

Commercial For Lease Data Input

*** = Required Fields**

Listing Agent/Team/Office Information

***Property Subtype:**

Business Opportunity Industrial Investment Office Residential Income Retail Land For Lease Other

*List Agent MLS ID: _____

CoList Agent MLS ID: _____

*List Office MLS ID: _____

CoList Office MLS ID: _____

List Team ID: _____

CoList Team ID: _____

Photographer MLS ID: _____

Office/Studio Name: _____

Location Information

Street # _____ Street Dir Prefix _____ *Street Name _____ Street Type _____ Street Dir Suffix _____ Unit # _____

*State: _____ *County: _____ *City: _____ *Zip Code: _____ Zip+4: _____

*Neighborhood: _____ Complex: _____

Listing Contract Information

*Parcel ID: _____

***Lease Price Description:**

*Listing Contract Date: _____

Per Month Per Acre/Per Month Per Acre/Per Year

*Expiration Date: _____

Per Year Per SqFt/Per Year For An Undefined Time Period

*Lease Price (\$): _____

***List Type:** Full Service Limited Service Entry Only

*Listing Contract Type: Exc. Right to Lease Exc. Agency to Lease *Owner has a Reserved Prospect: Yes No

Items Excluded From Listing (Limit 150 Characters): _____

Business Information

Business Name: _____ Year Business Established: _____ # of Employees: _____

Seating Capacity: _____ Business Licenses: _____

Conforming Use: Yes No Unknown

Lease Info

Present Use: _____ Potential Use: _____ *Possession Availability: _____

***Lease Duration: (8 Max)**

One Year

Three Years

Five Years

Flexible Lease Terms

Negotiable

Two Years

Four Years

Ten Years

Month to Month

Security Deposit Details (Limit 50 Characters): _____

Landlord Options: (5 Max)

Possible Ability to Sublet

Possible Lease Purchase

Property is Also For Sale

Possible First Right of Refusal

Possible Option to Purchase

Lease Info (continued)

*Landlord Requirements: (7 Max)

- | | | | | |
|--|---|---|---|--------------------------------|
| <input type="checkbox"/> Credit Check | <input type="checkbox"/> Security Deposit | <input type="checkbox"/> Lease Restrictions | <input type="checkbox"/> Annual Increase | <input type="checkbox"/> Other |
| <input type="checkbox"/> References Required | <input type="checkbox"/> Lease Required | <input type="checkbox"/> Vacate Clause | <input type="checkbox"/> Net-Net-Net Clause | <input type="checkbox"/> N/A |

Landlord Responsibilities: (13 Max)

- | | | | | |
|--|---|--|--|---|
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Electricity | <input type="checkbox"/> Insurance | <input type="checkbox"/> Property Management | <input type="checkbox"/> Snow Removal |
| <input type="checkbox"/> All Utilities | <input type="checkbox"/> Expenses Over Base | <input type="checkbox"/> Janitorial Service | <input type="checkbox"/> Real Estate Taxes | <input type="checkbox"/> Structural Maintenance |
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> Exterior Maintenance | <input type="checkbox"/> Liability Insurance | <input type="checkbox"/> Recreation Fees | <input type="checkbox"/> Taxes Over Base |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Grounds Maintenance | <input type="checkbox"/> Maintenance/Repairs | <input type="checkbox"/> Roof Maintenance | <input type="checkbox"/> Trash Service |
| <input type="checkbox"/> Common Area Maintenance | <input type="checkbox"/> Heat | <input type="checkbox"/> Mechanicals | <input type="checkbox"/> Security System | <input type="checkbox"/> Water |
| <input type="checkbox"/> Credit Check | <input type="checkbox"/> Hot Water | <input type="checkbox"/> Parking | <input type="checkbox"/> Sewer | <input type="checkbox"/> N/A |

*Tenant Responsibilities: (13 Max)

- | | | | | | |
|--|---|--|--|---|------------------------------|
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Electricity | <input type="checkbox"/> Insurance | <input type="checkbox"/> Parking | <input type="checkbox"/> Sewer | <input type="checkbox"/> N/A |
| <input type="checkbox"/> All Utilities | <input type="checkbox"/> Expenses Over Base | <input type="checkbox"/> Janitorial Service | <input type="checkbox"/> Property Management | <input type="checkbox"/> Snow Removal | |
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> Exterior Maintenance | <input type="checkbox"/> Liability Insurance | <input type="checkbox"/> Real Estate Taxes | <input type="checkbox"/> Structural Maintenance | |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Grounds Maintenance | <input type="checkbox"/> Maintenance/Repairs | <input type="checkbox"/> Recreation Fees | <input type="checkbox"/> Taxes Over Base | |
| <input type="checkbox"/> Common Area Maintenance | <input type="checkbox"/> Heat | <input type="checkbox"/> Mechanicals | <input type="checkbox"/> Roof Maintenance | <input type="checkbox"/> Trash Service | |
| <input type="checkbox"/> Credit Check | <input type="checkbox"/> Hot Water | <input type="checkbox"/> Move-In/Out Fee | <input type="checkbox"/> Security System | <input type="checkbox"/> Water | |

Build Out Allowance Available: Yes No Negotiable

Structural/Exterior Info

*Year Built: _____ *SQFT Total: _____ *SQFT Source: Approximate Owner Public Records

SQFT Industrial: _____ SQFT Office: _____ SQFT Residential: _____ SQFT Retail: _____ SQFT Warehouse: _____

Building Characteristics

*Construction Description: (3 max)

- | | | | | |
|--------------------------------|-----------------------------------|-----------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> Frame | <input type="checkbox"/> Stone | <input type="checkbox"/> Block | <input type="checkbox"/> Masonry | <input type="checkbox"/> Steel |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Aluminum | <input type="checkbox"/> Concrete | <input type="checkbox"/> Metal | <input type="checkbox"/> Other |

Foundation Type: (2 max)

- | | | | | |
|--------------------------------|-----------------------------------|---------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Block | <input type="checkbox"/> Concrete | <input type="checkbox"/> Piling | <input type="checkbox"/> Stone | <input type="checkbox"/> None |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Masonry | <input type="checkbox"/> Slab | <input type="checkbox"/> Wood | |

*Roof Information: (2 max)

- | | | | | | |
|---|-----------------------------------|--|-----------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Asphalt Shingle | <input type="checkbox"/> Shake | <input type="checkbox"/> Composition | <input type="checkbox"/> Flat | <input type="checkbox"/> Rubber | <input type="checkbox"/> Other |
| <input type="checkbox"/> Fiberglass Shingle | <input type="checkbox"/> Slate | <input type="checkbox"/> Concrete | <input type="checkbox"/> Membrane | <input type="checkbox"/> Tar/Gravel | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Wood Shingle | <input type="checkbox"/> Built Up | <input type="checkbox"/> EPDM Synthetic Rubber | <input type="checkbox"/> Metal | <input type="checkbox"/> Tile | |

Exterior Features: (9 max)

- | | | | | |
|---|--|---|------------------------------------|--|
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Doors - under 10 ft | <input type="checkbox"/> Lighting | <input type="checkbox"/> Door Sign | <input type="checkbox"/> Storage Building |
| <input type="checkbox"/> Doors - 10-15 ft | <input type="checkbox"/> Gutters | <input type="checkbox"/> Loading Dock/Grade | <input type="checkbox"/> Pole Sign | <input type="checkbox"/> Underground Sprinkler |
| <input type="checkbox"/> Doors - 16-20 ft | <input type="checkbox"/> Incinerator | <input type="checkbox"/> Loading Dock/Well | <input type="checkbox"/> Roof Sign | <input type="checkbox"/> Underground Utilities |
| <input type="checkbox"/> Doors - 20+ ft | <input type="checkbox"/> Levelers | <input type="checkbox"/> Outside Storage Area | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> None |

Building Characteristics (continued)

Total # of Units: _____ # of Tenants: _____ Ceiling Height: _____ # of Stories: _____

ADA Complaint YN: Yes No # of Loading Docks: _____ # of Restrooms: _____ # of Overhead Doors: _____

Subdividable YNU: Yes No Unknown

Additional Space Available YN: Yes No

*Garage: # of Garage Spaces: _____

*(If Garage Space is Greater Than "0") Garage Type: (3 max)

Attached Garage Detached Garage Covered Garage Unit Garage Parking Garage Carport

Parking SPCS Covered: _____ Parking SPCS Uncovered: _____ Parking SPCS Total: _____ Parking SPCS/ 1000 SQFT: _____

*(If "Parking Total Spaces" is Greater Than "0") Parking Space Detail: (3 max)

Driveway Unpaved On Street Parking Assigned Parking Security None
Paved Off Street Parking Parking Lot Unassigned Parking Other

Commercial Features: (16 max)

Elevator Handicap Design Loading - Dock Height Loading - Van Height Dock
Employee Lounge Hoists Loading - Grade Public Restrooms
Fire Suppression System Intercom Loading - Rail Height Security System
Freight Elevator Living Space Available Loading - Waterfront Window Display

Handicap Features: (7 max)

32" Minimum Door Widths Chair Lift Hard/Low Nap Floors Modified Range Remote Devices
60" Turning Radius Closet Bars 15-48" Off Floor Lever Door Handles Multiple Entries/Exits Roll-In Shower
Accessible Bath Exterior Curb Cuts Lever Faucets Raised Dishwasher Roll-Under Sink(s)
Appliances are Low/Secure Hallways 36+ Inches Wide Low Cabinetry Raised Toilet Scald Control Faucets
Bath Grab Bar Handicap Parking Low Counters Ramps Special Needs Transport

Lot & Location

Acres: _____ *Zoning: _____ In Flood Zone: Yes No *(If "Yes") Elevation Certificate YN: Yes No

Lot Description: (6 max)

On Cul-De-Sac Zero Lot Line Some Wetlands Cleared Golf Course Frontage Sloping Lot N/A
Farm Land Additional Land Avail Dry Corner Lot Level Lot Treed

*Location: (5 max)

Highway Access Urban Rural Historic Area Office Park Strip Mall Other
Downtown Suburban Park Industrial Park Shopping Mall Retail Corridor

Traffic Count: _____ Road Frontage Feet Approx.: _____

*Road Frontage Description: (3 max)

Interstate Highway State Road Private Road Cul-De-Sac Unpaved Road Unimproved Road
U.S. Highway Municipal Street Right of Way Paved Road Dirt/Gravel Road None

*Documents Available: (10 Max)

Appraisal Envir. Site Assess (Phase 1) Legal Description Site Plan Approval Zoning Approval
Brochure Envir. Site Assess (Phase 2) Mechanical Drawing Soil Survey Other
Demographic Data Flood Elevation Certificate Photo/Survey Subdivision Approval None
Envir. Site Assess Lead Disclosure Plot Plan/Survey Topographical Survey

Utilities

***Utilities Available:** (4 max)

- Electric Gas Telephone Cable Underground Required None/Unknown
 Electric Available Gas Available Phone Available Cable Available Fire Suppression System

***Heat Type:** (4 max)

- Baseboard Hot Air Hydro Air Solar Wall Unit Other
 Gas on Gas Gravity Warm Air Radiant Space Heater Wood/Coal Stove None
 Heat Pump Hot Water Radiator Steam Zoned

***Heat Fuel Type:** (4 max)

- Coal Gas In Street Kerosene Oil Solar Wood None
 Electric Geothermal Natural Gas Propane Passive Solar Other

***Cooling System:** (4 max)

- Attic Fan Central Air Heat Pump Wall Unit Window Unit None
 Ceiling Fans Ductless Split System Whole House Fan Zoned

***Water Source:** (2 max)

- Public Water Connected Private Water System Shared Well Other
 Public Water In Street Private Well Well Required None

***Sewage System:** (3 max)

- Public Sewer Connected Septic Shared Septic Other
 Public Sewer In Street Septic Required Cesspool None

***(If "Sewer" Option Selected):**

Annual Sewer Usage Fee (\$): _____

Sewer Asmt Descript: _____

Electric

Electric Voltage: _____ Electric Amperage: _____ Electric Phases: _____ # of Electric Services: _____

Association Info

Association Management: Property Management Type: Professional-Off Site Professional On-Site Unit Owners Association

*Property Mgt Company Name: _____ Management Co. Phone:(___) ___ - ____

Property Manager Name: _____ Property Manager Phone:(___) ___ - ____

Property Manager Email: _____

Additional Info/ ShowingTime

Acceptable Financing (5 Max): Assumable FHA VA CHFA Owner Financing

***Web Distribution Authorizations** (2 Max): IDX Sites Realtor.com None ***Internet Address Display YN:** Yes No

***Display AVMs with this listing YN:** Yes No ***Internet Consumer Comments Allowed YN:** Yes No

Showing Information: Live Streaming Options Available YN: Yes No

***Showing Instructions** (Limit 300 Characters):

Remarks (continued)

Confidential Agent Only Remarks (Limit 500 Characters):

Agreement/Disclosure

VALID LISTING AGREEMENT STATEMENT

I, the undersigned Broker or Authorized Agent, represent to the SmartMLS Inc., its members and cooperating agents, that I have a valid and legally enforceable: (1) "Exclusive Right to Sell" listing agreement; or (2) "Exclusive Agency" listing agreement; or (3) "Exclusive Right to Lease" agreement, with the owners of the above entitled property. The information contained in the date information sheet is, to the best of my knowledge and belief, true and accurate.

Listing Broker or Authorized Agent Signature: _____ **Date:** _____

AUTHORIZATION TO USE THE MULTIPLE LISTING SERVICE AND DISCLAIMER

The Undersigned Owner(s) authorize and instruct(s) the Broker to submit the information contained herein to the SmartMLS Inc., for the purpose of offering the property for sale or lease through its participants during the period specified. This information has been furnished by the Seller and/or other sources and is not guaranteed by the Broker. Owner(s) agree that the information herein is true and correct to his/her/their knowledge. It is understood that there is no contractual relationship between the Owner(s) and the SmartMLS Inc. Receipt of a copy of this Property Data Form is Acknowledged by Owner(s).

Listing Broker or Authorized Agent Signature: _____ **Date:** _____

Seller's Signature: _____ **Date:** _____

Seller's Signature: _____ **Date:** _____