

# LoopNet Lease Listing Entry Form

FOR YOUR INTERNAL USE ONLY. DO NOT SEND / FAX COMPLETED FORMS TO LOOPNET.



## Add a Property For Lease

Complete all that apply. Fields in bold with an \* are required.

### \* Primary Contact

<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Lead Broker</b>	<b>Email</b>	<b>Phone</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact 2	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact 3	Email	Phone

### \* Property Types: Select a property type and subtype that best describes this property.

#### Office

- Creative/Loft
- Office Building
- Institutional/Governmental
- Medical Office
- Office-R&D

#### Land

- Industrial (land)
- Multifamily (land)
- Office (land)
- Residential (land)
- Retail (land)
- Retail-Pad (land)
- Commercial/Other (land)

#### Industrial

- Flex Space
- Manufacturing
- Office Showroom
- R&D
- Truck Terminal/Hub/Transit
- Warehouse
- Distribution Warehouse
- Refrigerated/Cold Storage

#### Special Purpose

- Special Purpose (Other)

#### Retail

- Restaurant
- Free Standing Bldg
- Street Retail
- Vehicle Related
- Retail (Other)
- Retail Pad
- Anchor

#### Shopping Center

- Community Center
- Strip Center
- Specialty Center
- Neighborhood Center
- Outlet Center
- Power Center
- Regional Center/Mall
- Super Regional Center
- Theme/Festival Center

### Property Use:

- Construction Status  Existing  Under Construction/Proposed
- Build to Suit?

### Name & Location

Property Name

\* **Country**

\* **Street Address**   
Enter an exact address to maximize your property's exposure.

\* **City**

\* **State**

\* **Zip Code**

\* **Currency**

\* **Size Info**  Imperial (US) System  Metric System

### Space/Details

\* **Space/Lot Type**  See Property Types at top of page

Suite/Floor #

\* **Space Available**  SF

\* **Rental Rate**  \$/SF/Year  SF/Month  Amt/Month  Amt/Year

Date Available (Mo/Yr)

Lease Type   N/A  Full Service  NNN  Modified Gross  Modified Net  Industrial Gross  Other

Sublease?  This is a Sublease

Minimum Divisible  Months

Maximum Contiguous  Months

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## Space/Details *continued*

Lease Term  Months

Additional Space Types  
(Maximum 3)

**Office**

- Creative/Loft
- Office Building
- Institutional/Governmental
- Medical Office
- Office-R&D

**Land**

- Industrial (land)
- Multifamily (land)
- Office (land)
- Residential (land)
- Retail (land)
- Retail-Pad (land)
- Commercial/Other (land)

**Industrial**

- Flex Space
- Manufacturing
- Office Showroom
- R&D
- Truck Terminal/Hub/Transit
- Warehouse
- Distribution Warehouse
- Refrigerated/Cold Storage

**Special Purpose**

- Special Purpose (Other)

**Retail**

- Restaurant
- Free Standing Bldg

- Street Retail
- Vehicle Related
- Retail (Other)
- Retail Pad
- Anchor

**Shopping Center**

- Community Center
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- Specialty Center
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- Regional Center/Mall
- Super Regional Center
- Theme/Festival Center

Space Description

No. Dock High Doors/loading

No. Drive-In/Grade-Level Doors

Clear Ceiling Height

 Feet

No. Parking Spaces

Office SF

Pct. Procurement Fee

 %

Utilities

- Heating is Available
- Cooling is Available
- Lighting is Available

## Property Info

**\* Property Description**

**\* Location Description**

Note: contact info and web addresses (URLs) will be removed from description fields.

**\* Total Building Size**

 SF

**\* Gross Leasable Area (GLA)**

Total Lot Size

  SF  Acre

(Property Highlights, Year Built, etc.)

Highlight 1

Highlight 2

Highlight 3

Highlight 4

Highlight 5

Highlight 6

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## Property Info *Continued*

Year Built	<input type="text"/>
Zoning Description	<input type="text"/>
Building Class	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
Traffic Count	<input type="text"/>
Cross Streets	<input type="text"/>
NNN Expenses	<input type="text"/>
Anchor Tenant 1	<input type="text"/>
Anchor Tenant 2	<input type="text"/>
Anchor Tenant 3	<input type="text"/>