Submitting Camera Ready Sheets

A. All submittals must be on the latest version of the Camera Ready sheets. A copy of each listing category is included in this manual. Temporarily use these forms to make your own copies of blank Camera Ready sheets until you receive a master set. From that point, all copies of the Camera Ready sheets should be made from the master set.

B. A copy of an Owner/Agency Agreement or an Exclusive Agency Agreement, for a minimum duration of 90 days, ***must*** accompany each Camera Ready sheet and printing order form (4-Part). The Agreement ***must*** be complete with any and all attachments or addenda. This shall include lists of exclusions, or other modifications or additions to the Agreement. The documents provided will be reviewed by the WinAIR/MULTIPLE Administrators for term and completeness only. (In the instance of irregularity or complaint, these documents may be reviewed by individuals specifically authorized by the Board of Directors.)

C. Plot plans and maps should have north arrows and should read with north to the top and south to the bottom like a normal map. Neat, freehand maps/street diagrams can be submitted.

D. Only pictures or renderings of the listed property, diagrams, maps, and wording describing the property may be used on the Camera Ready sheet.

E. WinAIR firms are required to enter new listings into the system and transmit them electronically. A printout of the listing from WinAIR must accompany the rest of the paperwork. All Non-WinAIR firms will be charged an additional $35.00 per listing for manual processing.

F. A separate 4-Part Printing Order Form must accompany each Camera Ready sheet. Below are instructions for completing this form.

1. It is imperative that this form be **typed** and that all four pages are equally legible. Each copy of this form will go to a separate destination. 4-Part forms not typed will be returned. Please take the time to check all 4 copies to insure each is complete and readable. If you make any changes on the 4-Part form after it has been completed, verify that the change was made on all 4 copies.

2. In the upper right hand corner you will find three boxes. (***Check One Box Only.***) If this is a New Listing, mark the appropriate box; a permanent listing number will be assigned by The MULTIPLE office. If it is a Republished Listing, mark the appropriate box and record the previously assigned listing number directly where indicated (ML#). If you only wish to order additional copies of a previously published listing, mark the third box, Reorder Copies, and as an additional precaution type "NOT FOR DISTRIBUTION" in the Printer Notes section.

3. Type the address of the property, including the bldg., suite, unit or lot, if applicable. Remember, the photographer will not see your Camera Ready sheet. He will be working from the 4-Part form only. Include the name of the building or business signage if it is known.

If the street number is unassigned, estimate the number. If the listing is an industrial project or comprised of several lots, do ***not*** submit several Camera Ready sheets under one estimated common address. Each separate Camera Ready sheet and its accompanying 4-Part must be submitted with the property's actual or estimated address.

4. If the listing is a building, include the square footage of the building. If the property is a land listing, include the square footage of the land.

5. When filling in the Firm Code for your office, be sure to include the city in which your office is located.

6. Midway on the form you must mark whether your brochure has one side or two. If you incorrectly mark it "one side" even though you have submitted a floor plan for the reverse side, the plot plan could inadvertently be put on someone else's listing or be used in the photo area for your brochure. Use the first two blocks (beginning at the left side of the form) for New/Republished Listings and indicate how many copies the broker wishes to order in addition to copies for distribution.

The next two blocks are for reordering broker copies of previously published brochures that are now for distribution only. If you mark either of these 2 boxes, the brochure ***will not*** be published in The MULTIPLE and you will only receive the copies.

7. The next four boxes are used by the photographers who map out their route on Friday evenings and shoot the photos over the weekend — usually on Saturday. Type in the Thomas Guide© page number and coordinates (please use the most updated Thomas Guide). Indicate the number of blocks N/S and E/W of major cross streets. Mark an "**x**" for the region where the property is located, **(not where your office is located)**.

8. Photo instructions may include diagrams or maps. Remember, the photographer will follow your instructions, unless that shot is not obtainable. Be exact. Provide instructions and diagrams whenever possible to the photographer to assist in taking the correct building. The instruction "Take Best Shot" is acceptable, but it does rely totally on the photographer's judgment and provides no recourse if you disagree with the photo. You may ***not*** request that the photographer call you upon arrival at the site specify the time of day the photo should be taken. Provide keys or passcards to the property. No weather-permitting orders are acceptable.

9. It is possible to have two photos displayed in the photo area, but this does carry an additional $25.00 charge if our printer has to provide the necessary special handling. You can avoid this charge by providing both photos (or graphics) cut to size. Send them in a separate envelope marked "photos".

10. Do ***not*** tape kroys in the photo area. Send in kroys in a separate envelope, clipped to the Camera Ready sheet. The printer will place the kroy(s) over the photo. (Attach a copy of the Camera Ready sheet showing where you want the kroy attached.)

11. The MULTIPLE staff also uses the Printer Notes section, so if you type something in this box, please use only a portion of the box. You may use it for such remarks as "For Distribution Only", "Not for Distribution"; "Wrong Photo Last Week - No Charge"; "Use Plot Plan in Photo Area", etc.

G. It is extremely important that all attachments, reverse sides, maps, photo instructions, etc., have the address of the property and the listing number written with a soft pencil on the reverse side. This information provides a very important link between the attachments and the particular Camera Ready sheet to which they will be attached.

H. The cooperating commission rate ***must*** be typed in the appropriate space at the bottom of the Camera Ready sheet, in the space labeled "FTCF". Refer to page 45 for instructions. Any change to this original co-op commission rate must reach the MULTIPLE office on a Listing Extension, Modification, or Withdrawal Form so it can be changed in the computer and published in the Bulletin.

I. Use only one transparency on any brochure. More than one will cause a shadow to occur on your printed brochure.

THE MULTIPLE OF THE
AIR COMMERCIAL REAL ESTATE ASSOCIATION
MCI CENTER
700 S. FLOWER STREET, SUITE 600
LOS ANGELES, CA 90017 (213) 687-8777

Avail. SF: ______________

☐ New Listing
☐ Republished Listing
☐ Reorder Copies

AIR use only

This form *must* be **TYPED** and all four copies returned with each Camera Ready Sheet

Date Rec'd | Sent to Printer | ML# (if applicable)

Property Address: | Unit:
City: | Zip:

Bldg. Size | Firm Code | Firm #
Land Size | Firm City

Printing Order for New/Republished Listing

☐ Listing One Side — # Additional Broker Copies
☐ Listing Two Sides — # Additional Broker Copies

Printing Order for Copies Only

☐ Reorder One Side — # Copies Only
☐ Reorder Two Sides — # Copies Only

Thomas Bk Pg

( ) Blocks N S of:
( ) Blocks E W of:

☐ Photo Attached ☐ Best Shot
☐ Photo Instructions Below/Attached

Region (Location of Property Only)

C___ E___ S___ SE___ NW___ W___ VEN___ ORG___ RIV___
SBO___ SBA___ LAO___ SD___ IMP___ SLO___ KRN___ OTH___

Printer Notes

☐ Color Brochure
☐ Mandatory Property Under 5,000 SF

(rev 1/04)

The Impact Of WinAIR Upon The Processing of Camera Ready Sheets

WinAIR impacts the way we process Camera Ready sheets. Most significantly, ***each and every*** Camera Ready sheet that is sent from The MULTIPLE office to Copy Rite Press for printing, is produced by WinAIR.

Those firms that are subscribers to WinAIR enter all new listings directly into WinAIR and transmit them electronically to The MULTIPLE office. Non-subscribing firms submit all new listings on Camera Ready sheets, and the Administrators at The MULTIPLE office enter them into the system at an additional charge of $35.00 per listing.

Once a listing is in WinAIR, either by way of transmittal or Administrator entry, it is then output from the WinAIR system in a final, camera-ready form. As a result, the Administrators are no longer able to make changes to Camera Ready sheets once it is sent to Copy Rite Press on Friday.

The MULTIPLE has a certain "look" and uniformity as a result of being produced from WinAIR. Instead of a variety of fonts and point sizes, a uniform look is produced. There are no longer footnotes; all explanatory and overflow information is entered into the Notes section of the Camera Ready sheet. Important rules and regulations are enforced by the dictates of the system.

WinAIR is a work in progress. There will always be a future release of WinAIR in development. Your suggestions and comments are very welcome and can be a major contribution to these future releases.

Republished Listings

After your listings have been published in The MULTIPLE, the Camera Ready sheet material, together with all art work and photographs, will be returned to your office in your weekly MULTIPLE package, for safekeeping.

Should you wish to distribute any previously published listing through The MULTIPLE again, please refer to the following rules and policies:

1. WinAIR firms ***must*** print out the Camera Ready sheet **from WinAIR** and make changes directly on that sheet. Please ***do not*** create a New Listing in the WinAIR system. This may prevent the Administrators from correcting all fields necessary and may delay the publishing of the brochure.

If your firm is not on-line, and this Camera Ready has not been published since we converted to WinAIR, it is mandatory that you type your Revisions on the latest version of the Camera Ready sheet. (Included in this book.) Be certain to type entries into all fields. If this brochure has previously been published in the WinAIR format, make a copy of that brochure and type your changes directly on the copy.

2. If the changes are of the type which require written authorization by the Owner/Sublessor, such as rent, price, terms, etc., a signed and completely filled out "Listing Extension, Modification, or Withdrawal" form must be attached to the revised Camera Ready sheet. If the Available SF have been reduced due to a portion being leased or sold, a "Notification of Change in Status" form must be attached, reporting the transaction.

3. Return the last published Camera Ready sheet, it's attached velox, kroys, 2nd sides and art work. Please verify that the Listing Number is on the back of all attachments. (Use soft pencil).

4. **Return the original glossy photo.** This gives Copy Rite Press the choice of making a new velox, if necessary, for clarity. If you want a new photo taken for any reason, be certain to include complete instructions for a new photo on the 4-Part form. (There are no rainchecks issued for bad weather.)

5. From time-to-time, during our handling of a Revision, we may notice inconsistencies, errors, or unacceptable information that should never have been published in the first place. In such an instance, we will require the correction of these problems before the listing is republished.

Published Errors in The MULTIPLE

Please inform The MULTIPLE staff as soon as an error — yours or ours — is noticed. Corrections will be made immediately to the WinAIR database and additionally will be published in the next Bulletin.

If the error is ours, you may be entitled to a re-run of any broker copies at no charge. You must let us know immediately that you are requesting a "No-Charge" re-run of broker copies. Upon approval of the re-run, you will be authorized to submit it as a "No Charge" Reorder. You must mark your 4-Part as a Reorder at the top right-hand corner. Keep in mind that you will be billed for the original run.

In the case of a "Wrong Photo", contact our office immediately at (213) 687-8777. You may be asked to Fax information to us at (213) 229-8681. We will review your original 4-Part form to verify that it was filled out completely and correctly. If you included the correct Thomas Guide page and grid, cross streets, including the number of blocks the property is from those cross streets, and straight forward instructions for the photographer, you will be granted a re-run at no charge.

Any re-run, whether it is a Reorder for the broker copies, or a Republished "No Charge" for distribution because of a wrong photo, must come into The MULTIPLE office as a complete revision package. This package must include a new 4-Part, photo, previously published Camera Ready and any art work.

If the re-run is occurring because of a wrong photo, write "WRONG PHOTO" over the face of the old photograph. No charge runs are not transferable to another listing. **Any No Charge run, whether for brokers copies or for "Wrong Photo" must be sent back to The MULTIPLE no later than the week following its original publication or the No-Charge may not be granted.**

<u>IMPORTANT NOTE:</u> The Brochure Instructions for data fields are arranged in a horizontal, line-by-line, order that is convenient for typewriter entry, not in a vertical, section-by-section, order.

Industrial Brochures

Instructions:

Each and every field on the Camera Ready sheet should be filled in. If you are presenting a "For Sale" brochure, NFL (Not for Lease) is acceptable in the Lease Rental $ field, all other fields pertaining to Lease ***must*** be left blank. The same is true if you have a "For Lease" brochure; NFS (Not for Sale) is the correct entry in the Sale Price $ only. "**N/A**" is only acceptable in a few circumstances, which are specified in the field-by-field instructions. A dash ("**—**") or N/A are not acceptable data for any field because it does not provide any clear information. An "**x**" is only acceptable in those data fields that require it. It is ***not*** to be used to mean "**Yes**".

Retail Listings, shopping centers, or properties which are being used for nonindustrial purposes are acceptable for publication in The MULTIPLE. However, ther is not a separate Retail brochure. Please use either the Industrial or Office brochure and specify in the Special Features: **RETL** (Retail).

Automotive Listings are prohibited.

1. **Apply Label:** At the top center of the Camera Ready sheet is a space marked "**Apply Label Here**". Affix the label or type the correct "Available As" designation that accurately describes the property availability. The choices are **SUBLEASE, LEASE, FOR SALE, or FOR SALE OR LEASE.**

2. **Avail SF:** Enter the total amount of SF that is authorized to be marketed by the Owner/ Sublessor in the Agency Agreement. All physical details of the property described in the Listing must be consistent with, and descriptive of, the Avail SF, not a smaller portion, such as a unit. This figure must be the same as the one that appears in the body of the Camera Ready sheet.

3. **Total Bldg SF:** Enter the SF of the Total Building. If this is a Build-to-Suit and the total building SF is unknown, you ***must*** estimate the SF. POL is *not* an acceptable entry for this field.

4. **Address & Zip:** Refer to page 45 for detailed instructions.

5. **Highlights:** This field is intended to feature key information about the property. The maximum number of characters allowed is 250. WinAIR will allow up to 6 lines of information. On average, limit lines to 40-41 characters. In no case should any one line be longer than 47 characters. If this space limits the amount of information you can feature in Highlights, we suggest you give priority to those items that are not reflected elsewhere on the Camera Ready sheet. Use the Notes section for Highlights that exceed the space allowed.

6. **Lease Rental $:** Enter the monthly Lease Rental rate. This figure ***must*** be arrived at by either multiplying the Avail SF of the building by the $/SF or from the actual figure stated on the Agreement. (Round off to a whole number.)

If the Brochure offers more than one unit, and the Lease Rental varies from unit to unit, (such as $2,500-3,500), do ***not*** put "**varies**" or "**$2,500-3,500**" into this data field. Instead, calculate a "**blended**" rate and include that figure in this field. In the above example, "**$3,000**" would be a "**blended**" rate. Describe the rate for individual units in Notes, Highlights, or on a second side, using the following format: "**Lease/Rental: $2,500-3,500**" or list each individual unit and the actual Lease Rental per unit..

If the Lease Rental is going to change over the course of the Lease, you may enter the rates for future years in Notes.

7. **<u>$/Mo Gross:</u>** Enter the figure for the Lease amount per SF here, if the Lease is Gross. This figure ***must*** be arrived at by either dividing the Lease Rental rate by the Avail SF or from the actual figure stated on the Agreement. WinAIR automatically calculates this figure based upon the Avail SF and Lease Rental figures. (Use the 0.000 format.) If there is excess land that affects the overall rate, include this information in Notes or Highlights. Do not place a land/ building blended rate here. Use the Sp. Feat. Code "XLND".

8. **<u>$/Mo Net:</u>** Enter the figure for the Lease amount per SF here, if the Lease is Net. This figure ***must*** be arrived at by either dividing the Lease Rental rate by the Avail SF or from the actual figure stated on the Agreement. WinAIR automatically calculates this figure based upon the Avail SF and Lease Rental figures. (Use the 0.000 format.) If there is excess land that affects the overall rate, include this information in Notes or Highlights. Do not enter a land/building blended rate here. Use the Sp. Feat. Code "XLND".

9. **<u>Lease Term:</u>** This defines the term of the Lease authorized in the exclusive Agreement. Twenty characters is the maximum allowed. Abbreviate as necessary. (Ex: 3-5 yrs.) Use the exact language as provided in the Agreement do not expand upon the scope. This is the place to show rental adjustments that are provided for in the Agreement. (Ex: CPI-12 mths.) For Sub-leases the Term must reflect the termination date of the Master Lease. (Ex: Until 1/31/99.) If an extended Term is available beyond the initial Term, provide a signed Agreement or letter from the Owner/Lessor authorizing this extended Term. This is in addition to the Agreement signed by the Sublessor. (EX: to 12/99; lngr trm.)

10. **<u>Sale Price:</u>** Enter the Sale Price in whole numbers. This figure ***must*** be arrived at by either multiplying the Total Bldg SF by the $/SF or from the actual fiture stated on the Agreement.

If the brochure is offering only a portion of the Total Bldg SF, (as in the case of a condo), the price is arrived at by multiplying the ***Avail SF*** by the Price/SF.

In the case of new construction, "**To Be Determined**" (**TBD**) is acceptable. While not required, it is strongly recommended that a Sale Price be estimated and placed in this field. Users of WinAIR frequently search for properties based upon Sale Price. In any case, it is incumbent that the Listing Agent publish the ***actual*** asking price in a Revised Listing or the Bulletin as soon as it has been established. In no event should this be later than completion of core and shell.

In the case of a Build-to-Suit, The MULTIPLE Director requires that the Sale Price be estimated. If that cannot be done, submit the property as a Land Listing.

11. <u>Price/SF $:</u> Enter the figure for the Price per SF here, if the Lease is Gross. This figure ***must*** be arrived at by either dividing the Sale Price by the Total Bldg SF or from the actual figure stated on the Agreement. Enter the Sale $/SF using the 000.00 format. WinAIR automatically calculates this figure based upon the Available SF and Sale Price. If there is excess land, show this in Notes. Do not enter a "blended" land/building sale $/SF. Use Sp. Feat. code "XLND".

12. <u>Tax $:</u> Enter the dollar amount of the Real Estate Taxes in whole numbers. Tax information has always been required for a Sale and a Net Lease. The MULTIPLE Director requires that the tax rate be published for a Gross Lease also. Any comments about Taxes should be put in Notes or in Highlights. Estimated Taxes are appropriate, if reasonable. If this is new construction or Build-to-Suit, Taxes should be estimated. It is not acceptable to leave this field blank. As soon as the actual Tax is known, a Revised Camera Ready sheet ***must*** be submitted.

13. <u>(Tax) Yr:</u> Enter the Tax Year in the format "**XXXX-XXXX**". (Ex: 1994-1995.) In WinAIR, just enter the first year and the system will input the through year.

14. <u>(Sale) Terms:</u> Enter all Sale Terms here. Use the exact language as provided in the Agreement, do not expand upon the scope. For example, if the Agreement says "**Cash**", do not expand it to "**Cash or Submit**". WinAIR will accept approximately 100 characters in this field, but no more than approximately 47 characters will print out on the Camera Ready sheet.

15. <u>Possession:</u> Refer to page 47 for instruction and acceptable codes.

16. <u>Avail SF:</u> Enter the total amount of Avail SF that is authorized to be marketed by the Owner/Sublessor in the Agency Agreement. All physical details of the property ***must*** be consistent with the total Available SF. If this is a Build-to-Suit, and the total Available SF is not known, you ***must*** estimate it. (Keep in mind, most searches of the computerized MULTIPLE are done according to total Available SF.)

17. <u>(Avail SF) Dim:</u> Enter the Dimensions for Avail SF using the width x length exterior convention. Refer to the A.I.R. Industrial Building Standards. IRR is acceptable in this field, however, POL is ***not.***

18. <u>Power (A)mps:</u> Enter the Amps. This data should be consistent with the Avail SF (not an individual unit). If there is more than one Panel, enter the Amps for Panel 2 here also. Separate Panel 2 Phase from Panel 1 Phase with a semicolon, so it is clear.

19. **<u>Power (V)olts:</u>** Enter the highest and the lowest value of Volts in the following format: 240/ 108. If more than one Panel, enter the Volts for Panel 2 here also. Separate Panel 2 from Panel 1 entries with a semicolon, so it is clear.

20. **<u>Power Phase (Ø):</u>** Enter the Phase. If more than 1 Panel, enter the Phase for Panel 2 here also. Separate Panel 2 Phase from Panel 1 Phase with a semicolon, so it is clear.

21. **<u>Wire (W):</u>**: Enter the Wire value here.

22. **<u>Min SF:</u>** If the property is divisible, the Minimum SF that is available is entered here. If other configurations of space are available between the size of the Min SF and the Avail SF, they should be mentioned in Highlights or Notes. If the Minimum SF and the total Available SF are the same, repeat the Available SF figure here.

23. **<u>(Min SF) Dim:</u>** Enter the Dimensions for Min SF using the width x length exterior convention. Refer to the AIR Industrial Building Standards. IRR is acceptable in this field, however, POL is ***not***.

24. **<u>Lighting:</u>** Refer to page 47 for instructions and acceptable codes.

25. **<u>Heat:</u>** Plant Heating: Refer to page 47 for instructions and acceptable codes.

26. **<u>Cooling:</u>** Plant Cooling: Refer to page 47 for instructions and acceptable codes.

27. **<u>Pwr Notes:</u>** Enter Power information for Power Panel 2 in the same blanks used for Power Panel 1: "**A**" (Amps), "**V**" (Volts), or Phase. If there is a Power Panel 3, this information should be entered in this field. (If more than 3 panels, enter in Notes.) Include any other Power information here such as "**Verify,**" "**Distributed**," "**Varies/Unit**," etc.

28. **<u>Land SF:</u>** Enter the Land SF in whole numbers. If the land is "POL" (part of larger), include this information.

29. **<u>(Land SF) Dim:</u>** Enter the Dimensions for Land SF using the width x length exterior convention. IRR is acceptable in this field, however, if the Land SF is POL, leave this field blank.

30. **<u>Trk Hi Pos:</u>** Enter the total number of Truck High Positions. Note: this calls for the number of Positions (spots) ***not*** the number of doors. This field ***must*** reflect the total of all Trk Hi Pos, even if more than one size of door is shown in Dimensions.

31. **<u>(Trk Hi Pos) Dim:</u>** Enter the door Dimensions. If there is more than one size of door, enter the number of doors for each particular Dimension. (Ex: 2:10x20; 1:12X12.) If "**0**" has been entered in Trk Hi Pos, leave this field blank.

32. **Const:** Refer to page 47 for instructions and acceptable codes. Two codes can be entered here.

33. **Roof:** Refer to page 48 for instructions and acceptable codes**.** Two codes can be entered here.

34. **Grd Lev Drs:** Enter the total number of Ground Level Doors. If more than one size is shown, this field **MUST** reflect the total of all sized Doors. (EX: 2:10x10; 2:12x12, enter "4" Grd Lev Drs.)

35. **(Grd Lev Drs) Dim:** Enter the door Dimensions. If more than one size is shown, enter the number of doors for each particular Dimension. (EX: 2:10x10; 2:12X12.)

36. **Dock:** If the property has a Dock, indicate this with "**Y**"**.** If the property does not have a Dock, enter "**N**"**.** Dock refers to exterior loading dock ***only***.

37. **Well:** If the property has a Well, indicate this with "**Y**". If the property does not have a Well, enter "**N**"**.**

38. **Foil:** If the property has Foil insulation in the ceiling, indicate this with "**Y**"**.** If the property does not have Foil insulation, enter "**N**"**.**

39. **Sklts:** If the property has Skylights, indicate this with "**Y**". In Notes show the number of Skylights. If the property does not have Skylights, enter "**N**"**.**

40. **Rail:** Refer to page 48 for instructions and acceptable codes.

41. **Storage Mezz SF:** Enter Storage SF. If none shown, enter "**0**".

42. **Incl in Avail SF:** Indicate "**Y**" if Storage Mezz SF is included in Avail SF or "**N**" if not included.

43. **(Plant) Rest Rms M:** Enter the total number of Male Restrooms located in the plant/ warehouse area. Then describe the total number and type of Appliances. (Ex: 2:2U3T3S indicates 2 Male Restrooms with 2 urinals, 3 toilets, 3 sinks.)

44. **(Plant) Rest Rms W:** Enter the total number of Female Restrooms located in the plant/ warehouse area. Then describe the total number and type of Appliances. (Ex: 2:3T3S indicates 2 Female Restrooms with 3 toilets and 3 sinks.)

45. **Sprkd:** If the building has Sprinklers, indicate "**Y**", if not, show "**N**". If known, a calculation or "**ORDHAZ**" must be here. It will be entered into the database.

46. **<u>(Earthquake Study) EQ Zone:</u>** If the property is in an Earthquake Study Zone, mark this box with an "**x**". See page 45 for more information.

47. **<u>Min Clr Hgt:</u>** Enter the Minimum Clearance Height under the beam or truss at its lowest point in the building. If there is a Clearance range, show only the minimum figure in this field, state the range in Notes.

48. **<u>Ofc SF:</u>** Enter the total Office SF. If the Listing Agreement indicates the office size by presenting a percentage figure instead of SF, you ***must*** convert this percentage figure to SF by multiplying the Avail SF by the percent shown. **Do *not* send the Camera Ready sheet to The MULTIPLE with a percent figure.**

49. **<u># (Num of Ofcs):</u>** Enter the Number of Offices. If unknown, estimate the number, indicate "Ofc #: Est" in Notes.

50. **<u>(Ofc) Rest Rms M:</u>** Enter the total number of Male Restrooms located in the Office area. Then describe the total number and type of Appliances. (Ex: 2:2U3T3S indicates 2 Male Restrooms with 2 urinals, 3 toilets, 3 sinks.)

51. **<u>(Ofc) Rest Rms W:</u>** Enter the total number of Female Restrooms located in the Office area. Then describe the total number and type of Appliances. (Ex: 2:3T3S indicates 2 Female Restrooms with 3 toilets and 3 sinks.)

52. **<u>Pkg:</u>** Enter the number of Parking spaces. Do ***not*** show a ratio per thousand SF in this field. If it is a Multi-Tenant property, show the ratio in Notes. Instead, calculate the actual number of Parking Spaces by multiplying the Avail SF by the number per thousand. Text of any kind is not acceptable here. Do not put "to code", or "ample", or "street". These descriptions, or any others, may appear in Notes, but the ***only*** correct entry for Parking, in these instances, would be "**0**".

53. **<u>Fenced:</u>** If the property is Fenced, enter "**Y**". If it is partially Fenced, enter "**Y**" along with the location in Notes using the format "Fenced; Partial, Rear". If the property is not Fenced, enter "**N**".

54. **<u>Yr Blt:</u>** Enter the Year the building was completed in the 4-digit format (1970). If there was remodeling done at a later date, that second date should also be shown, in a 4-digit format, followed by an "R", i.e. "1995R". "**Older**", or other descriptions are not acceptable. If the Year is estimated, indicate it in Notes with "est".

55. **<u>(Ofc) A/C:</u>** If the Office has Air Conditioning, enter "**Y**". If there is no A/C, enter "**N**".

56. **<u>(Office) Heat:</u>** If the Office has Heat, enter "**Y**". If there is no Office Heat, enter "**N**".

57. **<u>Finished Ofc Mezz SF:</u>** Enter the SF if there is any Finished Ofc Mezz. If no Finished Ofc Mezz SF, enter a "**0**".

58. **<u>Incl in Avail SF:</u>** Indicate "**Y**" or "**N**" to the item above.

59. **<u>Thomas© Bk Pg#:</u>** Enter the complete Thomas© Book identification. First, enter the correct Thomas Guide© page number and finally the alpha/numeric grid. (Ex: 795E2.)

60. **<u>Zone:</u>** Enter the current Zone in this field. Communities often use Zone codes that differ from County codes, so it is important to identify this difference. Enter the actual Zone designation first, followed by any initials that designate the City or County. (EX: LAMR2, becomes MR2LA.) Do not use hyphens in the common Zone designations such as M1, M2, MR1, etc. Use decimal notation for fractional Zone designation such as M1-1/2. This should be entered M1.5. If the property is Master Planned for a different Zone, a new Zone has been applied for, etc., indicate this information in the Highlights, or in Notes.

61. **<u>To Show:</u>** Refer to page 48 for instructions and acceptable codes.

62. **<u>Sp Feat:</u>** Refer to page 49 for instructions and acceptable codes.

63. **<u>Agent:</u>** Enter the name(s) of the Agent. Any name in this space ***must*** be an Associate of an Accredited Firm who has successfully completed the Orientation and who is in good standing. Absent these qualifications, the name of the Head of Firm or manager (if appropriately qualified) must be shown instead of the Listing Agent. **Unqualified Agents may *not* have their names on the brochures.** WinAIR will print the Agents names in the order presented. If it is co-listed with an AIR Member, that agent's name must be entered here and in the Notes indicated which firm and branch the agent is with.

64. **<u>Phone:</u>** Enter the Phone number of the Listing Office, including area code. WinAIR will show the main Phone number of the Listing Office, unless a direct line or extensions has been given. Additional phone numbers or fax numbers must be shown in Notes.

65. **<u>Region:</u>** Refer to page 49 for instructions and acceptable codes.

66. **<u>Listing #:</u>** Leave this field blank on a new Camera Ready sheet. WinAIR will provide the Listing Number automatically. Any previously submitted Camera Ready sheet will republish with its original number, unless the Listing has been expired for over 30 days. In that case, a new Camera Ready sheet must be submitted, along with the extension and a copy of the original agreement. Such a Camera Ready sheet will be processed as a new Listing and given a new Listing Number.

67. **<u>AOAA, OAA, EAA:</u>** Refer to page 45 for definitions of codes. Only imput one of the 3 codes.

68. FTCF (Fee to Cooperating Firm): Refer to Page 45 for complete instructions.

69. Notes: This field is very important because all information that cannot be accepted into other fields can be entered here. Notes appears at the bottom of the Camera Ready sheet, just above The MULTIPLE logo and disclaimer. This is the field where you enter various unit sizes, varying rates, estimated figures, or explanations for the entry of "**Other**".

Special Notes:

Multi-Tenant Buildings: If more than one unit is available in the building, a single brochure may be used **IF** all physical data are the same per unit. However, if the units have varying characteristics, individual brochures are required. Remember, all information on the Camera Ready sheet must be consistent with the total Available SF, not a portion.

If you are marketing multiple buildings in a single Industrial Park, you ***must*** submit separate Camera Ready sheets. You have the right to seek **prior written approval** from The MULTIPLE Director to use a single brochure. Brochures are reviewed on a case-by-case basis.

In the case of multiple buildings containing multiple units, you ***must*** submit separate Camera Ready sheets for each building.

Office Brochures

Instructions:

Each and every field on the Camera Ready sheet should be filled in. A dash ("—") is *not* acceptable data for any field because it does not provide any clear information. An "**x**" is only acceptable in those data fields that require it. It is ***not*** to be used to mean "**Yes**".

Caution: Retail Listings, shopping centers, or properties which are being used for non-Office purposes are acceptable for publication in The MULTIPLE. However, there is not a separate Retail brochure. Please use either the Industrial or Office brochure and specify in the Special Features: **RETL** (Retail).

Automotive Listings are prohibited.

1. **Apply Label:** At the top center of the Camera Ready sheet is a space marked "**Apply Label Here**". Affix the label or type the correct "Available As" designation that accurately describes the property availability. The choices are **SUBLEASE, LEASE, FOR SALE, or FOR SALE OR LEASE.**

2. **Maximum Contiguous SF:** Indicate the Maximum amount of Contiguous SF of the total available SF. Entire floors that are available for occupancy may be considered contiguous if they are adjacent floors.

3. **Total Avail SF:** Enter the total amount of SF that is authorized to be marketed by the Owner/Sublessor in the Agency Agreement. All physical details of the property described in the Listing must be consistent with, and descriptive of, the Total Avail SF, not a smaller portion, such as a unit. This figure must be the same as the one that appears in the body of the Camera Ready sheet.

4. **Total Bldg SF:** Enter the SF of the Total Building. If this is a Build-to-Suit and the Total Building SF is unknown, you ***must*** estimate the SF. POL is ***not*** an acceptable entry for this field.

5. **Address & Zip:** Refer to page 45 for detailed instructions.

6. **Highlights:**. This field is intended to feature key information about the property. The maximum number of characters allowed is 250. WinAIR will allow up to 6 lines of information. On average, limit lines to 40-41 characters. In no case should any one line be longer than 47 characters. If the space limits the amount of information you can feature in Highlights, we suggest you give priority to those items that are not reflected elsewhere on the Camera Ready sheet. Use the Notes section for Highlights that exceed the space allowed.

7. **Lease Rental $:** Enter the monthly Lease Rental rate. This figure ***must*** be arrived at by either multiplying the Avail SF of the building by the $/SF or from the actual figure stated on the Agreement. (Round off to a whole number.)

If the Brochure offers more than one unit and the Lease Rental varies from unit to unit, (such as $2,500-3,500), do ***not*** put "**varies**" or "**$2,500-3,500**" into this data field. Instead, calculate a "**blended**" rate and include that figure in this field. In the above example, "**$3,000**" would be a "**blended**" rate. Describe the rate for individual units in Notes, Highlights, or on a second side, using the following format: "**Lease Rental: $2,500-3,500**" or list each individual unit and the actual Lease Rental per unit..

If the Lease Rental is going to change over the course of the Lease, you may enter the rates for future years in Notes.

8. **Rate/SF $:** Enter the figure for the Lease amount per SF here. This figure ***must*** be arrived at by either dividing the Lease Rental rate by the Avail SF or from the actual figure stated on the Agreement. WinAIR automatically calculates this figure based upon the Avail SF and Lease Rental figures. (Use the 0.000 format.) If there is excess land that affects the overall rate, please include this information in Notes or in Highlights. Do ***not*** put this land rate or the land/ building "blended" rate in this field of the Camera Ready sheet. Enter only the amount that applies to the building. If this does not give you a fair representation, you may also submit the property on a Land Camera Ready sheet.

9. **FSG:** If the Office space is being offered on a Full Service Gross basis, mark the box with an "**x**". (If the space is being offered on a Net or a Modified Gross basis, it will be discernible by the information in the Landlord/Tenant expense columns.)

10. **Rentable:** Check this box if the Office space being offered has been calculated on a Rentable basis. This method measures the Tenant's proportionate share of the entire floor. The Rentable area is fixed for the life of the building. You must calculate and include the Load % if you have checked Rentable. Do ***not*** check the box for Usable.

11. **Usable:** Check this box if the Office space being offered has been calculated on a Usable basis. This method measures the occupiable SF of a floor or suite and has a Load % of "**0**". Do ***not*** check the box for Rentable.

12. **Load%:** Indicate the Load % for the Office space being offered. This percentage is calculated according to the following equation: Rentable area divided by Usable area equals Load %. For an explanation of Rentable/Usable SF, please consult *Black's Guide* under the heading of Rentable vs. Usable.

13. **Lease Term:** This defines the term of the Lease authorized in the exclusive Agreement. Twenty characters is the maximum allowed. Abbreviate as necessary. (Ex: 3-5 yrs.) Use the exact language as provided in the Agreement do not expand upon the scope. This is the place to show rental adjustments that are provided for in the Agreement. (Ex: CPI-12 mths.) For Sub-leases the Term must reflect the termination date of the Master Lease. (Ex: Until 1/31/99). If an extended Term is available beyond the initial Term, provide a signed Agreement or letter from the Owner/Lessor authorizing this extended Term. This is in addition to the Agreement signed by the Sublessor. (EX: to 12/99; lngr trm.)

14. **<u>Tenant Improvement Allowance/SF:</u>** Enter the amount of Tenant Improvement Allowance ***Per SF*** being offered for new Tenants who will occupy the building. If you know the total dollar amount of the Allowance being offered for the available space, divide this figure by the Avail SF to arrive at the $/SF. If the Lessor is providing a work letter indicating specifically what types of Tenant improvements he will be providing at his expense for a new Tenant, enter "**Work Letter**". If no amount of Tenant Improvement Allowance has been established with the Lessor and the Lessor prefers that each prospective Tenant submit their own requirements, use the word "**Submit**". If no Allowance is available, enter "**None**".

15. **<u>Sale Price $:</u>** Enter the Sale Price in whole numbers. This figure ***must*** be arrived at by either multiplying the Total Building SF of the building by the $/SF or from the actual figure stated on the Agreement.

If the Sale Price is for a portion of the Total Bldg SF, (as in the case of a condo), the price is arrived at by multiplying the Avail SF by the Price/SF.

In the case of new construction, "**To Be Determined**" (**TBD**) is acceptable. While not required, it is strongly recommended that a Sale Price be estimated and placed in this field. Users of WinAIR frequently search for properties based upon Sale Price. In any case, it is incumbent that the Listing Agent publish the ***actual*** asking price in a Revised Listing or the Bulletin as soon as it has been established. In no event should this be later than completion of core and shell.

In the case of a Build-to-Suit, The MULTIPLE Director requires that the Sale Price be estimated. If that cannot be done, submit the property as a Land Listing.

16. **<u>Price/SF $:</u>** Enter the figure for the Price per SF here, if the Lease is Gross. This figure ***must*** be arrived at by either dividing the Sale Price by the Total Bldg SF or from the actual figure stated on the Agreement. Enter the Price/SF using the 000.00 format. WinAIR automatically calculates this figure. If there is excess land that affects the overall price, please include this information in Notes or in Highlights. Do not put this land price or the land/building "blended" price in this field. Enter only the amount that applies to the building. If this does not give you a fair representation, you may also submit the property on a Land Camera Ready sheet.

17. **<u>Possession:</u>** Refer to page 47 for instructions and acceptable code.

18. **Sale Terms:** Enter all Sale Terms. Use the exact language as provided in the Agreement; do not expand the listing scope. For example, if the Agreement says "**Cash**", do not expand it to "**Cash or Submit**". WinAIR will accept approximately 100 characters in this field, but only approximately 47 characters will print out on the Camera Ready sheet.

19. **Maximum Contiguous SF:** Indicate the Maximum amount of Contiguous SF of the total available SF. Entire floors that are available for occupancy may be considered Contiguous if they are adjacent floors. Use the same figure that you used in the upper right hand corner of the Camera Ready sheet.

20. **Building Name:** Enter the name of the building, if known. If not, leave blank.

21. **Minimum Available SF:** If the property is divisible, the Minimum Available SF value is entered here. If other configurations are available between the size of the Min SF and the Avail SF, they should be mentioned in Highlights or Notes. If the Minimum SF and the Total Available are the same, repeat the Available SF here.

22. **(Earthquake Study) EQ Zone:** If the property is in an Earthquake Study Zone, mark this box with an "**x**". See page 45 for more information.

23. **Current Building Taxes:** Enter the Tax Year in the format "XXXX-XXXX". In WinAIR, just enter the first year and the system will input the through year.(Ex: 1994-1995), within the parentheses on the Camera Ready sheet, followed by the amount, in whole dollars, on the blank provided. Who pays this item, Landlord or Tenant? If the Tenant pays the Taxes, mark an "**x**" in the Tenant column. If the Landlord pays the Taxes, mark that column. The MULTIPLE Director requires Taxes to be shown for Gross and Net Leases and For Sale.

24. **Total Available SF:** Enter the Total amount of Avail SF that is authorized to be marketed by the Owner/Sublessor in the Agency Agreement. All physical details of the property must be consistent with the Total Available SF. If this is a Build-to-Suit, and the Total Available SF is not known, you ***must*** estimate it. (Keep in mind that most searches of the computerized MULTIPLE are done according to Total Available SF.)

25. **Land SF:** Show the Land SF in whole numbers. If the land is "POL" (part of larger), enter it here.

26. **Insurance:** Who pays this item, Landlord or Tenant? If the Tenant pays the Insurance, mark an "**x**" in the Tenant column. If the Landlord pays, mark that column.

27. **# Floors Total:** Enter the Total Number of Floors in the building.

28. **# Floors Available:** Enter the Total Number of Floors in the building that are currently Available.

29. **Typical Floor Size:** Enter the SF of the average-sized or Typical-Sized Floor in the building.

30. **Utilities:** Who pays this item, Landlord or Tenant? If the Tenant pays the Utilities, mark an "**x**" in the Tenant column. If the Landlord pays, mark that column.

31. **Existing Improvements:** Enter a brief description of the Existing Improvements. The Camera Ready sheet will accommodate 63 characters. Use abbreviations as necessary. Use Notes for additional space.

32. **Janitorial:** Who pays this item, Landlord or Tenant? If the Tenant pays the Janitorial, mark an "**x**" in the Tenant column. If the Landlord pays, mark that column.

33. **Air Conditioning:** Who pays this item, Landlord or Tenant? If the Tenant pays the Air Conditioning, mark an "**x**" in the Tenant column. If the Landlord pays, mark that column.

34. **Pkg Spaces/1,000SF:** Enter the number of Parking Spaces available per each thousand SF. Do not enter the total number of spaces. If the figure is higher than 2.5 you are entitled to enter the Special Feature code **XPKG** in the Special Feature field.

35. **(Parking Space) Rate:** If there is a Rate for the Parking, indicate it here on a per space basis.

36. **Year Built:** Enter the Year the building was completed in the 4-digit format (1970). If there was remodeling done at a later date, that second date should also be shown in a 4-digit format followed by an "R", i.e. "1995R". "**Other**" or other descriptions are not acceptable. If the Year is estimated, indicate it in Notes with "Year Built: Est".

37. **Sprkd:** If the building has Sprinklers, indicate "**Y**", if not, show "**N**". A calculation or "**ORDHAZ**" can be shown here or in Notes. It will be entered into the database. (Calculation information will print out on the Camera Ready sheet in Notes.)

38. **# Elevators:** Enter the number of Elevators that serve the building.

39. **Const:** Refer to page 47 for instructions and acceptable codes.

40. **Thomas© Bk Pg#:** Enter the complete Thomas© Book identification. First, enter the correct Thomas Guide© page number and finally the alpha/numeric grid. (Ex: 795E2.)

41. **Zone:** Enter the current Zone in this field. Communities often use Zone codes that differ from

County codes, so it is important to identify this difference. Enter the actual Zone designation first, followed by any initials that designate the City or County. (EX: LAMR2, becomes MR2LA.) Do not use hyphens in the common Zone designations such as M1,M2, MR1, etc. Use decimal notation for fractional Zone designation such as M1-1/2. This should be entered M1.5. If the property is Master Planned for a different Zone, a new Zone has been applied for, etc., indicate this information in the Highlights, or in Notes.

42. To Show: Refer to page 48 for instructions and acceptable codes.

43. Sp Feat: Refer to page 49 for instructions and acceptable codes.

44. Agent: Enter the name(s) of the Agent(s). Any name in this space ***must*** be an Associate of an Accredited Firm who has successfully completed the Orientation and who is in good standing. Absent these qualifications, the name of the Head of Firm or manager (if appropriately qualified) must be shown instead of the Listing Agent. **Unqualified Agents may *not* have their names on the brochures.** WinAIR will print the Agents names in the order presented. If it is co-listed with an AIR Member, the agent's name must be entered here and in the Notes indicated which firm and branch the agent is with.

45. Phone: Enter the Phone number of the Listing Office, including area code. WinAIR will indicate the main Phone number of the Listing Office. Direct Phone numbers, extensions, or fax numbers must be shown in Notes.

46. Region: Refer to page 49 for instructions and acceptable codes.

47. Listing #: Leave this field blank on a new Camera Ready sheet. WinAIR will provide the Listing Number automatically. Any previously submitted Camera Ready sheet will republish with its original number, unless the Listing has been expired for over 30 days. In that case, a new Camera Ready sheet must be submitted, along with the extension and a copy of the original Agreement. Such a Camera Ready sheet will be processed as a new Listing and given a new Listing Number.

48. AOAA, OAA, EAA: Refer to page 45 for definitions of codes. Only imput one of the 3 codes.

49. FTCF (Fee to Cooperating Firm): Refer to page 45 for complete instructions.

50. Notes: This field is very important because all information that cannot be accepted into other fields can be entered here. Notes appears at the bottom of the Camera Ready sheet, just above The MULTIPLE logo and disclaimer. This is the field where you enter various unit sizes, varying rates, estimated figures, or explanations for the entry of "**Other**".

Special Notes:

Multi-Tenant Buildings: You may use a single brochure to describe more than one available unit in the Office building. All unit numbers must be shown within the Address, Highlights, or as the second side. The Total Avail SF ***must*** be determined by the ***combined*** SF of ***all*** units offered on the brochure. All physical details must be consistent with Total Avail SF, not some smaller portion such as a unit, or combination of units. In the event you want to feature an individual unit(s) and specific physical details that apply to that unit(s), but do not want to publish a separate brochure for each unit, the procedure is as follows:

You are required to publish a brochure that features the Total Avail SF, etc., as mentioned above. This will be regarded as a Master Listing of the property at that address. This Listing ***must*** be kept current as to which units have Leased/Sold and which remain available. Physical details must be modified to match the new Total Avail SF.

In addition to the Master Listing, you will be allowed to publish a brochure that describes individual unit size and details. This will be published ***with no unit number***, and will be allowed to remain in the system as long as that size of unit is available and under Agreement. If more than one size of unit is available, additional brochures may be published on the same basis. The purpose of this is to allow a property listing to "float" in the system as a profile of a specific unit configuration.

For example, the Master brochure offers 7 units in the Multi-Tenant Building — 3 are 2,000 SF each, 2 are 3,700 SF, 2 are 5,500 SF. One brochure for each unit configuration (in this example, 3) may be published as "floater" listings. Each will be entered into the computerized MULTIPLE without a unit number, and will be allowed to remain in the system as long as the firm has a valid Owner/Agency Agreement or Exclusive Agency Agreement. When a unit Leases/Sells, the transaction will be noted in the Master Listing, which will be modified. The "floater" listing, describing the unit size and details, will continue to exist in the system until such time as all units of that particular size and detail are no longer available or the Listing Agreement expires. At that time, the listing will be made "No Longer Available". (We rely upon the Offering Firm to notify us when the units of that particular configuration are No Longer Available.)

If you are marketing multiple buildings in a single Business Park, you ***must*** submit separate Camera Ready sheets. You do have the right, however, to seek **prior written approval** from The MULTIPLE Director to use a single brochure. Brochures are reviewed on a case-by-case basis.

With regard to multiple Office buildings, containing multiple units, you ***must*** submit separate Camera Ready sheets for each building.

Land Brochures

Instructions:

Each and every field on the Camera Ready sheet should be filled in. If you are presenting a "For Sale" brochure, NFL (Not for Lease) is acceptable in those fields referring to Lease. The same is true if you have a "For Lease" brochure. NFS is the correct entry in all fields related to sale.

"**N/A**" or a dash ("**—**") are not acceptable data for any field. These entries do not provide any clear information.

An "**x**" is only acceptable in those fields where it is specifically required.

1. **Apply Label:** At the top center of the Camera Ready sheet is a space marked "**Apply Label Here**". Affix the label or type the correct "Available As" designation that accurately describes the property availability. The choices are **SUBLEASE, LEASE, FOR SALE, or FOR SALE OR LEASE.**

2. **Avail SF:** Enter the total amount of SF that is authorized to be marketed by the Owner/ Sublessor in the Agency Agreement. All physical details of the property described in the Listing must be consistent with, and descriptive of, the Avail SF, not a smaller portion, such as a lot. This figure must be the same as the one that appears in the body of the Camera Ready sheet.

3. **Acres:** Convert Avail SF to Acres. (Divide 43,560 into Avail SF.)

4. **Address & Zip:** Refer to page 45 for detailed instructions.

5. **Highlights:** This field is intended to feature key information about the property. The maximum number of characters allowed is 250. WinAIR will allow up to 6 lines of information. On average, limit lines to 40-41 characters. In no case should any one line be longer than 47 characters. If this space limits the amount of information you can feature in Highlights, we suggest you give priority to those items that are not reflected elsewhere on the Camera Ready sheet. Use the Notes section for Highlights that exceed the space allowed.

6. **Lease Rental $:** Enter the monthly Lease Rental rate. This figure ***must*** be arrived at by either multiplying the Avail SF of the building by the $/SF or from actual figure stated on the Agreement. (Round off to a whole number.)

   If the Brochure offers more than one lot, and the Lease Rental varies from lot to lot, (such as $2,500-3,500), do ***not*** put "**varies**" or "**$2,500-3,500**" into this data field. Instead, calculate a "**blended**" rate and include that figure in this field. In the above example, "**$3,000**" would be a "**blended**" rate. Describe the rate for individual lots in Notes, Highlights, or on a second side, using the following format: "**Lease Rental: $2,500-3,500**" or list each individual lot and the actual Lease Rental per lot.

If the Lease Rental rate is going to change over the course of the Lease, you may enter the rates for future years in Notes.

7. **<u>($/Mo) Gross:</u>** Enter the figure for the Lease amount per SF here, if the Lease is Gross. This figure ***must*** be arrived at by either dividing the Lease Rental rate by the Avail SF or from the actual figure stated on the Agreement. WinAIR automatically calculates this figure. (Use the 0.000 format.)

8. **<u>($/Mo) Net:</u>** Enter the figure for the Lease amount per SF here, if the Lease is Net. This figure **MUST** be arrived at by dividing the Lease Rental rate by the Avail SF. WinAIR automatically calculates this figure. (Use the 0.000 format.)

9. **<u>(Lease) Term:</u>** This defines the Term of the Lease authorized in the Agreement. Twenty characters is the maximum allowed. Abbreviate as necessary. (Ex: 3-5 yrs.) Use the exact language as provided in the Agreement do not expand upon the scope. This is the place to show rental adjustments that are provided for in the Agreement. (Ex: CPI-12 mths.) For Subleases the Term must reflect the termination date of the Master Lease. (Ex: Until 1/31/99). If an extended Term is available beyond the initial Term, provide a signed Agreement or letter from the Owner/Lessor authorizing this extended Term. This is in addition to the Agreement signed by the Sublessor. (EX: to 12/99; lngr trm.)

10. **<u>Sale Price $:</u>** Enter the Sale Price in whole numbers. This figure ***must*** be arrived at by either multiplying the Total Bldg SF of the building by the $/SF or from the actual figure stated on the Agreement.

11. **<u>Price/SF $:</u>** Enter the figure for the Price/SF here, if the Lease is Gross. This figure ***must*** be arrived at by either dividing the Sale Price by the Total Bldg SF or from the actual figure stated on the Agreement. Enter the Price/SF using the 000.00 format. This figure will be calculated automatically by WinAIR.

12. **<u>Tax $:</u>** Enter the dollar amount of the real estate Taxes in whole numbers. Tax information has always been required for a Sale and a Net Lease. The MULTIPLE Director requires that the Tax Rate be published for a gross rate also. Any comments about Taxes should be put in Notes or in Highlights. Estimated Taxes are appropriate, if reasonable. It is not acceptable to leave this field blank. As soon as the actual Tax is known, a Revised Camera Ready sheet ***must*** be submitted.

13. **<u>(Tax) Yr:</u>** Enter the Tax year in the format "XXXX-XXXX". (Ex: 1994-1995.) In WinAIR, just enter the first year and the system will input the through year.

14. **<u>(Sale) Terms:</u>** Enter all Sale Terms here. Use the exact language as provided in the Agree-

ment; do not expand upon the scope. For example, if the Agreement says "**Cash**", do not expand it to "**Cash or Submit**". WinAIR will accept approximately 100 characters in this field, but no more than approximately 47 characters will print out to the Camera Ready sheet.

15. **Possession:** Refer to page 47 for instructions and acceptable codes.

16. **Avail SF:** Enter the total amount of SF that is authorized to be marketed by the Owner/ Sublessor in the Agency Agreement. All physical details of the property ***must*** be consistent with the total Available SF.

17. **(Avail SF) Dim:** Enter the Dimensions for Avail SF using the width x length exterior convention. Refer to the AIR Industrial Building Standards. IRR is acceptable in this field, however, POL is ***not***.

18. **Assessor's Parcel #:** Indicate the County Assessors' Parcel Number(s) for the land being offered for Sale or Lease. If there is more than one number please use the following format: 5244-014-030,031,032.

19. **Min SF:** If the Land is divisible, the Minimum SF value is entered here. If other configurations are available between the size of the Min SF and the Avail SF, they should be mentioned in Highlights or Notes. If the Minimum and the total Avail SF are the same, repeat that SF here.

20. **Add'l St. Ded:** If there is Additional Street Dedication, enter the approximate SF of land that will be lost. In Notes, indicate where that size will be diminished. If the SF is not known, PTR (Per Title Report) is acceptable. Otherwise if there is no dedication enter "None".

21. **Sewer Lines:** This field defines the Sewer service to the property. In this space indicate "**Yes**" or "**No**". If the answer is "**Yes**", the location of the Sewer Lines ***must*** be shown. The diameter of the Lines may also be shown. This information can be obtained from the engineering department of the city in which the property is located.

22. **Fenced:** If the property is Fenced, enter "**Y**". If it is partially Fenced, enter "**Y**" along with the location in Notes using the format "Fenced: Partial, Rear". If the property is not Fenced, enter "**N**".

23. **Paved:** If the property is Paved, enter "**Y**". If the property is partially Paved enter "**Y**" along with the location in Notes using the format "Paved: Partial, Rear". If the property is not Paved, enter "**N**".

24. **(Earthquake Study) EQ Zone:** If the property is in an Earthquake Study Zone mark this box with an "**x**". See page 45 for more information.

25. **Rail:** Refer to page 48 for instructions and acceptable codes.

26. **Water Lines:** This field defines the Water service to the property. In this space indicate "**Yes**" or "**No**". If the answer is "**Yes**", the location of the Water Lines ***must*** be shown. The diameter of the Lines may also be shown. This information can be obtained from the Engineering Department of the City in which the property is located

27. **Net Avail SF:** Enter the Available Net area in SF. This figure may be the same or less than the Avail SF.

28. **Gas Lines:**. This field defines the Gas service to the property. In this space indicate "**Yes**" or "**No**". If the answer is "**Yes**", the location of the Gas Lines ***must*** be shown. The diameter of the Lines may also be shown. This information can be obtained from the Engineering Department of the City in which the property is located.

29. **Build-to-Suit:** If a Build-to-Suit is possible, enter "**Yes**", if not, enter "**No**".

30. **General Topography:** Describe the Topography of the land parcel.

31. **Easements:** Describe any Easements over the property. If the easements are not known, PTR (Per Title Report) is acceptable. Otherwise if there are no easements enter "None".

32. **Bldg(s) SF & Description:** Describe any Building(s) on the land. Include such information as Construction Type and SF.

33. **Thomas© Bk Pg#:** Enter the complete Thomas© Book identification. First, enter the correct Thomas Guide© page number and finally the alpha/numeric grid. (Ex: 795E2.)

34. **Zone:** Enter the current Zone in this field. Communities often use Zone codes that differ from the County codes, so it is important to identify this difference. Enter the actual Zone designation first, followed by any initials that designate the City or County. (EX: LAMR2, becomes MR2LA.) Do not use hyphens in the common Zone designations such as M1, M2, MR1, etc. Use decimal notation for fractional Zone designation. (EX: M1-1/2 should be entered M1.5.) If the property is Master Planned for a different Zone, a new Zone has been applied for, etc., indicate this information in the Highlights, or in Notes.

35. **Soil Report:** If there is a Soil Report available, enter "**Y**", if not, enter "**N**".

36. **Environment Report(s):** List the names of any available Environmental Reports. If there are no reports available enter "None".

37. **Agent:** Enter the name(s) of the Agent(s). Any name in this space ***must*** be an Associate of an Accredited Firm who has successfully completed the Orientation and who is in good standing. If these qualifications are absent, the name of the Head of Firm or manager (if appropriately qualified) must be shown instead of the Listing Agent. **Unqualified Agents may *not* have**

their names on the brochures. WinAIR will print the Agent names in the order presented. If it is co-listed with an AIR Member, that agent's name must be entered here and in the Notes indicated which firm and branch the agent is with.

38. **Phone:** Enter the Phone number of the Listing Office, including area code. WinAIR will show the main Phone number of the Listing Office, unless a direct line or extension has been given. Additional Phone numbers, or fax numbers must be shown in Notes.

39. **Region:** Refer to page 49 for instructions and acceptable codes.

40. **Listing #:** Leave this field blank on a new Camera Ready sheet. WinAIR will provide the Listing Number automatically. Any previously submitted Camera Ready sheet will republish with its original number, unless the Listing has been expired for over 30 days. In that case, a new Camera Ready sheet must be submitted, along with the extension and a copy of the original Agreement. Such a Camera Ready sheet will be processed as a New Listing and given a new Listing Number.

41. **AOAA, OAA, EAA:** Refer to page 45 for definitions of codes. Only input one of the 3 codes.

42. **FTCF (Fee to Cooperating Firm):** Refer to page 45 for complete instructions.

43. **Notes:** This field is very important because all information that cannot be accepted into other fields can be entered here. Notes appears at the bottom of the Camera Ready sheet, just above The MULTIPLE logo and disclaimer. This is the field where you enter various unit sizes, varying rates, estimated figures, or explanations for the entry of "**Other**".

Special Notes:

Multiple Legal Lots: In the case of two or more separate Legal Lots in an Industrial or Business Park, each separate Legal Lot ***must*** have its own Camera Ready sheet, and the Offering Accredited Firm may, in addition, publish a Master Camera Ready sheet showing the overall project. The MULTIPLE Director may, at his/her discretion, waive this requirement and approve the publishing of fewer brochures.

In the case of a single Legal Lot which is potentially divisible, a single Camera Ready sheet may be used. In the event that two or more parcels of land are offered as a unit, a single Camera Ready sheet may be used.

Industrial and Office Investment Brochures
(Page One)

Instructions:

A property ***must*** have 60% or greater occupancy in order to be published as an Investment brochure, unless it has a Lease guarantee from the Seller. (Extraordinary circumstances can be permitted with The MULTIPLE Director's permission, on a case-by-case basis.)

Each and every field on the Camera Ready sheet should be filled in. In any dollar value field that is not appropriate for a particular listing, please enter "**0**".

Single Tenant buildings simultaneously offered For Sale and Lease are not acceptable as Investment brochures.

Page One of the brochure is the same for Industrial and Office Investment Listings.

1. **Price $:** Enter the Sale Price. This figure ***must*** be arrived at by multiplying the Total Bldg SF by the $/SF. (It must be the same price as shown on the Agency Agreement.)

2. **Square Feet:** Enter the amount of total SF of the Industrial or Office building being offered For Sale as an Investment.

3. **Address & Zip:** Refer to page 45 for detailed instructions.

4. **Highlights:** This field is intended to feature key information about the property. The maximum number of characters allowed is 250. WinAIR will allow up to 6 lines of information. On average, limit lines to 40-41 characters. In no case should any one line be longer than 47 characters. If this space limits the amount of information you can feature in Highlights, we suggest you give priority to those items that are not reflected elsewhere on the Camera Ready sheet. Use the Notes section for Highlights that exceed the space allowed.

5. **Sale Price $:** Enter the same price for the property that you typed at the top right corner of this Camera Ready sheet.

6. **$/SF:** Enter the figure for the Price per SF here, if the Lease is Gross. This figure ***must*** be arrived at by either dividing the Sale Price by the Total Bldg SF or from the actual figure stated on the Agreement. Enter the $/SF using the 000.00 format. WinAIR automatically calculates this figure.

7. **Annual Gross Income $:** This data is compiled from the Tenant and Leases section on the second side of the brochure. Multiply the "Total $" a month from page two by the number 12 to provide the figure for the Annual Gross Income field.

8. **<u>Cash Down Payment $:</u>** If the property is being offered on an all cash basis you may indicate "**All Cash**" in this space. If you want to indicate the estimated amount of Cash Down Payment required, based upon financing that you believe can be obtained for the purchase of the property, you may type that in this space. Enter any figure in whole dollars.

9. **<u>Percent Occupied:</u>** Enter the Percent figure in the correct column Actual or Proforma (projected). The Actual column must be completed and all fields on the Camera Ready sheet must reflect the actual information. The Proforma column is optional and is the only fields in which projected information should appear.

10. **<u>Current Balance:</u>** Enter the Balance on existing financing. If none exists, enter "**0**".

11. **<u>Annual Gross Income:</u>** This data is compiled from the Tenant and Lease section on the second side of the brochure. Multiply the Total $ per month from the second side by the number 12 to produce the figure for the Annual Gross Income field. This figure is entered in the Actual column or calculate the projected income and enter it in the Proforma column.

12. **<u>Interest & Amortization (Rate):</u>** Enter the rate of Interest on existing financing. If there is no existing financing, enter "**0**".

13. **<u>Annual Expenses:</u>** This figure ***must*** be the same as the Total figure in the Annual Expenses By Lessor column on the second side of the brochure. Place the Annual Expenses figure in either the Actual or Proforma column.

14. **<u>Monthly Debt Service:</u>** Enter the figure for Monthly Debt Service on existing financing. If there is no Monthly Debt Service, enter "**0**".

15. **<u>Net Operating Income:</u>** This figure is produced by subtracting the Annual Expenses from the Annual Gross Income. If this is actual Net Operating Income, place the figure in the Actual column; if it is projected, place it in the Proforma column.

16. **<u>Cap Rate:</u>** Calculate the Cap Rate by dividing the Annual Net Income by the Sale Price.

17. **<u>Annual Debt Service:</u>** Multiply monthly Debt Service by the number 12 to provide this figure. Place the figure in the same column as the other entries — Actual or Proforma. (All entries in this section ***must*** consistently appear in the same column — either the Actual or the Proforma.) If there is no Annual Debt Service, enter "**0**".

18. **<u>Cash on Cash Yield:</u>** Calculate this figure by dividing the Net Annual Income by the Cash Down Payment.

19. **Net Annual Income:** This figure is produced by subtracting the Annual Debt Service from the Net Operating Income.

20. **Improv Are % of Taxes:** Enter the percentage of Taxes that the improvements represent. The purpose of this field is to provide a prospective buyer with information about the rate of depreciation an Owner will be entitled to claim annually. This reflects the County Assessor's proportion between building and land value. Please use the ratio found on the Assessor's Tax Rolls. Divide the building amount by the total value, according to the Assessor rolls, to find the Improvement %. If not fully assessed, use an estimate and indicate this is an estimate in Notes.

21. **Agent:** Enter the name(s) of the Agent(s). Any name in this space ***must*** be that of an associate of an Accredited Firm who has successfully completed the Orientation and who is in good standing. Absent these qualifications, the name of the Head of Firm or manager (if appropriately qualified) must be shown instead of the Listing Agent. **Unqualified Agents may *not* have their names on the brochures.** WinAIR will print the Agents names in the order presented. If it is co-listed with an AIR Member, that agent's name must be entered here and in the Notes indicated which firm and branch the agent is with.

22. **Phone:** Enter the Phone number of the Listing Office, including area code. WinAIR will show the main Phone number of the Listing Office, unless a direct line or extensions has been given. Additional Phone numbers, or fax numbers must be shown in Notes.

23. **Region:** Refer to page 49 for instructions and acceptable codes.

24. **Listing #:** Leave this field blank on a new Camera Ready sheet. WinAIR will provide the Listing Number automatically. Any previously submitted Camera Ready sheet will republish with its original number, unles the Listing has been expired for over 30 days. In that case, a new Camera Ready sheet must be submitted, along with the extension and a copy of the original agreement. Such a Camera Ready sheet will be processed as a New Listing and given a new Listing Number.

25. **AOAA, OAA, EAA:** Refer to page 45 for definitions of codes. Only input one of the 3 codes.

26. **FTCF (Fee to Cooperating Firm)**: Refer to page 45 for complete instructions.

27. **Notes:** This field is very important because all information that cannot be accepted into other fields can be entered here. Notes appears at the bottom of the Camera Ready sheet, just above The MULTIPLE logo and disclaimer. This is the field where you enter various unit sizes, varying rates, estimated figures, or explanations for the entry of '**Other**'.

Physical Details
Industrial Investment

Instructions:

28. **Bldg SF:** Enter the total amount of SF of the Building.

29. **(Bldg SF) Dim:** Enter the Dimensions for the Building SF using the width x length exterior convention. Refer to the AIR Industrial Building Standards. IRR is acceptable in this field, however, POL is ***not***.

30. **Power: (A)mps:** Enter the Amps. This data should be consistent with the Building SF (not an individual unit). If there is more than one Panel, enter the Amps for Panel 2 here also. Separate Panel 2 Phase from Panel 1 Phase with a semicolon, so it is clear.

31. **Power: (V)olts:** Enter the highest and lowest value of Volts in the following format: 240/108. If more than one Panel, enter the Volts for Panel 2 here also. Separate Panel 2 from Panel 1 entries with a semicolon, so it is clear.

32. **Power: Phase (Ø):** Enter the Phase. If more than 1 Panel, enter the Phase for Panel 2 here also. Separate Panel 2 Phase from Panel 1 Phase with a semicolon, so it is clear.

33. **Wire (W):** Enter the Wire value here.

34. **Land SF:** Enter the Land SF in whole numbers. If the land is "POL" (part of larger), include this information.

35. **(Land SF) Dim:** Enter the Dimension for Land SF using the width x length exterior convention. IRR is acceptable in this field, however, if the Land SF is POL, leave this field blank.

36. **Lighting:** Refer to page 47 for instructions and acceptable codes.

37. **Heat:** Refer to page 47 for instructions and acceptable codes.

38. **Cooling:** Refer to page 47 for instructions and acceptable codes.

39. **Pwr Notes:** This field is for any information re: additional Panel(s), instructions "**verify**", "**varies per unit**" and other Power comments.

40. **Const:** Refer to page 47 for instructions and acceptable codes.

41. **Roof:** Refer to page 48 for instructions and acceptable codes.

42. **<u>Trk Hi Pos:</u>** Enter the total number of Truck High Positions. Note: this calls for the number of Positions (spots) ***not*** the number of doors. This field ***must*** reflect the <u>total</u> of all Trk Hi Pos, even if more than one size of door is shown in Dimensions.

43. **<u>(Trk Hi Pos) Dim:</u>** Enter the door Dimensions. If there is more than one size of door, enter the number of doors for each particular Dimension. (EX: 2:10x10; 2:12X12.) If "**0**" has been entered in Trk Hi Pos, leave this field blank.

44. **<u>Foil:</u>** If the property has Foil insulation in the ceiling, indicate this with "**Y**". If the property does not have insulation, enter "**N**".

45. **<u>Sklts:</u>** If the property has Skylights, indicate this with "**Y**". Show the number of Skylights in Notes. If the property does not have Skylights, enter "**N**".

46. **<u>Rail:</u>** Refer to page 48 for instructions and acceptable codes.

47. **<u>Grd Lev Drs:</u>** Enter the total number of Ground Level Doors. If more than one size door is shown, this field ***must*** reflect the total of all sized Doors. In the example of: 2:10x10; 2:12x12, enter 4 Grd Lev Drs in this field.

48. **<u>(Grd Lev Drs) Dim:</u>** Enter the Grd Lev Drs Dimensions. If there are more than one size of door, enter the number of doors for each particular Dimension. (EX: 2:10x10; 2:12X12.) If "**0**" has been entered in Grd Lev Drs, leave this Dimension field blank.

49. **<u>Dock:</u>** If the property has a Dock, indicate this with "**Y**". If the property does not have a Dock, enter "**N**". Dock refer to exterior loading dock ***only***.

50. **<u>Well:</u>** If the property has a Well, indicate this with "**Y**". If the property does not have a Well, enter "**N**".

51. **<u>(Earthquake Study) EQ Zone:</u>** If this property is in an Earthquake Study Zone mark this box with an "x". See page 45 for more information.

52. **<u>Storage Mezz SF:</u>** Enter Storage Mezz SF. If none is shown, enter "**0**".

53. **<u>(Plant) Rest Rms M:</u>** Enter the total number of Male Restrooms located in the plant/ warehouse area. Then describe the total number and type of Appliances. The example 2:2U3T3S indicates 2 Male Restrooms with 2 urinals, 3 toilets, 3 sinks.

54. **<u>(Plant) Rest Rms W:</u>** Enter the total number of Female Restrooms located in the plant/ warehouse area. Then describe the total number and type of Appliances. The example 2:3T3S indicates 2 Female Restrooms with 3 toilets and 3 sinks.

55. **Sprkd:** If the building has Sprinklers, indicate "**Y**"; if not, enter "**N**". If known, a calculation or "**ORDHAZ**" must be here. It will be entered into the database.

56. **Min Clr Hgt:** Enter the Minimum Clearance Height under the beam or truss at its lowest point in the building. If there is a Clearance range, show that in Notes. Enter the figure in whole numbers.

57. **Ofc SF:** Enter the total Office SF. If the Listing Agreement indicates the office size by presenting a percentage figure instead of SF, it ***must*** be converted to SF by multiplying the Avail SF by the percent shown. Enter only the SF. Do not send in a Camera Ready sheet with a percentage shown.

58. **# (Num of Ofcs):** Enter the number of Offices. If unknown, estimate the number. Indicate "Ofc#: Est" in Notes.

59. **(Ofc) Rest Rms M:** Enter the total number of Male Restrooms located in the Office area. Then describe the total number and type of Appliances. The example 2:2U3T3S indicates 2 male rest rooms with 2 urinals, 3 toilets, 3 sinks.

60. **(Ofc) Rest Rms W:** Enter the total number of Female Restrooms located in the Office area. Then describe the total number and type of Appliances. The example 2:3T3S indicates 2 female rest rooms with 3 toilets and 3 sinks.

61. **Pkg:** Enter the number of Parking spaces. Do ***not*** show a ratio per thousand SF, (even if it is a Multi-Tenant property). Instead, calculate the actual number of Parking spaces by multiplying the Avail SF by the number per thousand. Text of any kind is not acceptable here. Do not put "**to code**", or "**ample**", or "**street**". These descriptions, or any others, may appear in Notes, but the ***only*** correct entry in these instances would be "**0**".

62. **Fenced:** If the property is Fenced, enter "**Y**". If it is partially Fenced, enter "**Y**" along with the location in Notes using the format "Fenced; Partial, Rear". If the property is not Fenced, enter "**N**".

63. **Yr Blt:** Enter the year the building was completed in the 4-digit format (1970). If there was remodeling done at a later date, that second date should also be shown, in a 4-digit format followed by an "R", i.e. "1995R". "**Older**", or other descriptions are not acceptable. If the Year is estimated, indicate it in Notes with "Year Built: Est".

64. **(Ofc) A/C:** If the Office has Air Conditioning, enter "**Y**". If there is no A/C, enter "**N**".

65. **(Ofc) Heat:** If the Office has Heat, enter "**Y**". If the Office does not have Heat, enter "**N**".

66. **Finished Ofc Mezz SF:** Enter the SF if there is any Finished Ofc Mezz. If no Finished Ofc Mezz SF, enter a "**0**".

67. **Incl in Avail SF:** Indicate "**Y**" or "**N**" to the item above.

68. **Thomas© Bk Pg#:** Show the complete Thomas© Book identification. First, enter the correct Thomas Guide© page number and finally the alpha/numeric grid. (EX: 795E2.)

69. **Zone:** Enter the current Zone in this field. Communities often use Zone codes that differ from County codes, so it is important to identify this difference. Enter the actual Zone designation first, followed by any initials that designate the City or County. (EX: LAMR2, becomes MR2LA.) Do not use hyphens in the common Zone designations such as M1, M2, MR1, etc. Use decimal notation for fractional Zone designation such as M1-1/2. This should be entered M1.5. If the property is Master Planned for a different Zone, a new Zone has been applied for, etc., indicate this information in the Highlights, or in Notes.

70. **To Show:** Refer to page 48 for instructions and acceptable codes.

71. **Sp Feat:** Refer to page 49 for instructions and acceptable codes.

Physical Details
Office Investment

Instructions:

72. **Bldg SF:** Enter the total amount of SF of the Building.

73. **(Bldg SF) Dim:** Enter the Dimensions for Building SF using the width x length exterior convention. IRR is acceptable in this field, however, if the Land SF is POL, leave this field blank.

74. **Building Name:** Enter the name of the building, if shown. If not, leave blank. This field is searchable in WinAIR. It is more efficient to start with a key word of the name. (EX: "The One Wilshire Building" should be shown as "One Wilshire Building".)

75. **Land SF:** Enter the Land SF in whole numbers. If the land is "POL" (part of larger), include this information.

76. **(Land SF) Dim:** Enter the Land Dimension formula. (Use the width x length exterior convention.) "IRR" is acceptable.

77. **# Floors Total:** Enter the Total Number of Floors in the building.

78. **# Floors Avail:** Enter the Total Number of Floors in the building that are currently Available.

79. **Typical Floor size:** Enter the SF of the average-sized or Typical-sized Floor in the building.

80. **Sprkd:** If the building has Sprinklers, indicate "**Y**", if not show "**N**". If known, a calculation or "**ORDHAZ**" must be here. It will be entered into the database.

81. **Const:** Refer to page 47 for instructions and acceptable codes.

82. **# Elevators:** Enter the number of Elevators that serve the building.

83. **Special Features:** Refer to page 49 for instructions and acceptable codes.

84. **Pkg Spaces/1,000SF:** Enter the number of Parking Spaces available per each thousand SF. Do not enter the total number of spaces. If the figure is higher than 2.5 you are entitled to enter the Special Feature code "**XPKG**" in that data field.

85. **(Parking Space) Rate:** If there is a cost for the parking, indicate it here on a per space basis.

86. **Existing Improvements:** Enter a brief description of the Existing Improvements. WinAIR will accept approximately 80 characters, but only approximately 63 characters will print out on the Camera Ready sheet.

87. **Zone:** Enter the current Zone in this field. Communities often use Zone codes that differ from County codes, so it is important to identify this difference. Enter the actual Zone designation first, followed by any initials that designate the City or County. (EX: LAMR2, becomes MR2LA.) Do not use hyphens in the common Zone designations such as M1, M2, MR1, etc. Use decimal notation for fractional Zone designation such as M1-1/2. This should be entered M1.5. If the property is Master Planned for a different Zone, a new Zone has been applied for, etc., indicate this information in the Highlights, or in Notes.

88. **Yr Blt:** Enter the Year the building was completed in the 4-digit format (1970). If there was remodeling done at a later date, that second date should also be shown, in a 4-digit format followed by an "R", i.e. "1995R". "**Older**", or other descriptions are not acceptable. If the Year is estimated, indicate it in Notes with "Year Built: Est".

89. **Thomas© Bk Pg#:** Show the complete Thomas© Book identification. First, enter the correct Thomas Guide© page number and finally the alpha/numeric grid. (EX: 795E2.)

90. **(Earthquake Study) EQ Zone:** If this property is in an Earthquake Study Zone mark this box with an "x". See page 45 for more information.

91. **To Show:** Refer to page 48 for instructions and acceptable codes.

Industrial and Office Investment Brochures

92. **Vacancy Factor %:** Vacancy Factor covers such items as non-receipt of rent, legal costs, refurbishment and commissions for new Tenants. A "0%" vacancy is almost always inaccurate. Therefore, it is required, per the current MULTIPLE Director, that a 5% Vacancy Factor be included in "Expenses" on all properties 100% occupied. If the property is less than 100% occupied, enter the % vacant and enter "0" in amount column.

93. **Real Estate Taxes:** Post Proposition 13 Tax evaluation should be shown, predicated upon sale at the listed price.

94. **Land:** If the Land is Fee Ownership, mark this box with an "x". If the Land is a Ground Lease, mark that field with an "x". If Ground Lease is marked, enter Term information into Ground Lease Terms.

95. **Insurance:** Enter the annual amount paid by Lessor for Insurance expense.

96. **Repair & Maintenance:** Enter the annual amount paid by Lessor for Repair and Maintenance expense.

97. **Landscaping:** Enter the annual amount paid by Lessor for Landscaping expense.

98. **Utilities:** Enter the annual amount paid by Lessor for Utilities.

99. **Ground Lease Terms:** If you have marked Ground Lease above, include the terms of the Ground Lease here.

100. **Management (Fee):** Enter the amount paid by Lessor for Management Fees. A reasonable Management Fee is required on all Multi-Tenant buildings, regardless if a fee is currently paid.

101. Other: Enter any additional unlisted expense item(s) here. Tab to the related $ field and enter the amount of annual expense this item(s) represents.

102. Total Annual Expenses: WinAIR will automatically calculate this figure.

103. A.I.R. Standard Form Lease: Mark this box if the Tenants are signed to A.I.R. Leases.

104. Other Lease Form: Mark this box if the Tenants are signed to a Lease Form other than an A.I.R. Lease. If so, specify.

105. Total $ (Income): Whether or not a rent roll is included on the Camera Ready sheet, the monthly rental Total is required here. (This figure multiplied by the number 12 provides the Annual Gross Income on Page One of the Camera Ready.)

106. Tenant (Table):: List each Tenant, the SF each occupies, Lease Expiration Date, Option to Extend (Y/N), Monthly Rent, $/SF and the Lease Basis (N, MG, F).

107. Remarks: WinAIR provides 250 characters for this field. Use Notes for additional information.

AOAA, OAA, EAA:

AOAA is the designation for a standard AIR Owner/Agency Agreement (as defined in Article II, Paragraph 2.2(a)(1)-(9) of the Rules of Professional Conduct.

OAA is the designation for an Owner/Agency Agreement that is NOT taken on a form published by AIR, but which nevertheless offers the same protection as the AOAA to the Listing and Co-op Agent.

EAA is described as an Agreement that permits an Owner to market the property him/herself, and in the case of a transaction secured by the Owner, there is not commission to the Agent.

Address & Zip: Type the entire Address on the address line of the Camera Ready sheet. A total of 256 characters is permissible. If the street number is approximate, precede it with an (**a**) to designate approximate. If more than one Address is associated with this listing, include those Addresses as well. (WinAIR will print ***only*** the main Address at the top of the Camera Ready sheet; all other Addresses associated with the listing will appear in the Notes or Highlights section of the Camera Ready sheet.)

Be certain to include the street type (Ex: St, Bl, Av, Cr, Ct, etc.). Floor number, building number, unit number, and lot number, are a necessary part of the address and ***must*** be included. If there are many, it may be appropriate to list in Highlights or to provide a second side.

Do not use abbreviations in the City name ***except*** when a directional term is present in the name of the city, such as South Pasadena, West Covina, North Hollywood, or East Los Angeles. In such an instance type ***only the first letter of the directional designation, not the full word***. (EX: West Covina is W Covina and South Pasadena is S Pasadena.) If the City is a postal designation only, include that information here. The 5 digit zip code ***must*** be entered. If the 9-digit zip code is known, please include that. If the property is located in an unincorporated portion of the county, include that information.

(FTCF) Fee to Co-operating Firm: Enter the 13-digit code. Digit 1 & 2: use "**CB**" for call broker. Digits 3-5: Enter average commission to Co-op Broker for 5 year Lease. (EX: 3% would be entered as 300, 2.5% would be entered as 250.) Digit 6: Is there an option to extend? Enter either "**Y**" or "**N**". Digits 7-9: Enter average commission to Co-op Broker for second 5 years. (EX:1.12% would be entered as 112, 1.25% would be entered as 125.) Digit 10: Enter an "**S**". Digit 11-13: Enter the commission to Co-op Broker per the above examples. If it is not For Sale, enter "000". If a property is absolutely For Sale only or For Lease only, and the Owner will absolutely not accept an offer for a transaction other than what is being marketed in this property brochure, enter zeros in that portion of the code that does not apply. If the Owner might accept an offer for an alternative transaction, indicate what commission would be paid to the Co-op Broker, in that event.

(Earthquake Study) EQ Zone: If the property is located in the State of California, the Broker(s) is/are required under the Alquist-Priolo Special Studies Zones Act, to disclose to a prospective purchaser of real property whether the property being purchased is located within a delineated special studies zone (a zone that encompasses a potentially or recently active trace of an earthquake fault that is deemed by the State Geologist to be sufficiently active and well defined enough to constitute a potential hazard to structures from surface faulting or fault (creep). If the property is located within such a special studies zone, its development may require a geologic report from a state registered geologist. In accordance with such law, the Broker(s) hereby inform(s) Buyer that the Property: (a) is not within such a special studies zone; (b) is within such a special studies zone.

Commission Code Guide

AIR members are required to provide the commission to the cooperating broker each time they submit a listing to The MULTIPLE.

The 13 digit co-op broker code is comprised of three sections: the commission for the lease for the 1st 5 years, the commission for the option to extend for the next 5 years if there is one and lastly, the commission for the sale.

Below is an easy-to-use guide for creating our 13-digit co-op broker code.

CB: Call Broker	Average commission to co-op broker for 5 year lease: 300 = 3% 250 = 2.5%	Option to Extend Y / N	Average commission to co-op broker for 2nd 5 years; 125 = 1.25%	S (Sale)	Co-op broker sale commission at listed price: 300 = 3% 275 = 2.75%
___ ___	___ ___ ___	___	___ ___ ___	___	___ ___ ___

If a property is absolutely for sale only or for lease only:

1. If you know that the owner *absolutely will not* accept an offer for a transaction other than what you are marketing in your brochure, please enter zeros in that portion of the commission code that does not apply to your listing. Some examples:

   CB275N000S000-Lease Only w/no option

   CB000N000S200-Sale Only

   CB250Y125S000-Lease Only w/option

   CB300N000S250-For Sale or Lease

2. If the owner *might* accept an offer for a transaction other than what you are marketing in your brochure, indicate what the commission to a co-op broker would be in that circumstance. This is to protect any listing agent from being bypassed for a transaction that is not specifically marketed in the brochure.

Possession: If there is a specific or approximate Possession date, show it here, typed in the MM/DD/YR format. If approximate, follow the date with a capitalized "**A**". If no date is provided, use one of the following codes.

I:	Immediate	**CB:**	Completion of Building
COE:	Close of Escrow	**COELT:**	Close of Escrow Long Term
I30:	Immediate +30 Days	**I60:**	Immediate+60 Days
ICI:	Completion of Improvements	**STL:**	Subject to Lease
SUB:	Submit		

Lighting: Enter one of the following Lighting codes:

FLUOR:	Fluorescent	**HALGN:**	Halogen
INCAN:	Incandescent	**MERC:**	Mercury Vapor
MIXED:	Mixed Types	**NONE:**	No Lighting
SODM:	Sodium Vapor	**OTH:**	Specify Other Type in Notes
MTLHL:	Metal Halide		

If the Lighting type is known, but is not one of those specified types, enter "**OTH**" in this field and include it by name in Notes: "Lighting: ____".

Heat: Plant Heating type.

FAU:	Forced Air Unit	**HVAC:**	Heating, Ventilation, A/C
MIXED:	Mixed Heating Types	**RADNT:**	Radiant Heat
SPACE:	Space Heaters	**NONE:**	No Plant Heating
OTH:	Specify Other Type in Notes		

Cooling: Plant Cooling type.

A/C:	Refrigerated Air	**EVAP:**	Evaporative Coolers ("Swamp")
MIXED:	Mixed Types	**HVAC:**	Heating, Ventilation, A/C
OTH:	Specify Other Type in Notes	**NONE:**	No Plant Heating

Const: Enter the primary (and secondary, if known) Construction type.

BLK:	Concrete Block	**BRK:**	Brick
CTU:	Concrete Tilt-Up	**CUR:**	Curtain Wall
F/W:	Frame/ Wood Frame	**GLS:**	Glass
STF:	Steel Frame	**OTH:**	Specify Other Type in Notes
CON:	Poured Concrete	**F/S:**	Frame and Stucco
MTL:	Metal (general case)		

Roof: Enter the type of Roof support system, (not the composition of the roofing material.)

CON:	Poured Concrete	**HID:**	Hidden (Office Building)
LAM:	Laminated/GLU Wood	**MTL:**	Metal Roof Surface, Beam
STB:	Steel Beam, Bow Truss	**STF:**	Steel Beam, Flat, Solid
STM:	Steel Beam, Metal Roof	**STT:**	Steel Beam, Tapered
WDB:	UnlaminWood Beams, Bow Truss	**WDF:**	Unlaminated Wood
OTH:	Specify Other Type in Notes		

Rail: If the property has Rail service, show the railroad line that serves the property. Use other codes to give additional information about Rail.

ATRR:	Atchison, Topeka Rail Road	**ATSF:**	Atchison, Topeka & Sante Fe
UPRR:	Union Pacific Railroad	**LAJ:**	Los Angeles Junction
PSBL:	Possible	**NONE:**	No Rail
SPRR:	Southern Pacific Railroad	**YES:**	There is Rail Service

To Show: The following are the ***only*** acceptable notations for the Key field:

A. **Lockbox.** All vacant buildings must have an A.I.R. lockbox unless the requirements for items B, C & D below are met. If any other Lockbox is used, it must be ***IN ADDITION*** to an A.I.R. box. The lockbox(s) location must be included.

B. **Open.** Specify the hours in the following format — (Hours: ___ AM to ___PM).

C. **Key Next Door.** You ***must*** give the address.

D. **Call Broker.** Only one of the following 5 conditions can be stated along with Call Broker:

FOR APPOINTMENT ALARM GUARD OCCUPIED CAUTION

In the event that any "Call Broker" notation is shown, someone in the Listing Broker's Office ***must*** be available at all times to tell the cooperating broker how to access the building, turn off the alarm, or to schedule an appointment with a guard or Tenant. The Listing Broker must be personally available or the Listing Office ***must*** be available to arrange a guided tour where appointments are required. (**See *Rules of Professional Conduct*, page 8, 4.3.**)

Sp Feat: For MULTIPLE Listings, use only the approved, four-character special feature codes shown below.

Industrial Codes:

CHEM: Chemical Facility (inc. Petro)
CLAR: Clarifier
COMP: Computer Facility
CRNS: Cranes
DRNS: Floor Drains
ELEV: Freight Elevator
FOOD: Food Processing Facility
FREE: Freestanding Building
FRWY: Freeway Frontage
FRZR: Freezer/Cooler
FUEL: Fuel Tanks
LOFT: Loft Area
MULT: Multi Story
PARK: Part of Industrial Park
R&D: Research/Development Facility
RETL: Retail Potential
SLAB: 6" Steel Reinforced cement/ 2.5/1000 SF
TRKT: Truck Terminal
XLND: Extra Land
XPKG: Parking in Addition to 2.5/1,000 SF
YARD: Paved Yard in Addition to Parking

Office Codes & Office Investment Codes:

ATRM: Atrium Design/Exposure
COMP: Computer Facility
COND: Condominium
FREE: Freestanding Building
FRWY: Freeway Frontage
GARD: Garden Building
HELI: Heliport
HIGH: High-Rise Bldg, 5 or more floors
PARK: Part of Conforming Office Park
PENT: Penthouse Suite
RETL: Retail Potential
XPKG: Parking in Addition to 2.5/1000 SF

Investment Codes:

IND: Industrial Use
OFF: Office Use
MIXD: Mixed Use
STOR: Storage (mini or other) Use

Region: Enter the area in which the property is located. Select from the following codes. Refer to the Region boundaries and map. The MULTIPLE will not accept any listings outside the State of California.

C: Central (L.A. Co.)
E: East (L.A. Co.)
LAO: L.A. Co.-Other
SBO: San Bernardino Co.
VEN: Ventura Co.
KRN: Kern Co.
W: West (L.A. Co.)
SE: Southeast (L.A. Co.)
ORG: Orange Co.
SD: San Diego Co.
SBA: Santa Barbara Co.
OTH: Other location in central/northern CA
S: South (L.A. Co.)
NW: Northwest (L.A. Co.)
RIV: Riverside Co.
IMP: Imperial Co.
SLO: San Luis Co.

If you are intending to expose this property listing in Region(s) other than its actual geographic Region, you ***must*** submit, and pay for, an additional Camera Ready sheet showing the marketing (as opposed to the actual) region entered in this field. In this case, indicate this information on the 4-Part form that accompanies the Camera Ready sheet. The listing will be assigned its own Listing Number.

The Multiple Regions

Historically, the assignment of Region codes to define the location of MULTIPLE properties has enabled participating agents to readily identify the brochures of primary interest from those of lesser interest.

Region Boundaries

Region boundaries are based on the following criteria: 1) County lines; 2) Zip Code boundaries; 3) Natural boundaries (usually hills or mountains); and 4) Occasional exceptions to preserve a common market area.

The following statements apply to Region boundaries: 1) a Region does not cross a county line; 2) only Los Angeles County has more than one Region — NW, W, E, S, SE, C; 3) with few exceptions (the City of Los Angeles being the major one), incorporated cities are not split between Regions; and, 4) common market preservation.

Unincorporated areas with common characteristics in Los Angeles County are placed in the same Region. Region boundaries follow zip code boundaries except where a zip code area crosses county lines or where a special condition prevails (items 3 and 4, above).

Region Codes

Refer to the preceding page for the list of Region codes.

Selecting the Correct Region Code

If the property is ***not*** in Los Angeles County, use the correct County Region code from the table of codes. If the property is in Los Angeles County use the map on the adjoining page to find the Region containing the city/community or zip code. If the map is not sufficient, use the accompanying lists to find the city/community or the zip code.

Note: The Region code to be used is for the location of the property and not the location of the listing office.

Listing Extension, Modification or Withdrawal

MULTIPLE Listing #: ______________________ One Listing Number per Form

Sq. Footage: ______________________

Address: ______________________ Unit/Lot/ Suite No. ______________________

City: ______________________ Zip: ______________________

- [ ] *Expiration Date Extended to: ______________________
  (Must be signed **prior** to expiration)
- [ ] *Extension of **Expired** Listing to: ______________________
  (If signed **more** than 30 days after expiration, this listing **must** be submitted for publication as a new listing, with a term of at least 90 days)
- [ ] *Rental Changed from $ ______________/mo. to $ ______________/mo.
- [ ] *Sales Price $ ______________ Changed to $ ______________
- [ ] *Withdrawal of Listing effective: ______________________(Date)
- [ ] *Change in Terms and/or Availability: ______________________

____

***OWNER'S/(SUB)LESSOR'S AND AGENT'S SIGNATURE REQUIRED**

- [ ] **Other Changes for Publication
  (Only Corrections of Address, Physical Specifications, Commision Code, etc. **DO NOT** enter extensions, price changes, off market, leased, sold or in escrow information here.)

____

____

**THESE CHANGES REQUIRE AGENT'S SIGNATURE ONLY

I/We hereby authorize the above changes in terms of the original Listing Agreement, dated ______________. All other terms and conditions are to remain unchanged. Receipt of a copy of this authorization is hereby acknowledged.

ALL CHANGES ARE TO BE SUBMITTED TO THE MULTIPLE WITHIN 10 BUSINESS DAYS FROM THE FOLLOWING DATE OF SIGNATURE:

Dated: ______________________

______________________ Listing Firm	______________________ *Owner/(Sub)Lessor
______________________ Agent	______________________ *Owner/(Sub)Lessor

MOD-11
(Rev. - 6/97)

The MULTIPLE
A Service of **The American Industrial Real Estate Association**
MCI Center • 700 South Flower Street, Suite 600, Los Angeles, California 90017
(213) 687-8777 • FAX (213) 229-8681

Listing Extension, Modification or Withdrawal

All listings at the WinAIR/MULTIPLE office are identified by Listing Number. Please provide the Listing Number on this form, only one number per form. The Available SF, along with the complete address, including unit, building, floor or lot number, is required.

As a courtesy, prior to the expiration of your listing, you will receive a letter notifying you that, according to The MULTIPLE records, your listing will soon expire. The computer will give a seven day grace period. It is expected that a listing will be extended ***before*** it expires in the system. An Extension is done by submitting a Listing Extension, Modification, or Withdrawal form that is signed by the Owner/Sublessor and Agent.

The extension of a listing that has already expired can be accomplished by submitting the Listing Extension, Modification, or Withdrawal form — provided it is received ***prior*** to 30 days after expiration. Beyond 30 days, a new Camera Ready sheet and Agreement or Listing Extension, Modification or Withdrawal Form (for at least 90 days), will be ***required***. This will be published at full cost and will be assigned a new Listing Number. WinAIR subscribers must enter and electronically transmit this new listing.

Please note that price changes, listings withdrawn from the market and any modifications in terms and/or availability require the Owner's, Sublessor's, and Agent's signature and must be sent to the MULTIPLE office within 10 business days from the date of signature. Do not use this form to report that the property has been leased, sold or is in escrow. Please use the "Notification of Change in Status" to report these kinds of changes.

Also submit this form when you wish to inform your fellow agents of the following:

1. Correction of address, i.e. from estimated to assigned;

2. Changes in physical specifications;

3. Any change to the co-op fee as published on the Camera Ready sheet or earlier Bulletins. When a change is made in how a property is offered — adding Sale or Lease — this also requires a modification of the Fee to Co-operating Firm (FTCF). (Instructions for using the 13-character code are found on Page 46.)

4. Minor changes for publication, such as location of lockbox, new completion date for construction, corrected power panel information, etc., are to be filled out in the section marked "Other Changes for Publication" and require only the agent's signature.

This form ***must*** be dated, in order to be accepted and entered into the system.

Notification of Change in Status

Transaction Date ______________ Listing # ______________ One Listing # Per Form

Address ______________ Unit/Lot/ Suite ______________

City ______________ Zip ______________

Firm ______________ Agent(s) ______________

The Comp Information in the WinAIR System is available upon participation, only to those firms that provide comps with at least 90% of their MULTIPLE Transaction.

This form must be submitted TYPED and within 10 business days from the transaction date.

COMPLETE FOR ALL STATUS CHANGES (for Escrow, item (a) only)		Max Avail. SF	Min (Divisible Property Only)	Max Contiguous (Office Listing Only)
Sq. Ft. Last Reported as Available	(a)	______ *	______	______
Sq. Ft. (Sub) Leased or Sold	(b)	______	______	______
Sq. Ft. Remaining * *	(a-b)	______	______	______

* ☐ No longer available in this size or form; available space is described in another listing: #______

ESCROW OR SALE	LEASE OR SUBLEASE
☐ Escrow Opened ☐ Escrow Cancelled *Do not report price until closed* - - - - - - - - - ☐ Escrow Closed Sold Price: $______ $/SF______ ☐ Cash to Seller ☐ Seller Financing ☐ Purchase Option Exercised	☐ Leased ☐ Subleased Lease type: ☐ Gross ☐ Net Full Service (Office only) Basis (Office Listing only): ☐ Rentable ☐ Usable Rental Amount: ______ $/Mo ______ $/SF Rental Adjustment Frequency:______ months Free Rent: ______ months

☐ Letter from principal in transaction is attached which prohibits release of rental or price data.
(Note: You must still define the transaction type above and complete the following section.)

Property was (Sub) Leased or Sold: (choose one) ☐ As Offered
☐ With New Improvements, Alterations, or Extraordinary Expenses paid for by Lessor/Seller
Estimated Total Cost of Improvements/Expenses: $ ______
Description of Improvements/Expenses: ______
Comments which would make Comps Data more meaningful:______

______

Co-op Firm:______ Co-op Agent(s): ______

**** If rental/sq.ft. or price/sq.ft. has changed, also submit Modification form**

NCS-11
(Rev. - 6/97)

The MULTIPLE
A Service of **The American Industrial Real Estate Association**
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Instructions for Completing the "Notification of Change in Status" Form

1. Complete and submit this form **within 10 business days** of the date of the occurrence on any of the transactions shown below. (This has been expanded from 3 days to make compliance easier.)

- **a.** Lease or Sublease
- **b.** Opening of escrow
- **c.** Cancellation of escrow
- **d.** Sale (close of escrow)
- **e.** Property no longer available in the size or form previously offered (see 3c and Notes below).

While it is currently ***not*** mandatory to reveal the financial details of a transaction, ***it is mandatory to report the transaction within the specified time.*** **(Failure to report financial details *will* affect a firm's right to have access to Comps data on WinAIR. At present, it is required that a firm *must* report Comps on at least 90% of their transactions in order to have access to Comps.)**

Complete a separate form for each transaction

2. Completely fill out the top section, being certain that the Listing Number is correct. Please use one form per Listing Number. The transaction date must be included, or the date the form was received at The MULTIPLE office will be used, There currently is no fine for late reporting, however, if The MULTIPLE is notified by another source that the listing is leased or sold, the firm ***will*** be fined $100.00.

3. Square Footage Section

- **a.** Values ***must*** be entered in the first column, "Max (Avail SF)". The value entered on the first line must be the value **last reported**, either on the original Camera Ready sheet or the previous change record. The math must balance: the first line (a), minus second line (b), equals the remaining SF. If they do not balance to the actual remaining SF value, a prior transaction may not have been reported, and it is the firm's responsibility to resolve the discrepancy. If no area/space remains, enter "0". Use whole numbers only, in this section.

- **b.** If the transaction being reported affected the minimum SF value for a divisible property (2nd column) or the maximum contiguous SF value for an office listing (3rd column) enter both the previously reported SF (top line) and the new SF (bottom line) in the appropriate column.

c. If appropriate, mark the "No Longer Available" box and if applicable, supply the alternate listing number under which the property/space is otherwise offered. See Notes below for sample situations when this box could be marked.

4. Escrow or Sale Section

a. Mark the appropriate box for the opening or cancellation of an Escrow.

b. If reporting a sale, mark the "Escrow Closed" box and enter the selling price in total dollars and $/SF. (Do not enter these values when reporting the opening of Escrow.)

c. Also mark either the "Cash to Seller" (this does not mean all-cash), or the "Seller Financing" box (if the seller provided some or all of the financing).

5. Lease or Sublease Section

a. Mark either the "Leased" or "Subleased" box. Mark one of the Lease Type boxes. For an office space lease, mark the basis, "Rentable" or "Usable".

b. Complete the remaining blanks. If the rental adjustment frequency varies over the lease term, enter one value which is most representative. (If no rental adjustments, enter "**0**".) Enter the number of months of free rent offered with the lease. If there is no free rent, enter "**0**".

6. Prohibited Release of Rental or Price Data

If a principal in the transaction has, **by letter or listing agreement,** prohibited the release of Rental or Price data in this transaction, check the box and attach a copy of the letter or agreement clause. In this case do not enter the selling price and terms or rental amount and terms in the preceding sections. This Prohibition to report Comps will not affect your firm’s access to Comps.

7. General Information

Mark either the "As Offered" or "With New Improvements" box. If the latter is marked, complete the next 2 lines.

If you have data that would make the Comps data more meaningful, do include that information.

Please, include the Co-op Firm and Co-op Agent. This information is not only entered into WinAIR, it is published in the Bulletin.

Notes:

Examples for use of "**No Longer Available**" box:

1. A property was offered both on a Land Brochure and separately as a Build-to-Suit Building. One listing would be reported Sold, and the other as "No Longer Available".

2. A divisible property was submitted on 3 Camera Ready sheets separately showing the entire building of, say, 30,000 SF. and two sections of 8,000 SF. and 22,000 SF. If the 8,000 SF space was leased it would be reported on a Change in Status Form. A form describing the 30,000 SF offering as "No Longer Available" must be submitted. On this form the listing number offering the remaining 22,000 SF portion would be entered on the line "No Longer Available in this size or form . . .".

3. A property involving a building of, say, 50,000 SF was submitted under three Listing Numbers. One offered the entire property For Sale or Lease, and the others offered various portions of the building For Lease. The property sells and is reported on a Change in Status form. We also need to receive a Change of Status form for ***each*** of the listings describing the For Lease portions. Each Change of Status form would be marked "No Longer Available", and refer to the listing number that describes the sale.

4. If a property, inadvertently, either through an error at the listing firm or at the MULTIPLE Office, is entered into the System twice with 2 different listing numbers, one of the listings must be removed by reporting it on this form, checking the box "No Longer Available". The remaining listing would be referenced by it's listing number on the line "No Longer Available in this size or form . . .".

The general rule is to report as "No Longer Available" those listings which are no longer active because a transaction for that same property, but on a different listing, removed it from the Available database.

Enforcement of Camera Ready Policy

It is incumbent upon the listing salesperson and/or manager of the listing office to submit complete and accurate Camera Ready sheets for publication. Each ***must*** be accompanied by a 4-Part form and a complete copy of the signed Owner/Agency Agreement, or an Exclusive Agency Agreement, properly completed.

Article II. Section 2.5 (a) of the **Rules of Professional Conduct** requires that all new listings be submitted to The MULTIPLE or **postmarked** within 5 business days after execution of the Owner-Agency Agreement by the Owner.

If a submittal is late by 1-3 days, the Offering Firm is fined $25.00. Each day late beyond 3 days results in an additional $10.00 per day fine. If the listing is sent incomplete there will be no fine issued. However, the listing maybe sent back to the firm, which will delay the listing from being entered in to the WinAIR system and publishing in The MULTIPLE. Common areas where The MULTIPLE office may send the listing back are as follows:

1. Blank data fields on the brochure; i.e. no power entry, clearance, or zoning, etc. We regard "N/A" or "dashes" the same as a blank field because they do not provide useful data and can be misunderstood. A Camera Ready submitted with several blanks or misleading information will not be processed, but will be returned for completion and/or correction.

2. The omission of taxes. All listings require tax information.

3. The omission of truck door dimensions is a common error. The Camera Ready Dimensions Field can accommodate 4 Dimensions; put others in Notes. In a large building with many different sizes of doors, a chart should be provided on the second side.

4. Lockbox violations are very common. The policy is well defined. If a building is vacant, a lockbox is mandatory.

5. Non-compliance with Special Features codes. Be sure to read the list of Special Feature Codes. This field is searchable in WinAIR, so use authorized codes freely as they apply to a listing. Please take into account that only three will print out on the Camera Ready sheet in the Sp Feat field. Any others would be shown in Notes.

6. Failure to publish the 13-digit co-op broker fee on the Camera Ready sheet.

7. Sublease Listings:

If you are offering an extended term beyond the term of the initial lease, you must either have an Owner/Agency Agreement with the property Owner or a copy of the master lease showing an option. A copy of either of these documents (Owner/Agency Agreement or option) must be sent to The MULTIPLE with the Camera Ready sheet, in addition to the Sublessor/Agency Agreement.

8. On office brochures, the Useable/Rentable boxes are often ignored, as is the load factor %. Guidelines are found in the Office Camera Ready sheet instructions.

9. On Investment brochures, we see several common errors:

   a. Omission of the percentage of taxes for the improvements. See the guidelines found in the Camera Ready sheet instructions for Investments.

   b. Properties without 60% or greater occupancy should not be included without a lease guarantee from the seller. (Extraordinary circumstances can be permitted with The MULTIPLE Director's permission.)

   d. Buildings should have a management percentage included. Multi-tenant properties should have a higher percentage than a single tenant gross leased investment.

10. Late listings.

In the event that you wish to enter into a discussion regarding a fine, please take the documentation to the manager of your firm or office who is authorized to fax your Area Rep. A copy of the brochure in question should be ***faxed*** to the Area Rep's attention at his/her office.

Automatic suspension of MULTIPLE participation shall occur if fines are not paid within 60 days. All services and privileges are suspended including access to The MULTIPLE and WinAIR. Failure to pay within 90 days shall result in an automatic termination of the delinquent firm's "Accredited Firm" status. (Bylaws, Article IIG, Section 2.)

Fines

The objective of The MULTIPLE is to create a level of compliance which will cause the MULTIPLE — both hard copy and computerized system — to be an accurate, productive tool for all brokers who use it. The MULTIPLE does not want or need your money. The sole purpose of issuing fines is to improve the timeliness and quality of MULTIPLE information and to assist agents in representing their clients.

Late listings, (over 5 days from date of owner's signature to postmark) $25.00

Per day late, each day thereafter. $10.00

Unreported transactions reported from another source. $100.00

Offerings submitted by Accredited Firms of property located within an area normally served by a branch office which is NOT an A.I.R. Accredited Firm. $100.00

In most cases, a warning letter without a fine will be sent. Violations that continue after 2 warnings have been issued ***will*** automatically result in a fine. The fines remain the same whether the violations are caught by The MULTIPLE staff ***prior*** to publication, or by an Area Representative ***following*** publication.

Should you wish to mail flyers of "non-conforming" properties to other members, you may purchase membership labels from The MULTIPLE for $45, or $15 per area. Remember to remove The MULTIPLE disclaimer from the Camera Ready sheet.

MULTIPLE LISTING CHARGES TO A.I.R. MEMBERS
REGIONS ONE, TWO, THREE AND FOUR

Quantity	Printed One Side	Re-0rders (Copies Only)	Printed Two Sides	Re-Orders (Copies Only)
Distribution Only	$60.00	With Photo*	$75.00	With Photo*
Distribution Including: 100 Copies	$68.00	$11.00	$86.00	$15.00
200	$72.00	$15.00	$92.00	$21.00
300	$76.00	$19.00	$98.00	$27.00
400	$80.00	$23.00	$104.00	$33.00
500	$84.00	$27.00	$110.00	$39.00
600	$88.00	$31.00	$116.00	$45.00
700	$92.00	$35.00	$122.00	$51.00
800	$96.00	$39.00	$128.00	$57.00
900	$100.00	$43.00	$134.00	$63.00
1000	$104.00	$47.00	$140.00	$69.00
1100	$108.00	$51.00	$146.00	$75.00
1200	$112.00	$55.00	$152.00	$81.00
1300	$116.00	$59.00	$158.00	$87.00
1400	$120.00	$63.00	$164.00	$93.00
1500	$124.00	$67.00	$170.00	$99.00

When the MULTIPLE goes to press, the counter is set for the number of brochures published for each Region. This is why you are charged $8.00 for the first hundred additional copies - $11.00 two sides. It is a second, separate printing. ALL ADDITIONAL COPIES over the 1st 100 are $4.00 per hundred ONE SIDE - $6.00 per hundred, two sides.

*Re-Orders without photos will be charged an additional $15.00

MULTIPLE LISTING CHARGES TO A.I.R. MEMBERS
MAJOR BUILDINGS & INVESTMENTS - ALL REGIONS

Quantity	Printed One Side	Re-0rders (Copies Only)	Printed Two Sides	Re-Orders (Copies Only)
Distribution Only	$75.00	With Photo*	$90.00	With Photo*
Distribution Including: 100 Copies	$83.00	$11.00	$101.00	$15.00
200	$87.00	$15.00	$107.00	$21.00
300	$91.00	$19.00	$113.00	$27.00
400	$95.00	$23.00	$119.00	$33.00
500	$99.00	$27.00	$125.00	$39.00
600	$103.00	$31.00	$131.00	$45.00
700	$107.00	$35.00	$137.00	$51.00
800	$111.00	$39.00	$143.00	$57.00
900	$115.00	$43.00	$149.00	$63.00
1000	$119.00	$47.00	$155.00	$69.00
1100	$123.00	$51.00	$161.00	$75.00
1200	$127.00	$55.00	$167.00	$81.00
1300	$131.00	$59.00	$173.00	$87.00
1400	$135.00	$63.00	$179.00	$93.00
1500	$139.00	$67.00	$185.00	$99.00

When the MULTIPLE goes to press, the counter is set for the number of brochures published for each Region. This is why you are charged $8.00 for the first hundred additional copies - $11.00 two sides. It is a second, separate printing. ALL ADDITIONAL COPIES over the 1st 100 are $4.00 per hundred ONE SIDE - $6.00 per hundred, two sides.

*Re-Orders without photos will be charged an additional $15.00

Paper Inventory Control

The listings which you submit to The MULTIPLE, either electronically or on Camera Ready sheets, will be printed out as Camera Ready sheets and sent to Copy Rite Press for printing on your firm's mast head paper.

Even though each firm has a supply of mast head paper inventoried at Copy Rite Press, it is incumbent that the management of each firm to keep track of their firm's supply of mast head paper.

The MULTIPLE is published weekly in 5 separate packages. Distribution figures vary somewhat from month-to-month. As of this writing (Mid-1995), the following represent average monthly distribution figures for each of the 5 Region Books:

- **Region Book One:** West, South, Southeast = 2,600;
- **Region Book Two:** Northwest, Ventura Co., Santa Barbara Co., Kern Co., Los Angeles, Other = 2,000;
- **Region Book Three:** East, Orange Co., San Bernardino Co., San Diego Co., Imperial Co. = 2,000;
- **Region Book Four:** Central = 2,050;
- **Region Book Five:** Investments/Major Bldgs = 3,250.

Copy Rite Press will store up to 30,000 sheets of your stock. Contact the printing company of your choice to print your mast head stock and have it delivered to Copy Rite Press at:

614 South Date Avenue
Alhambra, CA 91803
(626) 576-1504

On the adjacent page is a sample Inventory Sheet for keeping track of your paper stock inventory. It is solely the responsibility of each firm to keep sufficient paper stock at Copy Rite Press for printing of The MULTIPLE brochures and additional broker copies.

If your firm is out of paper when the printing of The MULTIPLE begins, your brochures will be printed, that week, on 60lb white paper stock @ $25.00 per Listing. It is standard procedure that we cancel any broker copies until your firm's mast head paper is restocked.

Using the Inventory Control Sheet. *This applies to **each** listing you publish.*

1. Gather all the listings you published for the week. Record them — one per line — on your Inventory Control Sheet.

2. Taking one listing at a time, determine the Region Book in which your listing was published.

3. Find the circulation figure on the front cover of that Region Book package.

4. On your Inventory Control Sheet Log, record the circulation figure onto column one.

5. If there were broker copies printed of that same listing, write that figure in column two.

6. Add the figures from column one and two together and multiply this figure by 15% to get the figure for column three. This figure represents the paper stock lost in the printing setup.

7. Add these three figures together to compute the total paper stock consumed for the printing of that listing. This figure goes into column four.

8. Subtract column four from the previous balance of paper stock and write this new figure in the balance column.

9. Repeat steps 1-8 for each listing your firm published for the week.

10. When you re-order paper stock, be sure to log in the amount and note the date.

If a firm elects not to provide mast head paper, or allows their stock at Copy Rite Press to run out, listing brochures will be printed on 60lb white paper. For each listing run on this white stock you will be charged $25.00.

MULTIPLE Paper Inventory Control

Company Low Point: ______________________

DATE	LISTING #	CIRCULATION	ADDITIONAL COPIES ORDERED	15% LOSS	TOTAL PAPER USED	BALANCE	QNTY OF PAPER ORDERED

The MULTIPLE

MULTIPLE Paper Inventory Control

Company Low Point: 6,000

DATE	LISTING #	CIRCULATION	ADDITIONAL COPIES ORDERED	15% LOSS	TOTAL PAPER USED	BALANCE	QNTY OF PAPER ORDERED
						10,000	
03/05/93	I-33333	517	100	93	710	9,296	
03/05/93	O-11111	470	1000	221	1691	7,599	
03/05/93	O-11112	470	500	146	1116	6,483	
03/12/93	V-22222	820	--	123	943	5,540	
03/12/93	--	--	--	--	--	30,540	25,000

When an Agent Leaves Firm

If an Agent leaves your firm, certain actions must be taken regarding those MULTIPLE property listings on which that Agent's name appears.

1. If the listings are remaining with your firm, take the following steps:

   A. Determine all the property listings for which the leaving Agent is a Listing Agent;

   B. Prepare a separate Listing Extension, Modification, or Withdrawal form for each listing to remove the Agent from the listing;

   C. If that Agent is the sole name on the listing, the name **MUST** be replaced with another Agent that qualifies per **The Rules of Professional Conduct**.

2. If the listings are going with the Agent to another Accredited Firm, the following steps must be taken:

   A. Firm's Responsibility:

   Prepare a Listing Extension, Modification, or Withdrawal form to withdraw each listing from the available properties database. Each form must be signed by the Head of Firm. State on the form that the former Agent is no longer with the firm, and is taking the listing.

   B. Agent's Responsibility at the New Firm:

   1. With an Accredited Firm:

      (a) Submit a new Camera Ready sheet and 4-Part form, along with the new Listing Agreement, signed by the Owner/Sublessor and any art work or 2nd side. If a WinAIR firm, the listing must be submitted electronically.

      The Agent must also notify The MULTIPLE Department of the previous Listing Number for verification of the withdrawal from the old firm.

      (b) The MULTIPLE staff will thereafter assign a new Listing Number to each Camera Ready sheet. These listings will then be published on the mast head paper of the new firm.

   2. With Non-Accredited Firm:

      (a) If the new firm is a Non-Accredited Firm, the Agent can no longer submit listings to The MULTIPLE. If the new firm qualifies as an Accredited Firm, the firm should contact the Membership Services Department at A.I.R. to obtain the necessary applications.