 <input type="checkbox"/> DRILLED WELL 05 <input type="checkbox"/> DUG WELL 06 <input type="checkbox"/> FIBRE OPTIC		CABLE CISTE CO-OP DRWEL DGWEL FIOS					
<b>DEVELOPMENT CHARGES PAID</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIAL <input type="checkbox"/> <b>CURRENT USE</b>											
<b>MULTI-RESIDENTIAL</b> only complete this section if Multi-Residential Property Type		02 <input type="checkbox"/> OFFICE 03 <input type="checkbox"/> RESIDENTIAL 04 <input type="checkbox"/> RETAIL 05 <input type="checkbox"/> OTHER (see remarks)		OFFCE RESID RETAL OTHER		02 <input type="checkbox"/> CARBON MONOXIDE DETECTOR 03 <input type="checkbox"/> DEDICATED HYDRANT 04 <input type="checkbox"/> FULL SPRINKLER SYSTEM 05 <input type="checkbox"/> HEAT DETECTOR 06 <input type="checkbox"/> MONITORED 07 <input type="checkbox"/> PARTIAL SPRINKLER SYSTEM 08 <input type="checkbox"/> SMOKE DETECTOR 09 <input type="checkbox"/> OTHER (see remarks) 10 <input type="checkbox"/> NONE		CMDET DEDHY FSPRK HTDET MONIT PSPRK SMOKE OTHER NONE		<b>OPERATING EXPENSES</b> ADMINISTRATIVE FEE BUILDING INSURANCE HEAT HYDRO LAUNDRY RENTALS MAINTENANCE & REPAIRS MGMT. EXPENSE PROPERTY TAXES RENTED EQUIPMENT WATER & SEWER OTHER EXPENSES <b>TOTAL OPERATING EXPENSES</b> <b>NET INCOME</b> <b>RENTAL INCOME AMOUNT</b> <b>LAUNDRY INCOME</b> <b>OTHER INCOME</b> <b>NET OPERATING INCOME</b>	
# STOREYS 15				<b>RENT REGISTERED</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>							
<b>TYPE OF DWELLING</b> <input checked="" type="checkbox"/> 15				<b>LEASES</b> 15 YES <input type="checkbox"/> NO <input type="checkbox"/>							
01 <input type="checkbox"/> DUPLEX - SIDE/SIDE 02 <input type="checkbox"/> DUPLEX - UP/DOWN 03 <input type="checkbox"/> MULTI-UNIT - 3 UNITS 04 <input type="checkbox"/> MULTI-UNIT - 4 UNITS 05 <input type="checkbox"/> FIVEPLEX 06 <input type="checkbox"/> 6 TO 11 UNITS 07 <input type="checkbox"/> 12 OR MORE UNITS 08 <input type="checkbox"/> APARTMENT COMPLEX 09 <input type="checkbox"/> BED AND BREAKFAST 10 <input type="checkbox"/> COMMERCIAL APARTMENTS 11 <input type="checkbox"/> LICENSED DWELLING 12 <input type="checkbox"/> ROOMING HOUSE 13 <input type="checkbox"/> ROW HOUSING		DUPSS DUPUD MU3UN MU4UN FIVEP 6TO11 12MOR APTCX B & B COMAP LCDWL RMHSE RWHSE		<b>LAUNDRY</b> 15 YES <input type="checkbox"/> NO <input type="checkbox"/>							
				<b>TENANT PAYS</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 15		01 <input type="checkbox"/> CABLE TV 02 <input type="checkbox"/> GAS 03 <input type="checkbox"/> HEAT 04 <input type="checkbox"/> HYDRO 05 <input type="checkbox"/> MAINTENANCE / REPAIRS 06 <input type="checkbox"/> PARKING 07 <input type="checkbox"/> PROPERTY TAXES 08 <input type="checkbox"/> WATER 09 <input type="checkbox"/> OTHER (see remarks) 10 <input type="checkbox"/> NONE OF THE ABOVE		CABTV GAS HEAT HYDRO MAINT PARK PRPTX WATER OTHER NONE			
<b>CURRENT BUILDING USE</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 15				<b>FIRE PROTECTION</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 15		01 <input type="checkbox"/> ALARM		ALARM			
01 <input type="checkbox"/> INDUSTRIAL		INDUS									
<b>UNIT DESCRIPTIONS</b>											
Unit #	# Full Baths	# Bedrooms	Square ft	Occupied	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dishwasher <input type="checkbox"/>	Dryer <input type="checkbox"/>	Furniture (see remarks) <input type="checkbox"/>	Microwave <input type="checkbox"/>	Refrigerator <input type="checkbox"/>	
	# Half Baths	Total Rooms				Stove <input type="checkbox"/>	Washer <input type="checkbox"/>	Other (see remarks) <input type="checkbox"/>	None <input type="checkbox"/>		
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	# Half Baths	Total Rooms				Stove <input type="checkbox"/>	Washer <input type="checkbox"/>	Other (see remarks) <input type="checkbox"/>	None <input type="checkbox"/>		
Unit #	# Full Baths	# Bedrooms	Square ft	Occupied	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dishwasher <input type="checkbox"/>	Dryer <input type="checkbox"/>	Furniture (see remarks) <input type="checkbox"/>	Microwave <input type="checkbox"/>	Refrigerator <input type="checkbox"/>	
	# Half Baths	Total Rooms				Stove <input type="checkbox"/>	Washer <input type="checkbox"/>	Other (see remarks) <input type="checkbox"/>	None <input type="checkbox"/>		
Unit #	# Full Baths	# Bedrooms	Square ft	Occupied	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dishwasher <input type="checkbox"/>	Dryer <input type="checkbox"/>	Furniture (see remarks) <input type="checkbox"/>	Microwave <input type="checkbox"/>	Refrigerator <input type="checkbox"/>	
	# Half Baths	Total Rooms				Stove <input type="checkbox"/>	Washer <input type="checkbox"/>	Other (see remarks) <input type="checkbox"/>	None <input type="checkbox"/>		
Unit #	# Full Baths	# Bedrooms	Square ft	Occupied	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dishwasher <input type="checkbox"/>	Dryer <input type="checkbox"/>	Furniture (see remarks) <input type="checkbox"/>	Microwave <input type="checkbox"/>	Refrigerator <input type="checkbox"/>	
	# Half Baths	Total Rooms				Stove <input type="checkbox"/>	Washer <input type="checkbox"/>	Other (see remarks) <input type="checkbox"/>	None <input type="checkbox"/>		
Unit #	# Full Baths	# Bedrooms	Square ft	Occupied	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dishwasher <input type="checkbox"/>	Dryer <input type="checkbox"/>	Furniture (see remarks) <input type="checkbox"/>	Microwave <input type="checkbox"/>	Refrigerator <input type="checkbox"/>	
	# Half Baths	Total Rooms				Stove <input type="checkbox"/>	Washer <input type="checkbox"/>	Other (see remarks) <input type="checkbox"/>	None <input type="checkbox"/>		
Unit #	# Full Baths	# Bedrooms	Square ft	Occupied	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dishwasher <input type="checkbox"/>	Dryer <input type="checkbox"/>	Furniture (see remarks) <input type="checkbox"/>	Microwave <input type="checkbox"/>	Refrigerator <input type="checkbox"/>	
	# Half Baths	Total Rooms				Stove <input type="checkbox"/>	Washer <input type="checkbox"/>	Other (see remarks) <input type="checkbox"/>	None <input type="checkbox"/>		
Unit #	# Full Baths	# Bedrooms	Square ft	Occupied	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dishwasher <input type="checkbox"/>	Dryer <input type="checkbox"/>	Furniture (see remarks) <input type="checkbox"/>	Microwave <input type="checkbox"/>	Refrigerator <input type="checkbox"/>	
	# Half Baths	Total Rooms				Stove <input type="checkbox"/>	Washer <input type="checkbox"/>	Other (see remarks) <input type="checkbox"/>	None <input type="checkbox"/>		
Unit #	# Full Baths	# Bedrooms	Square ft	Occupied	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dishwasher <input type="checkbox"/>	Dryer <input type="checkbox"/>	Furniture (see remarks) <input type="checkbox"/>	Microwave <input type="checkbox"/>	Refrigerator <input type="checkbox"/>	
	# Half Baths	Total Rooms				Stove <input type="checkbox"/>	Washer <input type="checkbox"/>	Other (see remarks) <input type="checkbox"/>	None <input type="checkbox"/>		
Unit #	# Full Baths	# Bedrooms	Square ft	Occupied	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dishwasher <input type="checkbox"/>	Dryer <input type="checkbox"/>	Furniture (see remarks) <input type="checkbox"/>	Microwave <input type="checkbox"/>	Refrigerator <input type="checkbox"/>	
	# Half Baths	Total Rooms				Stove <input type="checkbox"/>	Washer <input type="checkbox"/>	Other (see remarks) <input type="checkbox"/>	None <input type="checkbox"/>		
Unit #	# Full Baths	# Bedrooms	Square ft	Occupied	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dishwasher <input type="checkbox"/>	Dryer <input type="checkbox"/>	Furniture (see remarks) <input type="checkbox"/>	Microwave <input type="checkbox"/>	Refr	

# ROOM TYPES AND CODE ABBREVIATIONS

5

All Season Sunroom	ASSUN
Attic	ATTIC
Bathroom	BATH
Bedroom	BEDRM
Breakfast	BREAK
Cold Room	CLDRM
Conservatory	CONSV
Den	DEN
Dinette	DNET
Dining Room	DINRM
Eat-In Kitchen	EATKI
Ensuite	ENSUI
Exercise Room	EXCER
Family Room	FAMRM
Foyer	FOYER
Games Room	GAMES
Great Room	GRTRM
Hobby Room	HOBBY
Home Theatre Or Media Room	HMTHR
Kitchen	KITCH
Laundry Room	LAUND
Living Room	LIVIN
Living Dining Room	LR/DR
Loft	LOFT
Master Bedroom	MBED
Mud Room	MUDRM
Nursery	NURSE
Office	OFFIC
Other	OTHER
Pantry	PNTRY
Recreation Room	RECRM
Sauna	SAUNA
Sitting Room	SITRM
Storage Room	STORE
Summer Kitchen	SUMKT
Sunroom	SUNRM
Utility Room	UTRM
Wine Cellar	WCELL
Workshop	WKSHP

# REFERENCE TABLE

Reference	Mandatory - all transaction types unless indicated
1	If Residential (Condominium)
2	If Residential
3	If Residential (Freehold); Multi-Residential; Vacant Land (lots); Farm
4	If Residential (Freehold); Vacant Land (lots); Farm
5	If Residential (Freehold -for Sale ); Vacant Land (lots)
6	If For Sale
7	If For Lease
8	If Residential; Multi-Residential; Farm
9	If Residential (Condominium); Multi-Residential
10	If Residential (Freehold); Farm
11	If Farm
12	If TYPE is Mobile Trailer
13	If Residential (Freehold); Multi-Residential; Farm
14	If Vacant Land (lots)
15	If Multi-Residential
16	If Lease or Condo
17	If Residential (Condo; Freehold), Multi-Residential, Farm
18	NOT mandatory for listings located in RAHB jurisdictional area. Mandatory for listings located in all other areas of Region.

# LIST PRICE CODES

ANNUAL GROSS LEASE FOR SALE	PER LOT	PLUS STOCK
LAND LEASE	PER MONTH	SQ FT GROSS
OTHER (SEE REMARKS)	PER SQ FT	SQ FT NET
PER ACRE	PER UNIT	SQ FT METRE GROSS
	PLUS LOT	SQ FT METRE NET

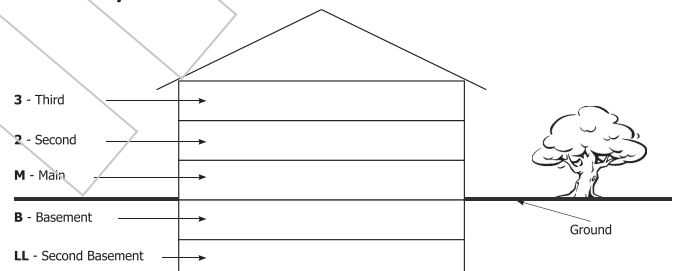
# ROOM FEATURES AND CODE ABBREVIATIONS

Accessible	ACCES	Leaded Glass Window	LDGWI
Adaptable	ADAPT	Linen Closet	LINEN
Balcony / Deck	BDECK	Professionally Designed	PROFD
Bay Window	BAYWI	Roughed-in	ROUGH
Beamed Ceiling	BMCLG	Semi-Ensuite (Walk Thru)	SEMIE
Broadloom	BROAD	Separate Heating Controls	SPHTC
California Shutters	CSHUT	Separate Room	SEPAR
Cathedral Ceiling	CATHC	Skytight	SKYLT
Cedar Closet	CCLST	Sliding Doors	SLDDR
Coffered Ceiling	CFCLG	Stained Glass Window	STGWI
Crown Moulding	CRWNM	Stone Floor	STFLR
Double Sink	DBLSK	Vaulted Ceiling	VTCLG
Enclosed	ENCLS	Wainscoting	WAINS
Ensuite Privilege	ENSPR	Walk-in Bath	WIBTH
Finished	FINSH	Walk-in Closet	WICLS
Fireplace	FIREP	Wall-to-Wall Closet	WWCLS
French Doors	FRNDR	Wet Bar	WETBR
Hardwood Floor	HDFLR	2-Piece	2-PCE
Heated Floor	HTFLR	3-Piece	3-PCE
Inside Entry	INENT	4-Piece	4-PCE
Jetted Bathtub	JETTB	5-Piece +	5-PC+

# ROOMS AND THEIR SIZES

EACH ROOM WILL BE DESCRIBED BY A CODE USING ROOM ABBREVIATIONS LISTED ON ATTACHMENT.  
LIST ROOM SIZES (LENGTH x WIDTH x HEIGHT) TO THE RIGHT OF THE ROOM CODE.  
LIST ROOM FEATURE CODES TO THE RIGHT OF THE ROOM SIZE BY USING ABBREVIATIONS LISTED ON THIS PAGE.

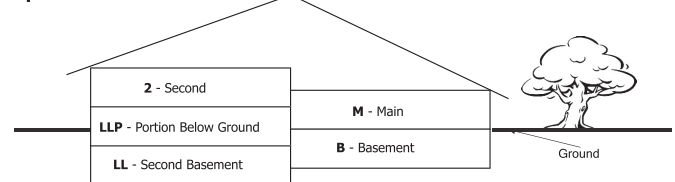
# Multi Storey Room Levels



To determine on/above ground level code:	To determine sub-ground level code:
<b>M</b> = Main level (main floor, no portion below ground)	<b>LLP</b> = Lower Level 1 Portion below grade
<b>2</b> = Second (next above ground level)	<b>B</b> = Basement (fully below grade /lower level 1)
<b>3</b> = Third (next above ground level)	<b>LL</b> = Second basement/Lower Level 2
<b>O</b> = Other	

\* Remember, it is the grade that determines the level, not whether there are windows or walk outs.

# Split Room Levels



# VISITABLE

To be **VisitAble**, a home must have all three of these features:

- At least one no-step entrance, exterior threshold doesn't exceed 13 mm (1/2 in.) in height
- Main living level has minimum doorway width of 36" (915mm) and minimum hallway width of 43 1/4" (1100mm )
- Main living level has an accessible half bathroom with min. 1500mm turning radius

**Adaptable Housing** is VisitAble and has additional features so the home can be adapted economically, at a later date, to accommodate mobility needs and changes. This may also be called FlexHousing™.

**Accessible Housing** is VisitAble and includes a range of additional features to make the home, inside and out, accessible and functional for most mobility or sensory challenges.





**REALTORS®**  
**ASSOCIATION**  
**of Hamilton-Burlington**

**COMMERCIAL PROPERTY INFORMATION FORM**

**Industrial / Investment / Office / Retail /  
Sale of Business / Vacant Land**





# REALTORS' ASSOCIATION of Hamilton-Burlington

## COMMERCIAL

### MULTIPLE LISTING SERVICE® PROPERTY INFORMATION FORM

(EXCLUSIVE AUTHORITY TO OFFER FOR SALE / LEASE EXCHANGE) THE INFORMATION PROVIDED HEREIN IS FOR PUBLICATION ON THE MULTIPLE LISTING SERVICE®.

MLS® #

ALTERNATE  
MLS® #

TRANSACTION TYPE ☒

☐ LEASE / RENT

☐ SALE

☐ SUB-LEASE

#### LEGEND

If field is followed by a number (ie. 1), see table on Reference Sheet for the instances when Mandatory is applicable.

☒ Mandatory Field

☐ Optional Field

☒ = Single Pick

☒ ☒ = Multi Pick

#### PROPERTY INFORMATION

ASSESSMENT ROLL # (ARN)				PIN #			
APT. / UNIT #	STREET NUMBER LOW	STREET NUMBER HIGH	STREET NAME	STREET TYPE		ST. DIRECTION	
CITY		POSTAL CODE	CROSS STREET		LOCATION <input type="radio"/> URBAN <input type="radio"/> RURAL		
REGION (LAND REGISTRY OFFICE)		MUNICIPALITY / SUB-AREA		NEIGHBOURHOOD			
LEGAL DESCRIPTION (if for sale)							
ZONING							
LOT FRONTAGE ▲*		LOT DEPTH ▲*		LOT / BLDG / UNIT CODE ▲		LOT SIZE CODE ▲	
* NOT MANDATORY FOR COMMERCIAL CONDO ▲ IF NOT APPLICABLE ENTER "0"							
LOT IRREGULARITIES							
ACRES RANGE <input type="radio"/> LESS THAN .50 <input type="radio"/> .50 - 1.99 ACRES <input type="radio"/> 2 - 4.99 ACRES <input type="radio"/> 5 - 9.99 ACRES <input type="radio"/> 10 - 24.99 ACRES <input type="radio"/> 25 - 49.99 ACRES <input type="radio"/> 50 - 99.99 ACRES <input type="radio"/> 100 - 149.99 ACRES <input type="radio"/> 150 - 199.99 ACRES <input type="radio"/> 200+ ACRES							
DIRECTIONS							

#### AMOUNTS / DATES

LIST PRICE (if for sale)	LEASE PRICE (if for lease)	LIST PRICE CODE (SEE REFERENCE SHEET)
RENTAL TERM (if for lease) 01 <input type="radio"/> 8 MONTH 02 <input type="radio"/> 1 YEAR 03 <input type="radio"/> 2 YEARS 04 <input type="radio"/> 3 YEARS +	8MONTH 1YEAR 2YEAR 3YEAR 05 <input type="radio"/> ANY / FLEXIBLE 06 <input type="radio"/> MONTHLY 07 <input type="radio"/> SHORT TERM 08 <input type="radio"/> WEEKLY FLEX MONTH SHTRM WEEK	LEASE TYPE (if for lease) <input type="radio"/> GROSS <input type="radio"/> OTHER <input type="radio"/> NET
HST APPLICABLE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> CALL LBO <input type="radio"/> INCLUDED	DEPOSIT	TAXES (if for sale)
TAX YEAR (if for sale)	TAX YEAR (if for sale)	TYPE TAXES <input checked="" type="checkbox"/> (if for sale) <input type="radio"/> ANNUAL <input type="radio"/> T.M.I. <input type="radio"/> T. & O <input type="radio"/> N/A
CONTRACT COMMENCEMENT	EXPIRY DATE	POSSESSION <input checked="" type="checkbox"/> <input type="radio"/> IMMEDIATE <input type="radio"/> FLEXIBLE <input type="radio"/> 1 - 29 DAYS <input type="radio"/> 30 - 59 DAYS <input type="radio"/> 60 - 89 DAYS <input type="radio"/> 90+ DAYS <input type="radio"/> OTHER
SELLER / LESSOR / LANDLORD NAME		CONDO MAINTENANCE FEES (MONTHLY) * MANDATORY FOR COMMERCIAL & INDUSTRIAL CONDOS ONLY
		FINANCING / MORTGAGE <input type="radio"/> ASSUMABLE <input type="radio"/> SELLER TAKE BACK <input type="radio"/> CLEAR <input type="radio"/> SELLER TO DISCHARGE

#### DETAILS

TYPE - PRIMARY <input checked="" type="checkbox"/>	CATEGORY <input checked="" type="checkbox"/>	USE <input checked="" type="checkbox"/>
<input type="radio"/> COMMERCIAL RETAIL PROPERTY (DO NOT USE FOR SALE OF BUSINESS)	01 <input type="radio"/> HIGHWAY COMMERCIAL 02 <input type="radio"/> MULTI-USE 03 <input type="radio"/> RETAIL 04 <input type="radio"/> SERVICE 05 <input type="radio"/> COMMERCIAL CONDO 06 <input type="radio"/> INSTITUTIONAL*	01 <input type="radio"/> AUTOMOTIVE RELATED 02 <input type="radio"/> HEALTH & BEAUTY RELATED 03 <input type="radio"/> HOSPITALITY / FOOD RELATED 04 <input type="radio"/> LIVE / WORK 05 <input type="radio"/> RETAIL STORE RELATED 06 <input type="radio"/> SERVICE RELATED 07 <input type="radio"/> OTHER (see remarks) 08 <input type="radio"/> BANK* 09 <input type="radio"/> CHURCH* 10 <input type="radio"/> SCHOOL* 11 <input type="radio"/> OTHER* (see remarks) *USES FOR INSTITUTIONAL CATEGORY ONLY
<input type="radio"/> INDUSTRIAL	01 <input type="radio"/> MULTI-UNIT 02 <input type="radio"/> INDUSTRIAL CONDO	01 <input type="radio"/> COOLER/FREEZER/FOOD INSPECTED 02 <input type="radio"/> FACTORY / MANUFACTURING 03 <input type="radio"/> LABORATORY 04 <input type="radio"/> OTHER (see remarks) 05 <input type="radio"/> TRANSPORTATION 06 <input type="radio"/> WAREHOUSE
<input type="radio"/> INVESTMENT	01 <input type="radio"/> ACCOMMODATION <sup>1</sup> 02 <input type="radio"/> APARTMENT <sup>2</sup> 03 <input type="radio"/> RETAIL 04 <input type="radio"/> INDUSTRIAL 05 <input type="radio"/> RECREATIONAL <sup>3</sup> 06 <input type="radio"/> OFFICE	01 <input type="radio"/> BED & BREAKFAST <sup>1</sup> 02 <input type="radio"/> CABINS / COTTAGES <sup>1</sup> 03 <input type="radio"/> HOTEL / MOTEL / INN <sup>1</sup> 04 <input type="radio"/> OTHER <sup>1</sup> (see remarks) 05 <input type="radio"/> APTS-2 TO 5 UNITS <sup>2</sup> 06 <input type="radio"/> APTS-6 TO 12 UNITS <sup>2</sup> 07 <input type="radio"/> APTS-13 TO 20 UNITS <sup>2</sup> 08 <input type="radio"/> APTS-OVER 20 UNITS <sup>2</sup> 09 <input type="radio"/> SENIORS RESIDENCE <sup>2</sup> 10 <input type="radio"/> OTHER <sup>2</sup> (see remarks) 11 <input type="radio"/> GOLF <sup>3</sup> 12 <input type="radio"/> MARINA <sup>3</sup> 13 <input type="radio"/> CAMPGROUND <sup>3</sup> 14 <input type="radio"/> SPORTS / ENTERTAINMENT <sup>3</sup> 15 <input type="radio"/> OTHER <sup>3</sup> (see remarks)
<input type="radio"/> OFFICE	<input type="radio"/> OFFICE	01 <input type="radio"/> MEDICAL / DENTAL 02 <input type="radio"/> PROFESSIONAL OFFICE 03 <input type="radio"/> OTHER (see remarks)
<input type="radio"/> VACANT LAND	01 <input type="radio"/> RAW (OUTSIDE OFFICIAL PLAN) 02 <input type="radio"/> DESIGNATED	01 <input type="radio"/> BUSH 02 <input type="radio"/> GOLF 03 <input type="radio"/> GRAVEL PIT / QUARRY 04 <input type="radio"/> INDUSTRIAL 05 <input type="radio"/> HOSPITALITY 06 <input type="radio"/> OFFICE 07 <input type="radio"/> OTHER (see remarks) 08 <input type="radio"/> PARKING LOT 09 <input type="radio"/> RECREATIONAL 10 <input type="radio"/> RESIDENTIAL 11 <input type="radio"/> RESTRICTED 12 <input type="radio"/> RETAIL 13 <input type="radio"/> WATERFRONT

<input type="radio"/> SALE OF BUSINESS	01 <input type="radio"/> WITH PROPERTY      WPROP 02 <input type="radio"/> WITHOUT PROPERTY      WOPRO	01 <input type="radio"/> APPAREL      APPAR 02 <input type="radio"/> ART GALLERY      ARGAL 03 <input type="radio"/> ART SUPPLIES      ARSUP 04 <input type="radio"/> AUTOMOTIVE RELATED      AUTOR 05 <input type="radio"/> BAKERY      BAKER 06 <input type="radio"/> BANQUET HALL      BANQU 07 <input type="radio"/> BAR / TAVERN / PUB      BTVPB 08 <input type="radio"/> BEAUTY SALON      BEAUT 09 <input type="radio"/> BED & BREAKFAST      B & B 10 <input type="radio"/> BUTCHER / MEAT      BUTME 11 <input type="radio"/> CABINS / COTTAGES      CABIN 12 <input type="radio"/> CAFE      CAFE 13 <input type="radio"/> CAMPGROUND      CAMPG 14 <input type="radio"/> CAR WASH      CARWA 15 <input type="radio"/> CATERER / CAFETERIA      CATCA 16 <input type="radio"/> COFFEE / DONUT SHOP      COFDS 17 <input type="radio"/> COIN LAUNDROMAT      COINL 18 <input type="radio"/> CONVENIENCE / VARIETY      CONVA 19 <input type="radio"/> COPY / PRINTING      COPYP 20 <input type="radio"/> CRAFTS / HOBBY      CRAFT 21 <input type="radio"/> DAIRY PRODUCTS      DAIRY 22 <input type="radio"/> DAY CARE      DAYCA 23 <input type="radio"/> DELICATESSEN      DELIC 24 <input type="radio"/> DELIVERY / COURIER      DELIV 25 <input type="radio"/> DISTRIBUTING      DISTR 26 <input type="radio"/> DOG GROOMER      DOGGR 27 <input type="radio"/> DRUGSTORE / PHARMACY      DRUGS 28 <input type="radio"/> DRY CLEANING / LAUNDRY      DRYCL 29 <input type="radio"/> ELECTRONICS      ELECT 30 <input type="radio"/> ENTERTAINMENT      ENTER 31 <input type="radio"/> FAST FOOD / TAKEOUT      FFOOD 32 <input type="radio"/> FITNESS TRAINING      FITNS	33 <input type="radio"/> FLORIST      FLRST 34 <input type="radio"/> FOOD COURT OUTLET      FOODC 35 <input type="radio"/> FOOTWEAR      FOOTW 36 <input type="radio"/> FRUIT / VEGETABLE / MARKET      FRUIT 37 <input type="radio"/> FUNERAL HOME      FUNER 38 <input type="radio"/> FURNITURE      FURNI 39 <input type="radio"/> GARDEN / LANDSCAPE      GARDN 40 <input type="radio"/> GAS STATION      GASST 41 <input type="radio"/> GOLF COURSE      GOLFC 42 <input type="radio"/> GOLF DRIVING RANGE      GOLFO 43 <input type="radio"/> GRAVEL PIT / QUARRY      GRAVL 44 <input type="radio"/> GROCERY / SUPERMARKET      GROCR 45 <input type="radio"/> HAIR SALON      HAIRS 46 <input type="radio"/> HARDWARE / TOOLS      HARDW 47 <input type="radio"/> HOME IMPROVEMENT      HOMEI 48 <input type="radio"/> HOTEL / MOTEL / INN      HOTEL 49 <input type="radio"/> MANUFACTURING      MANUF 50 <input type="radio"/> MARINA      MARNA 51 <input type="radio"/> MEDICAL / DENTAL      MEDIC 52 <input type="radio"/> OTHER (see remarks)      OTHER 53 <input type="radio"/> PIZZERIA      PIZZE 54 <input type="radio"/> REAL ESTATE OFFICE      REOFC 55 <input type="radio"/> RESTAURANT      RESTR 56 <input type="radio"/> SELF STORAGE      SELFS 57 <input type="radio"/> SERVICE RELATED      SERVI 58 <input type="radio"/> SPA / TANNING      SPATA 59 <input type="radio"/> SPORTING GOODS      SPORT 60 <input type="radio"/> SPORTS / ENTERTAINMENT      SPORE 61 <input type="radio"/> TRAVEL AGENCY      TRAVL 62 <input type="radio"/> WINERY      WINE 63 <input type="radio"/> WOOD WORKING      WDWK
<input type="radio"/> STORE	01 <input type="radio"/> STORE ONLY      STORE 02 <input type="radio"/> STORE WITH OTHER USE      STROU	01 <input type="radio"/> APARTMENT      APART 02 <input type="radio"/> INDUSTRIAL      INDST 03 <input type="radio"/> OFFICE      OFFCE	04 <input type="radio"/> OTHER (see remarks)      OTHER 05 <input type="radio"/> WAREHOUSE      WAREH

**FREESTANDING** 3 YES ☐ NO ☐

**TOTAL # UNITS AVAILABLE** 4

**TOTAL AREA AVAILABLE** 4

**TOTAL AREA CODE** ☒ 4

01 ☐ ACRES      ACRES  
 02 ☐ HECTARES      HECTR  
 03 ☐ PERCENTAGE      PRCNT  
 04 ☐ SQUARE FOOTAGE      SQFT  
 05 ☐ SQ. FT. DIVISIBLE      SQFTD  
 06 ☐ SQUARE METRES      SQMTR  
 07 ☐ SQ. M. DIVISIBLE      SQMTD

**% BUILDING**

**% USABLE**

**% RENTABLE**

**OFFICE / APT AREA** 5

**OFFICE / APT AREA CODE** ☒ 5

01 ☐ PERCENTAGE      PRCNT  
 02 ☐ SQUARE FEET      SQFT  
 03 ☐ SQ. FT. DIVISIBLE      SQFTD  
 04 ☐ SQUARE METRES      SQMTR  
 05 ☐ SQ. M. DIVISIBLE      SQMTD

**INDUSTRIAL AREA** 6

**INDUSTRIAL AREA CODE** ☒ 6

01 ☐ PERCENTAGE      PRCNT  
 02 ☐ SQUARE FEET      SQFT  
 03 ☐ SQ. FT. DIVISIBLE      SQFTD  
 04 ☐ SQUARE METRES      SQMTR  
 05 ☐ SQ. M. DIVISIBLE      SQMTD

**RETAIL AREA** 7

**RETAIL AREA CODE** ☒ 7

01 ☐ PERCENTAGE      PRCNT  
 02 ☐ SQUARE FEET      SQFT  
 03 ☐ SQ. FT. DIVISIBLE      SQFTD  
 04 ☐ SQUARE METRES      SQMTR  
 05 ☐ SQ. M. DIVISIBLE      SQMTD

**SQ FT SOURCE** ☒

01 ☐ 3RD PARTY MEASURING SERVICE      3PTMS  
 02 ☐ BUILDER FLOOR PLAN(S)      BFLRP  
 03 ☐ LBO PROVIDED      LBOPR  
 04 ☐ PUBLIC RECORDS      PUBRC  
 05 ☐ OTHER (see remarks)      OTHER

**APPROXIMATE AGE** ☒

01 ☐ NEW      NEW  
 02 ☐ 0 - 5 YEARS      0-5  
 03 ☐ 6 - 15 YEARS      6-15  
 04 ☐ 16 - 30 YEARS      16-30  
 05 ☐ 31 TO 50 YEARS      31-50  
 06 ☐ 51 - 99 YEARS      51-99  
 07 ☐ 100 + YEARS      100+

**AREA INFLUENCES** ☒

01 ☐ GREENBELT / CONSERVATION      GBCON  
 02 ☐ MAJOR HIGHWAY      MJHWY  
 03 ☐ PUBLIC TRANSIT      PTRAN  
 04 ☐ RECREATIONAL / COMMUNITY CENTRE      RECCM  
 05 ☐ SUBWAYS      SUBWY  
 06 ☐ OTHER (see remarks)      OTHER

☐ YES ☐ NO ☐

**BASEMENT** 8 YES ☐ NO ☐

**WASHROOMS** ☒

01 ☐ NO      NO  
 02 ☐ YES      YES  
 03 ☐ PARTIALLY REMOVED      PTREM  
 04 ☐ REMEDIAL      REMED  
 05 ☐ REMOVED      REMVD

**CLEAR HEIGHT** 9

FEET  INCHES

**BAY SIZE**

LENGTH FT  IN

WIDTH FT  IN

**FIRE PROTECTION** ☒ 10

01 ☐ ALARM      ALARM  
 02 ☐ CARBON MONOXIDE DETECTOR      CMDT  
 03 ☐ DEDICATED HYDRANT      DEDHY  
 04 ☐ FULL SPRINKLER SYSTEM      FSPRK  
 05 ☐ HEAT DETECTOR      HTDET  
 06 ☐ MONITORED      MONIT  
 07 ☐ PARTIAL SPRINKLER SYSTEM      PSPRK  
 08 ☐ SMOKE DETECTOR      SMOKE  
 09 ☐ OTHER (see remarks)      OTHER  
 10 ☐ NONE      NONE

**UTILITIES** ☒ 11

01 ☐ AVAILABLE      AVAIL  
 02 ☐ NO      NO  
 03 ☐ YES      YES

**VOLTS**

**AMPS**

**WATER SOURCE** ☒ 12

01 ☐ CISTERN      CISTE  
 02 ☐ CO-OPERATIVE      CO-OP  
 03 ☐ MUNICIPAL      MUNIC  
 04 ☐ WELL      WELL  
 05 ☐ OTHER (see remarks)      OTHER  
 06 ☐ NONE      NONE

**WATER SUPPLY TYPES** ☒ 12

01 ☐ ARTESIAN WELL      ARTES  
 02 ☐ BORED WELL      BRDWL  
 03 ☐ COMMUNITY WELL      COMWL

04 ☐ DRILLED WELL      DRWEL  
 05 ☐ DUG WELL      DGWEL  
 06 ☐ LAKE / RIVER      LK/RV  
 07 ☐ SANDPOINT WELL      SANDP  
 08 ☐ SHARED WELL      SHDWL  
 09 ☐ UNKNOWN      UNKNW

**AIR CONDITIONING** ☒ 13

01 ☐ NO      NO  
 02 ☐ YES      YES  
 03 ☐ ROUGHED-IN      ROUGH

**HEAT TYPE** ☒ 14

01 ☐ BASEBOARD      BASEB  
 02 ☐ ELEC FORCED AIR      ELECF  
 03 ☐ ELEC HOT WATER      ELECH  
 04 ☐ GAS FORCED AIR CLOSED      GSFAC  
 05 ☐ GAS FORCED AIR OPEN      GSFAO  
 06 ☐ GAS HOT WATER      GSHWT  
 07 ☐ HEAT PUMP      HEATP  
 08 ☐ HOT WATER      HTWTR  
 09 ☐ OIL FORCED AIR      OILFA  
 10 ☐ OIL HOT WATER      OILHW  
 11 ☐ OIL STEAM      OILST  
 12 ☐ PROPANE GAS      PROPG  
 13 ☐ RADIANT      RADIA  
 14 ☐ SOLAR      SOLAR  
 15 ☐ SPACE HEATER(S)      SPACE  
 16 ☐ STEAM RADIATOR(S)      STRAD  
 17 ☐ WATER RADIATOR(S)      WRADT  
 18 ☐ WOODBURNING      WOODB  
 19 ☐ OTHER (see remarks)      OTHER  
 20 ☐ NONE      NONE

**LOADING**

**TRUCK LEVEL #** 15

DOOR HEIGHT FT  IN

DOOR WIDTH FT  IN

**DOUBLE MAN #** 15

DOOR HEIGHT FT  IN

DOOR WIDTH FT  IN

**DRIVE-IN LEVEL #** 15

DOOR HEIGHT FT  IN

DOOR WIDTH FT  IN

**GRADE LEVEL #** 15

DOOR HEIGHT FT  IN

DOOR WIDTH FT  IN

**RAIL** ☒ 18 YES ☐ AVAILABLE ☐ NO ☐

**ELEVATOR / ESCALATOR** ☒ 16

01 ☐ FREIGHT      FRGHT

02 ☐ NO ELEVATOR      NOELV  
 03 ☐ NO ESCALATOR      NOESC  
 04 ☐ PASSENGER      PASSN  
 05 ☐ PUBLIC      PUBLIC

**GARAGE / PARKING** ☒ 17

01 ☐ ATTACHED      ATTCH  
 02 ☐ BOULEVARD      BOULV  
 03 ☐ COVERED      COVER  
 04 ☐ DETACHED      DETCH  
 05 ☐ DOUBLE DETACHED      DDETC  
 06 ☐ IN / OUT      INOUT  
 07 ☐ LANE      LANE  
 08 ☐ OUTSIDE / SURFACE      OTSRF  
 09 ☐ PAY      PAY  
 10 ☐ PLAZA      PLAZA  
 11 ☐ PUBLIC      PUBLIC  
 12 ☐ RESERVED / ASSIGNED      RSVAS  
 13 ☐ SINGLE DETACHED      SDETC  
 14 ☐ STREET      STRET  
 15 ☐ TANDEM      TANDM  
 16 ☐ UNDERGROUND      UNDRG  
 17 ☐ VALET      VALET  
 18 ☐ VISITOR      VISIT  
 19 ☐ OTHER (see remarks)      OTHER  
 20 ☐ NONE      NONE

**# INDOOR PARKING SPACES**

**# OUTDOOR PARKING SPACES**

**PARKING SPACES TOTAL**

**# OF TRAILER PARKING SPOTS**

**OUTSIDE STORAGE** YES ☐ NO ☐

**CRANE** YES ☐ NO ☐

**SURVEY** ☒

01 ☐ YES      YES  
 02 ☐ NO      NO

**SOIL TEST** ☒

01 ☐ CONSTRUCTION AUDIT      CONSA  
 02 ☐ CONSTRUCTION & ENVIRONMENTAL      CONSE  
 03 ☐ ENVIRONMENTAL AUDIT      ENVAU  
 04 ☐ NO      NO  
 05 ☐ YES      YES

**SEWERS** ☒ 19

01 ☐ HOLDING TANK      HOLDT  
 02 ☐ PRIVATE      PRIVT  
 03 ☐ SANITARY      SANIT  
 04 ☐ SANITARY AVAILABLE      SANAV  
 05 ☐ SANITARY + STORM      SANST  
 06 ☐ SANITARY + STORM AVAILABLE      SANSA  
 07 ☐ SEPTIC      SEPTC  
 08 ☐ SEPTIC APPROVED      SEPTA  
 09 ☐ SEPTIC AVAILABLE      SAVAL  
 10 ☐ STORM      STORM  
 11 ☐ STORM AVAILABLE      STRMA  
 12 ☐ OTHER (see remarks)      OTHER  
 13 ☐ NONE      NONE

## COMMENTS

PUBLIC REMARKS (MAX. 1500 CHARACTERS)

INCLUSIONS (MAX. 250 CHARACTERS)

EXCLUSIONS (MAX. 250 CHARACTERS)

PRIVATE REALTOR® REMARKS (MAX. 850 CHARACTERS)

## FINANCIAL INFORMATION

FINANCIAL STATEMENT <sup>20</sup> CHATTELS <sup>21</sup> FRANCHISE <sup>22</sup> DAYS OPEN <sup>23</sup> ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY FULL TIME EMPLOYEES <sup>24</sup> PART TIME EMPLOYEES <sup>24</sup>

HOURS OPEN

SEATS <sup>25</sup> L.L.B.O. <sup>26</sup> ☐ YES ☐ NO TAXES EXPENSE INSURANCE EXPENSE MANAGEMENT EXPENSE

BUSINESS NAME

BUILDING NAME

PROPERTY MANAGEMENT COMPANY

PROPERTY MANAGEMENT CONTACT INFORMATION

MAINTENANCE HEAT EXPENSES HYDRO EXPENSE WATER EXPENSE OTHER EXPENSES GROSS INCOME / SALES  
VACANCY ALLOWANCE OPERATING EXPENSES NET INCOME (BEFORE DEBT) EST. INVENTORY VALUE COMMON AREA UPCHARGE PERCENTAGE RENT

EXPENSES ☐ ACTUAL ☐ ESTIMATED YEAR EXPENSES ☐ Y ☐ Y ☐ Y ☐ Y ☐ Y MORTGAGE COMMENTS  
COMPLETE ONLY IF YOU HAVE ENTERED ANY AMOUNT(S)

## OTHER

REALTOR® 1 - NAME REALTOR® 1 - ID #  
BROKERAGE 1 - NAME BROKERAGE 1 - ID #  
REALTOR® 2 - NAME REALTOR® 2 - ID #  
BROKERAGE 2 - NAME BROKERAGE 2 - ID #  
COMMISSION TO COOPERATING BROKERAGE HOLDOVER DAYS

BROKERAGE TRUST ACCOUNT SELLER AND L/B/R HAVE SPECIAL AGREEMENT / CONDITIONS SPIS ☐ YES ☐ NO SPIS - WATER, WASTE, ACCESS, SHORELINE ☐ YES ☐ NO GREEN PROPERTY INFORMATION STATEMENT ☐ YES ☐ NO ENERGY CERTIFICATION ☐ YES ☐ NO CERTIFICATION LEVEL  
APPOINTMENTS LOCKBOX ☐ YES ☐ NO SIGN ☐ YES ☐ NO OCCUPANCY ☒ OWNER PLUS TENANT ☐ OWNER ☐ SUB-TENANT ☐ TENANT ☐ VACANT

OFFER INSTRUCTIONS (MAX. 170 CHARACTERS)

VIRTUAL TOUR URL (NON-BRANDED)

ALTERNATE FEATURE SHEET URL

VIRTUAL TOUR URL (BRANDED)

## SELLER INSTRUCTIONS

Include on REALTOR.ca ☐ YES ☐ NO SELLER INITIALS Permission to contact after expiry ☐ YES ☐ NO SELLER INITIALS  
Include in RAHB IDX ☐ YES ☐ NO SELLER INITIALS Include in CREA DDF ☐ YES ☐ NO SELLER INITIALS  
Include on 3<sup>rd</sup> party sites ☐ YES ☐ NO SELLER INITIALS Display address on these sites ☐ YES ☐ NO SELLER INITIALS

## PHOTO INSTRUCTIONS

☐ PHOTO(S) TO FOLLOW (within 24 hrs)  
☐ PHOTO ATTACHED  
☐ SKETCH ATTACHED

I ACKNOWLEDGE HAVING CAREFULLY READ THIS ENTIRE FORM AND CONFIRM THE ACCURACY OF ALL THE ABOVE INFORMATION CONCERNING MY PROPERTY.  
I AGREE TO ALLOW ACCURACY CHANGES TO ITEMS FOR EXAMPLE, TAXES, LEGAL DESCRIPTION AND LOT SIZE.

SIGNATURE OF SELLER / LESSOR

SIGNATURE OF SELLER / LESSOR

**LIST PRICE CODES**

FOR SALE  
LAND LEASE  
LIFE LEASE  
MONTH GROSS LEASE  
NET LEASE

OTHER  
PER ACRE  
PER SQ. FT.  
PLUS STOCK  
SQ. FT. GROSS

SQ. FT. NET  
SQ. M. GROSS  
SQ. M. NET

**DETAILS/DESCRIPTIONS – ALL COMMERCIAL PROPERTY TYPES**

2	<b>USE</b> <b>MANDATORY:</b> OPTIONAL:	Sale of Business Commercial/Retail; Industrial; Investment; Vacant Land; Office; Store	15	<b>SHIPPING DOORS</b> <b>MANDATORY:</b> OPTIONAL:	Industrial Commercial/Retail; Investment; Vacant Land; Office; Sale of Business; Store
3	<b>FREESTANDING</b> <b>MANDATORY:</b> OPTIONAL:	Commercial/Retail; Industrial; Investment; Sale of Business(with Property); Store; Vacant Land Sale of Business (without Property); Vacant Land	16	<b>ELEVATOR/ESCALATOR</b> <b>MANDATORY:</b> OPTIONAL:	Office Commercial/Retail; Industrial; Investment; Vacant Land; Sale of Business; Store
4	<b>TOTAL LAND/BLDG. AREA</b> <b>MANDATORY:</b> OPTIONAL:	Commercial/Retail; Industrial; Investment; Office; Sale of Business(with Property); Store; Vacant Land Sale of Business (without Property)	17	<b>GARAGE/PARKING</b> <b>MANDATORY:</b> OPTIONAL:	Commercial/Retail; Industrial; Investment; Office; Sale of Business (with Property); Store Sale of Business (without Property); Vacant Land
5	<b>OFFICE/APT. AREA</b> <b>MANDATORY:</b> OPTIONAL:	Office; Store Commercial/Retail; Industrial; Investment; Vacant Land; Sale of Business	18	<b>RAIL</b> <b>MANDATORY:</b> OPTIONAL:	Industrial Commercial/Retail; Investment; Vacant Land; Office; Sale of Business; Store
6	<b>INDUSTRIAL AREA</b> <b>MANDATORY:</b> OPTIONAL:	Industrial Commercial/Retail; Investment; Vacant Land; Sale of Business; Store	19	<b>SEWERS</b> <b>MANDATORY:</b> OPTIONAL:	Commercial/Retail; Industrial; Investment; Office; Sale of Business (with Property); Store; Vacant Land Sale of Business (without Property)
7	<b>RETAIL AREA</b> <b>MANDATORY:</b> OPTIONAL:	Commercial/Retail; Store Industrial; Investment; Vacant Land; Office; Sale of Business	20	<b>FINANCIAL STATEMENT</b> <b>MANDATORY:</b> OPTIONAL:	Sale of Business Commercial/Retail; Industrial; Investment; Vacant Land; Office; Store
8	<b>BASEMENT</b> <b>MANDATORY:</b> OPTIONAL:	Sale of Business; Store Commercial/Retail; Industrial; Investment; Vacant Land; Office	21	<b>CHATELS</b> <b>MANDATORY:</b> OPTIONAL:	Sale of Business Commercial/Retail; Industrial; Investment; Vacant Land; Office; Store
9	<b>CLEAR HEIGHT</b> <b>MANDATORY:</b> OPTIONAL:	Industrial Commercial/Retail; Investment; Vacant Land; Office; Sale of Business; Store	22	<b>FRANCHISE</b> <b>MANDATORY:</b> OPTIONAL:	Sale of Business Commercial/Retail; Industrial; Investment; Vacant Land; Office; Store
10	<b>FIRE PROTECTION</b> <b>MANDATORY:</b> OPTIONAL:	Commercial/Retail; Industrial; Investment; Office; Sale of Business(with Property); Store Sale of Business (without Property); Vacant Land	23	<b>DAYS OPEN</b> <b>MANDATORY:</b> OPTIONAL:	Sale of Business Commercial/Retail; Industrial; Investment; Vacant Land; Office; Store
11	<b>UTILITIES</b> <b>MANDATORY:</b> OPTIONAL:	Commercial/Retail; Industrial; Investment; Vacant Land; Office; Store Sale of Business	24	<b># EMPLOYEES</b> <b>MANDATORY:</b> OPTIONAL:	Sale of Business Commercial/Retail; Industrial; Investment; Vacant Land; Office; Store
12	<b>WATER SOURCE</b> <b>MANDATORY:</b> OPTIONAL:	Commercial/Retail; Industrial; Investment; Office; Sale of Business(with Property); Store; Vacant Land Sale of Business (without Property)	25	<b># SEATS</b> <b>MANDATORY:</b> OPTIONAL:	Sale of Business Commercial/Retail; Industrial; Investment; Vacant Land; Office; Store
13	<b>AIR CONDITIONING</b> <b>MANDATORY:</b> OPTIONAL:	Commercial/Retail; Industrial; Investment; Office; Sale of Business(with Property); Store Sale of Business (without Property); Vacant Land	26	<b>L.L.B.O.</b> <b>MANDATORY:</b> OPTIONAL:	Sale of Business Commercial/Retail; Industrial; Investment; Vacant Land; Office; Store
14	<b>HEAT</b> <b>MANDATORY:</b> OPTIONAL:	Commercial/Retail; Industrial; Investment; Office; Sale of Business (with Property); Store Sale of Business (without Property); Vacant Land			