



# LoopNet Lease Listing Entry Form (BOLD fields are required)

**LEAD BROKER** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

## **PROPERTY TYPE** (circle one or more)

- Industrial:** Flex Space | Manufacturing | Office Showroom | R&D | Truck Terminal | Warehouse |  
Distribution Warehouse | Refrigerated/Cold Storage
- Office:** Creative/Loft | Office Building | Institutional/Governmental | Medical | Office-R&D
- Retail** Restaurant | Free Standing Building | Street Retail | Vehicle-Related | Retail-Commercial | Retail-Pad
- Shopping Center:** Community Center | Convenience/Strip Center | Fashion/Specialty Center | Neighborhood Center  
Outlet Center | Power Center | Regional Center/Mall | Super Regional Center | Theme/Festival Center
- Special Purpose:** Special Purpose (Other)

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

## **PROPERTY INFORMATION**

**PROPERTY DESCRIPTION** \_\_\_\_\_

**LOCATION DESCRIPTION** \_\_\_\_\_

<b>TOTAL BUILDING SIZE (SF)</b> _____	# DOCK HIGH DRS _____	CRANES _____	Yes   No
LAND AREA (acres/SF) _____	# GRADE LEVEL DRS _____	RAIL _____	Yes   No
YEAR BUILT _____	CLEAR CEILING HT. _____	SPRINKLERS _____	Yes   No
ZONING _____	COOLING TYPE _____		
BUILDING CLASS _____	A   B   C _____	LIGHTING TYPE _____	
NNN EXPENSES _____	HEATING TYPE _____		
PROPERTY TAXES _____	POWER _____		

## **PROPERTY HIGHLIGHTS**

HIGHLIGHT 1 \_\_\_\_\_ HIGHLIGHT 4 \_\_\_\_\_

HIGHLIGHT 2 \_\_\_\_\_ HIGHLIGHT 5 \_\_\_\_\_

HIGHLIGHT 3 \_\_\_\_\_ HIGHLIGHT 6 \_\_\_\_\_



**SPACE 1**

SUITE/FLOOR \_\_\_\_\_ SPACE AVAILABLE (SF) \_\_\_\_\_ DATE AVAILABLE \_\_\_\_\_

LEASE RATE \_\_\_\_\_ (circle rate type) \$/SF/Month | \$/SF/Year | \$Amount/Month | \$Amount/Year

LEASE TYPE Modified Gross | Full Service Gross | NNN | Modified Net | Other TERM (mos.) \_\_\_\_\_

MINIMUM DIVISIBLE (SF) \_\_\_\_\_ MAXIMUM CONTIGUOUS (SF) \_\_\_\_\_

SPACE DESCRIPTION \_\_\_\_\_

SUBLEASE Yes | No SUBLEASE EXPIRATION \_\_\_\_\_ # PARKING SPACES \_\_\_\_\_

# DOCK HIGH DOORS \_\_\_\_\_ MIN. CLEARANCE HEIGHT \_\_\_\_\_ SF OFFICE SPACE \_\_\_\_\_

POWER \_\_\_\_\_

HEATING \_\_\_\_\_

**SPACE 2**

SUITE/FLOOR \_\_\_\_\_ SPACE AVAILABLE (SF) \_\_\_\_\_ DATE AVAILABLE \_\_\_\_\_

LEASE RATE \_\_\_\_\_ (circle rate type) \$/SF/Month | \$/SF/Year | \$Amount/Month | \$Amount/Year

LEASE TYPE Modified Gross | Full Service Gross | NNN | Modified Net | Other TERM (mos.) \_\_\_\_\_

MINIMUM DIVISIBLE (SF) \_\_\_\_\_ MAXIMUM CONTIGUOUS (SF) \_\_\_\_\_

SPACE DESCRIPTION \_\_\_\_\_

SUBLEASE Yes | No SUBLEASE EXPIRATION \_\_\_\_\_ # PARKING SPACES \_\_\_\_\_

# DOCK HIGH DOORS \_\_\_\_\_ MIN. CLEARANCE HEIGHT \_\_\_\_\_ SF OFFICE SPACE \_\_\_\_\_

POWER \_\_\_\_\_

HEATING \_\_\_\_\_

**SPACE 3**

SUITE/FLOOR \_\_\_\_\_ SPACE AVAILABLE (SF) \_\_\_\_\_ DATE AVAILABLE \_\_\_\_\_

LEASE RATE \_\_\_\_\_ (circle rate type) \$/SF/Month | \$/SF/Year | \$Amount/Month | \$Amount/Year

LEASE TYPE Modified Gross | Full Service Gross | NNN | Modified Net | Other TERM (mos.) \_\_\_\_\_

MINIMUM DIVISIBLE (SF) \_\_\_\_\_ MAXIMUM CONTIGUOUS (SF) \_\_\_\_\_

SPACE DESCRIPTION \_\_\_\_\_

SUBLEASE Yes | No SUBLEASE EXPIRATION \_\_\_\_\_ # PARKING SPACES \_\_\_\_\_

# DOCK HIGH DOORS \_\_\_\_\_ MIN. CLEARANCE HEIGHT \_\_\_\_\_ SF OFFICE SPACE \_\_\_\_\_

POWER \_\_\_\_\_

HEATING \_\_\_\_\_

**ADDITIONAL CONTACTS**

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_