



North Texas Real Estate Information Systems, Inc.

Commercial/Business Data Input Form

(Use Lots & Acreage for Vacant Commercial Land)

INFORMATION DEEMED RELIABLE BUT NOT GUARANTEED

Fields **REQUIRED** for Active status denoted in **BOLD BLUE WITH (*)**. *Italicized fields will be auto filled from public records, if available.*

MLS Information

<p>MLS #</p> <p>System Assigned (Assigned when Saved As Active)</p> <p>* Status <input type="checkbox"/> Active <input type="checkbox"/> Pending <input type="checkbox"/> Sold</p> <p>* Range Pricing <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>* List Price <input type="text"/></p> <p>* Area <input type="text"/></p> <p>* County <input type="text"/></p> <p>* Map Book</p> <table border="0"> <tr> <td><input type="checkbox"/> Dallas</td> <td><input type="checkbox"/> Ft. Worth</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Denton Cooke</td> <td><input type="checkbox"/> Parker Hood/Wise</td> <td><input type="checkbox"/> Collin Grayson</td> </tr> <tr> <td><input type="checkbox"/> Kaufman Hunt Rockwall</td> <td><input type="checkbox"/> Ellis Johnson Hill Navarro</td> <td></td> </tr> </table> <p>* Map Page <input type="text"/></p> <p>* Street/Box # <input type="text"/></p> <p>* Street Name <input type="text"/></p> <p><i>Unit #</i></p> <p>* City <input type="text"/></p> <p>* Zip Code <input type="text"/></p> <p>* Subdivision <input type="text"/></p> <p><i>Block</i> <input type="text"/></p> <p><i>Additional Legal</i> <input type="text"/></p>	<input type="checkbox"/> Dallas	<input type="checkbox"/> Ft. Worth	<input type="checkbox"/> Other	<input type="checkbox"/> Denton Cooke	<input type="checkbox"/> Parker Hood/Wise	<input type="checkbox"/> Collin Grayson	<input type="checkbox"/> Kaufman Hunt Rockwall	<input type="checkbox"/> Ellis Johnson Hill Navarro		<p>* Property Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Lease</td> <td><input type="checkbox"/> Sale/Lease (Either)</td> </tr> <tr> <td><input type="checkbox"/> Sale</td> <td><input type="checkbox"/> Sale/Lease Back (Both)</td> </tr> </table> <p>Low Price <input type="text"/></p> <p>(Above Required if answered Y to Range Pricing)</p> <p>* Sub Area <input type="text"/></p> <p>* Parcel ID <input type="text"/></p> <p>* Map Coord <input type="text"/></p> <p><i>Street Direction</i></p> <table border="0"> <tr> <td><input type="checkbox"/> East</td> <td><input type="checkbox"/> Northeast</td> <td><input type="checkbox"/> West</td> </tr> <tr> <td><input type="checkbox"/> North</td> <td><input type="checkbox"/> Northwest</td> <td><input type="checkbox"/> Southeast</td> </tr> <tr> <td><input type="checkbox"/> South</td> <td><input type="checkbox"/> Southwest</td> <td></td> </tr> </table> <p><i>Street Type</i> <input type="text"/></p> <p>* Will Subdivide <input type="checkbox"/> Yes <input type="checkbox"/> No (Defaults to No)</p> <p>Planned Development <input type="text"/></p> <p><i>Lot</i> <input type="text"/></p> <p>Multi Parcel ID <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>* MUD District <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<input type="checkbox"/> Lease	<input type="checkbox"/> Sale/Lease (Either)	<input type="checkbox"/> Sale	<input type="checkbox"/> Sale/Lease Back (Both)	<input type="checkbox"/> East	<input type="checkbox"/> Northeast	<input type="checkbox"/> West	<input type="checkbox"/> North	<input type="checkbox"/> Northwest	<input type="checkbox"/> Southeast	<input type="checkbox"/> South	<input type="checkbox"/> Southwest	
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Office Information

* Listing Office Code <input type="text" value="Autofilled"/>	Listing Office Name <input type="text" value="Autofilled"/>
List Office Phone <input type="text" value="Autofilled"/>	Listing Office Fax <input type="text" value="Autofilled"/>
List Office Address <input type="text" value="Autofilled"/>	List Office Address 2 <input type="text" value="Autofilled"/>
Listing Office City <input type="text" value="Autofilled"/>	Listing Office State <input type="text" value="Autofilled"/>
List Office Zip Code <input type="text" value="Autofilled"/>	List Office Zip + 4 <input type="text" value="Autofilled"/>
* Listing Agent ID <input type="text" value="Autofilled"/>	List Agent Full Name <input type="text" value="Autofilled"/>
Agent Other Phone <input type="text"/>	Listing Agent Fax <input type="text" value="Autofilled"/>

Office Information (continued)

Call for Appt Agent CSS Other
 Builder Office Owner

Appt Phone

Appt Phone Ext

List Agent Email **Autofilled**

List Agent Website **Autofilled**

* Sub Agency Commission

* Buyers Agency Commission

* Variable Fee Yes No

* Listing Type Exclusive Right to Sell/Lease
 (Select One) Exclusive Agency

Listings will NTREIS Translator Realtor.com

Appear on Other Member Websites

ER w/Reservations

EA w/Reservations

Limited Service ER

Limited Service EA

* Listing Date

* Expire Date

Preferred Title Company

Preferred Title Co.

Title Co. Phone

Title Co. Location

Owner Permission to Video N/A Yes No

For Intra Office Information

* Owner Name

Owner Home Phone

* Seller Type Builder Foreclosure Relo
 (Select One) Owner

Occupancy Owner Tenant Vacant

Owner Alt. Phone

Occupant

Occupant Home Phone

Occupant Alt. Phone

Showing Instructions -----

(150 character limit)

Secured Showing Instructions -----

(50 character limit)

* Keybox #

Combo

Shackle Code

CBS Code

Property Information

* # Stories	<input type="text"/>	* # Units	<input type="text"/>
* Year Built	<input type="text"/>	* Construction Status	<input type="checkbox"/> New Construction - Complete <input type="checkbox"/> Proposed <input type="checkbox"/> New Construction - Incomplete <input type="checkbox"/> Unknown <input type="checkbox"/> Preowned
* Building SqFt	<input type="text"/>	* SqFt Source	<input type="checkbox"/> Appraiser <input type="checkbox"/> Tax <input type="checkbox"/> Building Plan <input type="checkbox"/> Other <input type="checkbox"/> Owner Documentation
* Gross SqFt	<input type="text"/>	\$/Gross SqFt	System Calculated
* Zoning	<input type="text"/>	* Multi Zoning	<input type="checkbox"/> Yes <input type="checkbox"/> No
* Lot Dimensions	<input type="text"/>	Acres	<input type="text"/>
* Lot SqFt	<input type="text"/>	* Lot SqFt Source	<input type="checkbox"/> Appraiser <input type="checkbox"/> Tax <input type="checkbox"/> Building Plan <input type="checkbox"/> Other
Road Frontage	<input type="text"/>	* Net Income	<input type="text"/>
Business Name	<input type="text"/>	Max Lease Rate (SF/MO)	<input type="text"/>
* Gross Income	<input type="text"/>	Average Monthly Lease	<input type="text"/>
* Gross Annual Expenses	<input type="text"/>	# Spaces Leased	<input type="text"/>
Min. Lease Rate (SF/MO)	<input type="text"/>	Occupancy Rate	<input type="text"/>
* Leaseable Sq Ft	<input type="text"/>		
# Leasable Spaces	<input type="text"/>		
Lease Expiration Date	<input type="text"/>		

Financial Information

(All fields required if Assumable Non-Qualifying and Assumable Qualifying are entered as the Loan Type)

Unexempt Taxes	<input type="text"/>	Balance	<input type="text"/>
* Loan Type	<input type="checkbox"/> Assumable Non-Qualifying <input type="checkbox"/> Treat as Clear <input type="checkbox"/> Assumable Qualifying	Mortgage Interest Rate	<input type="text"/>
Equity	System Calculated	Payment Type	<input type="checkbox"/> Principal & Interest <input type="checkbox"/> Principal, Int., & Ins. <input type="checkbox"/> Principal, Interest & Taxes <input type="checkbox"/> Principal, Int., Tax, Ins. <input type="checkbox"/> Other (Select One)
Payment	<input type="text"/>	Original Mtg. Date	<input type="text"/>
Lender	<input type="text"/>		
* 2 nd Mortgage	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Remarks

Directions to Property

(150 character limit)

Property Description

(450 character limit)

Excludes

(110 character limit)

Private Remarks

(300 character limit)

Intra Office Remarks

(225 character limit)

Features

*** Building Use**

- | | | |
|--|--|--|
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Historical District | <input type="checkbox"/> Office/Warehouse |
| <input type="checkbox"/> Bar/Taverns | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Beauty/Barber | <input type="checkbox"/> Industrial | <input type="checkbox"/> Schools |
| <input type="checkbox"/> Building Services | <input type="checkbox"/> Laundromat | <input type="checkbox"/> Storage Warehouse |
| <input type="checkbox"/> Church | <input type="checkbox"/> Medical | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Designated Historical Bldg. | <input type="checkbox"/> Office | <input type="checkbox"/> Other |
| <input type="checkbox"/> Food Service | | |

*** Inclusions**

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Land Only |
| <input type="checkbox"/> Inventory | <input type="checkbox"/> Machinery |
| <input type="checkbox"/> Land & Improvements | <input type="checkbox"/> Other |

*** Lot Size/Acreage** (Select One)

- Less than .5 Acre (not Zero)
- .5 Acre to .99 Acre
- 1 Acre to 2.99 Acres
- 3 Acres to 4.99 Acres
- 5 Acres to 9.99 Acres
- 10 Acres to 100 Acres
- Over 100 Acres
- Zero Lot

Topography

- Bottom
- Flood Plain
- Gullies
- Hilly
- Level
- Need Fill
- Rolling
- Sloped
- Steep
- Varied
- Other

Soil

- Black
- Clay
- Fill
- Limestone
- Rocky/Shale
- Sandy Loam
- Unknown
- Other

Road Frontage Desc

- Asphalt
- City
- Concrete
- County
- Curbs/Gutters
- Dirt
- FM Road
- Interest
- Interstate
- None
- Oil & Screen
- Private
- Road Easement
- Rock/Gravel
- Sidewalk
- State
- Storm Sewer
- U.S. Highway
- Other

*** Foundation**

- Basement
- Bois D'Arc Post
- Pier & Beam
- Piered Beam Slab
- Pilings
- Slab
- Other

*** Construction**

- Brick
- Common Wall
- Fiber Cement
- Glass
- Log
- Metal
- Rock/Stone
- Siding
- Steel
- Stucco
- Tilt Wall
- Wood
- Other

*** Roof**

- Built-Up
- Composition
- Concrete
- Fiber Cement
- Metal
- Overlay
- Shake Metal
- Tar/Gravel
- Tile/Slate
- Wood Shake
- Wood Shingle
- Other

*** Walls**

- Brick
- Cement
- Cement Block
- Metal
- Paneling
- Papered
- Plaster
- Texture
- Unfinished
- Other

Freight Doors

- Dock/Grade
- Dock/High
- Grade Level
- Grade/Rail
- Rail
- Other

*** Street/Utilities**

- Aerobic Septic
- All Weather Road
- Alley
- Asphalt
- City Sewer
- City Water
- Co-op Membership Included
- Co-op Water
- Community Mailbox
- Concrete
- Curbs
- Dirt
- Gravel/Rock
- Individual Gas Meter
- Individual Water Meter
- Master Gas Meter
- Master Water Meter
- MUD Sewer
- MUD Water
- No City Services
- No Sewer
- No Water
- Outside City Limits
- Overhead Utilities
- Private Road
- Private Sewer
- Private Water
- Septic
- Sewer Tap Fee Paid
- Sidewalk
- Underground Utilities
- Unincorporated
- Water Tap Fee Paid
- Well
- Other

Property Association

- Association Dues Mandatory
- Association Dues Optional
- Parking Fees

*** Parking**

- Assigned Garage
- Assigned Lot
- Common Garage
- Common Lot
- Fenced Assigned Lot
- Fenced Open Lot
- Garage Under Building
- None
- On Street
- Open
- Open & Unassigned Garage
- Other Parking/Garage
- Pay Parking Garage
- Pay Parking Lot

*** Features**

- Columns
- Computer Ready
- Cooler/Freezer
- Elevator
- Escalator
- Fenced Outside Storage
- Fire Alarm
- Fire Sprinklers
- Firewalls
- Floor Drains
- Freight Elevator
- Inside Storage
- Loading Dock
- Multi-user
- Open Span
- Outside Storage
- Rail Served
- Security Lighting
- Security System
- Single User
- Smart Building
- Telephone
- Yard Sprinklers
- Other

Security

- Burglar
- Carbon Monoxide Detector
- Exterior Security Light(s)
- Fire/Smoke
- Fire Sprinkler System
- Firewall(s)
- Leased
- Monitored
- Owned
- Pre-Wired
- Smoke Detector
- Unknown
- Other

*** Ceiling Height/Type**

- 11 to 14 Feet
- 15 to 20 Feet
- 8 to 10 Feet
- Less than 8 Feet
- More than 20 Feet
- Suspended
- Other

*** Flooring**

- Brick/Adobe
- Carpet
- Ceramic Tile
- Concrete
- Laminate
- Marble
- Parquet
- Slate
- Stone
- Terrazzo
- Vinyl
- Wood
- Wood Under Carpet
- Other

Energy Features (Energy Efficiency)

- 12 inch+ Attic Insulation
- 13-15 SEER AC
- 16+ SEER AC
- 90% Efficient Furnace
- Attic Fan
- Ceiling Fans
- Dehumidifier
- Double Pane Windows
- Energy Star Appliances
- Foam Insulation
- Gas Water Heater
- High Efficiency Water Heater
- Insulated Doors
- Low E Windows
- None
- Programmable Thermostat
- Radiant Barrier
- Smart Electric Meter
- Solar Panels
- Solar Screens
- Storm Door (s)
- Storm Windows
- Tankless Water Heater
- Thermo Windows
- Tinted Windows
- Turbines
- Variable Speed HVAC
- Ventilator
- Other

*** Heating/Cooling (2 Required)**

- Addtl. Water Heaters
- Central Air-Elec
- Central Air-Gas
- Central Heat -Elec
- Central Heat-Gas
- Electrostatic Air Filter
- Gas Jets
- Heat Pump
- Humidifier
- No Air
- No Heat
- Panel/Floor/Wall
- Propane
- Solar
- Space Heater
- Two(+) Pipe (Condo)
- Window Unit
- Zoned
- Other

Green Features

- Solar Electric System
- Solar Hot Water
- Geo-thermal HVAC
- Drought Tolerant Plants
- Low Flow Commode
- Low Flow Fixtures
- Recirculating Hot Water
- Rain/Freeze Sensors
- Wind Power
- EF Irrigation Control
- Rain Water Catchment
- Energy Recovery Ventilator
- Mechanical Fresh Air
- Enhanced Air Filtration

Green Certification

- HERS Rated
- HERS 0-85
- HERS 86-100
- HERS 101+
- Energy Star Certified
- LEED Certified
- LEED Silver
- LEED Gold
- LEED Platinum
- Green Built N. TX
- NGBP-National Green

Owner Pays

- Accounting/Legal
- Common Area
- Electric
- Gas
- Insurance
- Other
- License/Permit
- Maintenance
- Management
- None
- Parking
- Pool Service
- Reserves
- Supplies
- Taxes
- Water/Sewer/Trash

*** Tenant Pays**

- Common Area
- Electric
- Gas
- Insurance
- Lawn Care
- Maintenance
- None
- Parking
- Payroll
- Trash
- Water
- Other

Total Annual Expenses

- Accounting/Legal
- Common Area
- Electric
- Gas
- Insurance
- Lawn Care
- License/Permit
- Maintenance
- Management
- None
- Parking
- Payroll
- Pool Service
- Reserves
- Supplies
- Taxes
- Water/Sewer/Trash
- Other

Income/Expense Source

- Accountant
- Limited Information
- None
- Owner
- ProForma/Projected
- Tax Return
- Utility Company
- Other

Lease Length

- None
- 6 months
- 1 Year
- 2 – 3 Years
- 3 – 5 Years
- Over 5 Years
- Optional
- Other

Special Notes

- 1st Right of Refusal
- Aerial Photo
- Build to Suit
- Deed Restrictions
- Deep Hole Test
- Environmental Study Complete
- Feasibility Study
- Flood Plain
- Flowage Easement
- Highline
- Historical
- Inland/Wetland Restrictions
- Meets ADA Guidelines
- Owner/Agent
- Perc Test
- Phase I Complete
- Phase II Complete
- Pipeline
- Senior/Adult Living Community
- Special Contracts/Prov.
- Utility Easement
- Verify Flood Insurance
- Verify Tax Exemptions
- Other

*** Assumption Info**

- Balloon
- Bond
- Buy down
- Conventional Assumable
- Credit Report Req.
- Escalating
- Escrow to be Prorated
- FHA Assumable
- Fixed
- Graduated/Adjustable
- Not Assumable
- Private Assumable
- Release Liability Req.
- Texas Vet Assumable
- VA Assumable
- VA Reinstatement Req.

Proposed Financing

- Assumption of Equity
- Bond Money
- Cash
- Conventional
- Federal Land Bank
- FHA
- FMHA
- Lease Purchase
- Owner Carry First
- Owner Carry Second
- Texas Vet
- Trade/Exchange
- VA
- Other

*** Possession**

- 30 – 60 Days
- 60 – 90 Days
- Closing/Funding
- Negotiable
- Specific Date
- Subject to Lease
- Upon Completion
- Other

*** Showing**

- Agent or Owner Present
- Appointment (Appt Svc Only)
- Appointment Service
- Call-Key Box
- Centralized Showing Service
- Combo Lockbox
- Courtesy Call (Appt Svc only)
- Go (Appt Svc only)
- Go-Key Box
- Key in Office
- No Lock Box
- Sign on Lot
- Special

Owner(s) have examined the information contained in this profile sheet and warrant that the information contained herein is true and correct to the best of their knowledge.

Owner's Signature _____

Owner's Signature _____

Signed the _____ day of _____ 20 _____

NOTE: Any information changes and/or status changes should be made on a separate listing modification form and entered into the Multiple Listing Service within the time specified in the Multiple Listing Service Rules & Regulations. I certify that a written listing agreement has been executed on the above property and that it complies with the Rules & Regulations of the Multiple Listing Service.

Participant/Subscriber for Participant _____