



North Texas Real Estate Information Systems, Inc.

Also includes input fields for Condominium and Townhouse Categories on last few pages  
 INFORMATION DEEMED RELIABLE BUT NOT GUARANTEED  
 Fields **REQUIRED** for Active status denoted in **BOLD WITH (\*)**.  
*Italicized fields will be auto-filled from public records, if available.*

## Commercial Lease Input Form

### Property Information

#### \* Property Sub Type

- ☐ Business
- ☐ Hotel/Motel
- ☐ Industrial
- ☐ Office
- ☐ Retail
- ☐ Warehouse

#### \* Listing Agreement Type

- ☐ Exclusive Right to Sell
- ☐ Exclusive Right With Exception
- ☐ Exclusive Agency
- ☐ Exclusive Agency with Reservation
- ☐ Exclusive Right to Lease

#### \* Transaction Includes

- ☐ Building Only
- ☐ Business
- ☐ Franchise
- ☐ Furniture
- ☐ Inventory
- ☐ Land & Improvements
- ☐ Land Only
- ☐ Machinery
- ☐ Other

#### \* Business Type

- ☐ Accounting
- ☐ Administrative and Support
- ☐ Advertising
- ☐ Agriculture
- ☐ Animal Grooming
- ☐ Appliances
- ☐ Aquarium Supplies
- ☐ Arts and Entertainment
- ☐ Athletic
- ☐ Auto Body
- ☐ Auto Dealer
- ☐ Auto Glass
- ☐ Auto Parts
- ☐ Auto Rent/Lease
- ☐ Auto Repair-Specialty
- ☐ Auto Service
- ☐ Auto Stereo/Alarm
- ☐ Auto Tires
- ☐ Auto Wrecking
- ☐ Bakery
- ☐ Bar/Tavern/Lounge
- ☐ Barber/Beauty
- ☐ Bed & Breakfast
- ☐ Books/Cards/Stationary

- ☐ Butcher
- ☐ Cabinets
- ☐ Candy/Cookie
- ☐ Car Wash
- ☐ Carpet/Tile
- ☐ Child Care
- ☐ Church
- ☐ Clothing
- ☐ Commercial
- ☐ Computer
- ☐ Construction/Contractor
- ☐ Convalescent
- ☐ Convenience Store
- ☐ Dance Studio
- ☐ Decorator
- ☐ Deli/Catering
- ☐ Dental
- ☐ Distribution
- ☐ Doughnut
- ☐ Drugstore
- ☐ Dry Cleaner
- ☐ Education/School
- ☐ Electronics
- ☐ Employment
- ☐ Farm
- ☐ Fast Food
- ☐ Financial
- ☐ Fitness
- ☐ Florist/Nursery
- ☐ Food & Beverage
- ☐ Forest Reserve
- ☐ Franchise
- ☐ Furniture
- ☐ Gas Station
- ☐ Gift Shop
- ☐ Grocery
- ☐ Hardware
- ☐ Health Food
- ☐ Health Services
- ☐ Hobby
- ☐ Home Cleaner
- ☐ Hospitality
- ☐ Hotel/Motel
- ☐ Ice Cream/Frozen Yogurt
- ☐ Industrial
- ☐ Jewelry
- ☐ Landscaping
- ☐ Laundromat
- ☐ Liquor Store
- ☐ Locksmith
- ☐ Manufacturing
- ☐ Medical
- ☐ Mixed

- ☐ Mobile/Trailer Park
- ☐ Music
- ☐ Nursing Home
- ☐ Office Supply
- ☐ Paints
- ☐ Parking
- ☐ Pet Store
- ☐ Photographer
- ☐ Pizza
- ☐ Printing
- ☐ Professional Office
- ☐ Professional Service
- ☐ Real Estate
- ☐ Recreation
- ☐ Rental
- ☐ Residential
- ☐ Restaurant
- ☐ Retail
- ☐ Saddlery/Harness
- ☐ Sporting Goods
- ☐ Storage
- ☐ Toys
- ☐ Transportation
- ☐ Travel
- ☐ Upholstery
- ☐ Utility
- ☐ Variety
- ☐ Video
- ☐ Wallpaper
- ☐ Warehouse
- ☐ Wholesale
- ☐ Other



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## Commercial Lease Input Form

## Property Information

**\* # Units**


## Adult Community YN

- ☐ Yes  
☐ No

**\* List Price**

**\* Stories Total**

**\* Construction Status**

- ☐ Preowned  
☐ New Construction - Complete  
☐ New Construction - Incomplete  
☐ Proposed  
☐ Unknown

**\* List Date**


## Floor Location

**\* Expire Date**


## Building Number

**\* Construction Material**

- ☐ Aluminum Siding  
☐ Block  
☐ Board & Batten Siding  
☐ Brick  
☐ Cedar  
☐ Concrete  
☐ Fiber Cement  
☐ Fiberglass Siding  
☐ Frame  
☐ Log  
☐ Metal Siding  
☐ Plaster  
☐ Rock/Stone  
☐ Siding  
☐ Steel Siding  
☐ Stone Veneer  
☐ Stucco  
☐ Tilt Wall  
☐ Unknown  
☐ Vinyl Siding  
☐ Wood  
☐ See Remarks  
☐ Other

**\* Year Built**


## Multiple Zoning

- ☐ Yes  
☐ No

## Year Built Source

- ☐ Appraiser  
☐ Assessor  
☐ Builder  
☐ Estimated  
☐ Owner  
☐ Public Records  
☐ See Remarks  
☐ Other

**\* Zoning Description**

**\*Gross SqFt**


Characters Remaining: 225

**\* Building Area Total (SqFt)**

**\* Parcel ID**

**\* Building Area (SqFt) Source**

- ☐ Appraiser  
☐ Assessor  
☐ Builder  
☐ Other  
☐ Owner  
☐ Plans  
☐ Public Records  
☐ See Remarks

## Additional Parcel ID

**\* Will Subdivide YN**

- ☐ Yes  
☐ No  
☐ Subdivided

**\*Multi Parcel ID YN**

- ☐ Yes  
☐ No

## Business Name

**\* Building Use**

- ☐ Automotive  
☐ Bar/Taverns  
☐ Beauty/Barber  
☐ Building Services  
☐ Church  
☐ Designated Historical Bldg.  
☐ Food Service  
☐ Historical District  
☐ Hotel/Motel  
☐ Industrial  
☐ Laundromat  
☐ Medical  
☐ Office  
☐ Office/Warehouse  
☐ Restaurant  
☐ Retail  
☐ Schools  
☐ Storage Warehouse  
☐ Wholesale  
☐ Other

## Low List Price



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**Location Information**

<b>* Street/Box Number</b>	Street Dir	<b>* Street Name</b>	Street/Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Unit #	<b>* State</b>	<b>* County/Parish</b>	<b>* City</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>* Zip Code</b>	Zip + 4	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lot	Tax Block	Additn'l Legal Desc
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lake Name

Planned Development

**\* Subdivision**



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## Commercial Lease Input Form

### Features Info

#### Property Association Fee Type

- ☐ Assoc. Dues Mandatory  
☐ Association Dues Optional  
☐ Parking Fees

#### Freight Doors

- ☐ Dock/Grade  
☐ Dock/High  
☐ Grade Level  
☐ Grade/Rail  
☐ Loading Dock  
☐ Pit Dock  
☐ Rail  
☐ Ramp Dock  
☐ Slip  
☐ Other  
☐ No Dock

#### \* Roof

- ☐ Asphalt  
☐ Built-Up  
☐ Composition  
☐ Concrete  
☐ Fiber Cement  
☐ Fiberglass  
☐ Flat  
☐ Metal  
☐ Mixed  
☐ Shake  
☐ Shingle  
☐ Slate  
☐ Spanish Tile  
☐ Synthetic  
☐ Tar/Gravel  
☐ Tile  
☐ Wood  
☐ Other

#### Security Features

- ☐ Burglar  
☐ Carbon Monoxide Detector(s)  
☐ Fire Alarm  
☐ Fire Sprinkler System  
☐ Firewall(s)  
☐ Gated Community  
☐ Key Card Entry  
☐ Prewired  
☐ Security Gate  
☐ Security Guard  
☐ Security Lights  
☐ Security Service  
☐ Security System  
☐ Security System Leased  
☐ Security System Owned  
☐ Smoke Detector(s)  
☐ Unknown  
☐ Wireless  
☐ Other

#### Owner Pays

- ☐ All Utilities  
☐ Association Fees  
☐ Cable TV  
☐ Common Area Maintenance  
☐ Electricity  
☐ Exterior Maintenance  
☐ Gas  
☐ Grounds Care  
☐ Insurance  
☐ Management  
☐ Parking Fee  
☐ Pest Control  
☐ Pool Maintenance  
☐ Roof Maintenance  
☐ Security  
☐ Sewer  
☐ Taxes  
☐ Trash Collection  
☐ Water  
☐ Other  
☐ None

#### Walls

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

#### \* Flooring

- ☐ Adobe  
☐ Bamboo  
☐ Brick  
☐ Brick/Adobe  
☐ Carpet  
☐ Ceramic Tile  
☐ Clay  
☐ Combination  
☐ Concrete  
☐ Cork  
☐ Dirt  
☐ Granite  
☐ Hardwood  
☐ Laminate  
☐ Linoleum  
☐ Luxury Vinyl Plank  
☐ Marble  
☐ Painted/Stained  
☐ Parquet  
☐ Pavers  
☐ Reclaimed Wood  
☐ See Remarks  
☐ Simulated Wood  
☐ Slate

#### ☐ Softwood

- ☐ Stamped  
☐ Stone  
☐ Sustainable  
☐ Terrazzo  
☐ Tile  
☐ Travertine Stone  
☐ Varies  
☐ Vinyl  
☐ Wood  
☐ Wood Under Carpet  
☐ FSC or SFI Certified Source Hardwood  
☐ FloorScore(r) Certified Flooring  
☐ CRI Green Label Plus Certified Carpet  
☐ Other  
☐ None

#### \* Ceiling Height

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

#### \* Tenant Pays

- ☐ All Utilities  
☐ Association Fees  
☐ Cable TV  
☐ Common Area Maintenance  
☐ Electricity  
☐ Exterior Maintenance  
☐ Gas  
☐ Grounds Care  
☐ Insurance  
☐ Janitorial Service  
☐ Management  
☐ Parking Fee  
☐ Pest Control  
☐ Pool Maintenance  
☐ Repairs  
☐ Roof  
☐ Security  
☐ Sewer  
☐ Taxes  
☐ Trash Collection  
☐ Water  
☐ Other  
☐ None

#### Topography

Characters Remaining: 75



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### Features Info

#### \* Foundation

- ☐ Block
- ☐ Bois D'Arc Post
- ☐ Brick/Mortar
- ☐ Combination
- ☐ Concrete Perimeter
- ☐ Pillar/Post/Pier
- ☐ Slab
- ☐ Stone
- ☐ Other
- ☐ None

#### \* Accessibility Features YN

- ☐ Yes
- ☐ No

#### Accessibility Features

- ☐ Approach with Ramp
- ☐ Accessible Bath - Full
- ☐ Accessible Bath - Half+Hall
- ☐ Accessible Bedroom
- ☐ Accessible Doors
- ☐ Elec. & Env. Controls
- ☐ Accessible Elevator Installed
- ☐ Accessible Entrance
- ☐ Hearing-Impairment
- ☐ Accessible Grip
- ☐ Accessible Hallway(s)
- ☐ Accessible Kitchen
- ☐ Customized Wheelchair Access
- ☐ Meet ADA Requirements
- ☐ Smart Technology
- ☐ Stair Lift

#### \* Parking Feature

- ☐ Garage Double Door
- ☐ Garage Single Door
- ☐ Additional Parking
- ☐ Aggregate
- ☐ Alley Access
- ☐ Asphalt
- ☐ Assigned
- ☐ Attached Carport
- ☐ Basement
- ☐ Boat
- ☐ Carport
- ☐ Circular Driveway
- ☐ Common
- ☐ Community Structure
- ☐ Concrete
- ☐ Converted Garage
- ☐ Covered
- ☐ Deck
- ☐ Deeded
- ☐ Detached Carport
- ☐ Direct Access

- ☐ Drive Through
- ☐ Driveway
- ☐ Electric Gate
- ☐ Elec Vehicle Charging Station(s)
- ☐ Enclosed
- ☐ Epoxy Flooring
- ☐ Garage
- ☐ Garage Door Opener
- ☐ Garage Faces Front
- ☐ Garage Faces Rear
- ☐ Garage Faces Side
- ☐ Gated
- ☐ Golf Cart Garage
- ☐ Gravel
- ☐ Guest
- ☐ Heated Garage
- ☐ Inside Entrance
- ☐ Kitchen Level
- ☐ Leased
- ☐ Lighted
- ☐ No Garage
- ☐ Off Site
- ☐ Off Street
- ☐ On Site
- ☐ On Street
- ☐ Open
- ☐ Outside
- ☐ Oversized
- ☐ Parking Lot
- ☐ Parking Pad
- ☐ Paved
- ☐ Paver Block
- ☐ Permit Required
- ☐ Private
- ☐ RV Access/Parking
- ☐ RV Carport
- ☐ RV Garage
- ☐ RV Gated
- ☐ Secured
- ☐ See Remarks
- ☐ Shared Driveway
- ☐ Side By Side
- ☐ Storage
- ☐ Tandem
- ☐ Unassigned
- ☐ Underground
- ☐ Unpaved
- ☐ Valet
- ☐ Varies by Unit
- ☐ Workshop in Garage
- ☐ Other
- ☐ None

#### Road Frontage Desc

- ☐ City Street
- ☐ County Road
- ☐ Curbs/Gutters
- ☐ Easement
- ☐ FM Road
- ☐ Highway
- ☐ Interstate
- ☐ Private Road
- ☐ Sidewalk
- ☐ State Road
- ☐ Storm Sewer
- ☐ Other
- ☐ None

#### Special Notes

- ☐ Aerial Photo
- ☐ Affordable Housing
- ☐ Age-Restricted
- ☐ Agent Related to Owner
- ☐ Build to Suit
- ☐ Deed Restrictions
- ☐ Deep Hole Test
- ☐ Environ. Study Complete
- ☐ Feasibility Study Available
- ☐ Flood Plain
- ☐ Flowage Easement
- ☐ Highline
- ☐ Historical
- ☐ HUD
- ☐ Inland/Wetland Restrictions
- ☐ Meets ADA Guidelines
- ☐ Owner/Agent
- ☐ Perc Test
- ☐ Phase I Complete
- ☐ Phase II Complete
- ☐ Pipeline
- ☐ Res. Service Contract
- ☐ Right of First Refusal
- ☐ Section 8 Qualified
- ☐ Special Assessments
- ☐ Special Contracts/Provisions
- ☐ Survey Available
- ☐ Utility Easement
- ☐ Verify Flood Insurance
- ☐ Verify Rollback Tax
- ☐ Verify Tax Exemptions
- ☐ Other



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## Commercial Lease Input Form

### Lot Info

#### \* Lot Size Area

#### Lot Dimensions

#### \* Lot Size (Acreage)

- ☐ < .5 Acre (not Zero)  
☐ .5 to < 1 Acre  
☐ 1 to < 3 Acres  
☐ 3 to < 5 Acres  
☐ 5 to < 10 Acres  
☐ 10 to < 50 Acres  
☐ 50 to = < 100 Acres  
☐ Over 100 Acres  
☐ Condo/Townhome Lot  
☐ Zero Lot

#### \* Lot Size Unit

- ☐ Acres  
☐ Square Feet

#### Lot Size Source

- ☐ Appraiser  
☐ Assessor  
☐ Builder  
☐ Estimated  
☐ Owner  
☐ Plans  
☐ Public Records  
☐ See Remarks  
☐ Other

#### Lot Features

- ☐ Acreage  
☐ Adjacent to Greenbelt  
☐ Agricultural  
☐ Airstrip  
☐ Bayou  
☐ Bottom  
☐ Brush  
☐ Cleared  
☐ Corner Lot  
☐ Cul-De-Sac  
☐ Few Trees  
☐ Flag Lot  
☐ Greenbelt  
☐ Gullies  
☐ Hilly  
☐ Interior Lot  
☐ Irregular Lot  
☐ Landscaped  
☐ Leasehold  
☐ Level  
☐ Lrg. Backyard Grass  
☐ Many Trees  
☐ Cedar  
☐ Mesquite  
☐ Oak  
☐ Pine  
☐ Shinnery  
☐ Need Fill  
☐ No Backyard Grass  
☐ On Golf Course  
☐ Other  
☐ Park View  
☐ Pasture  
☐ Rock Outcropping  
☐ Rolling Slope  
☐ Rugged  
☐ Sloped  
☐ Sprinkler System  
☐ Steep Slope  
☐ Subdivision  
☐ Swamp  
☐ Tank/Pond  
☐ Taxi-way  
☐ Undivided  
☐ Varied  
☐ Water/Lake View  
☐ Waterfront  
☐ Zero Lot Line

#### Lake Pump YN

- ☐ Yes  
☐ No

#### Platted Waterfront Boundary

#### Dock Permitted YN

- ☐ Yes  
☐ No

#### Waterfront YN

- ☐ Yes  
☐ No

#### Waterfront Features

- ☐ Canal (Man Made)  
☐ Creek  
☐ Dock - Covered  
☐ Dock - Enclosed  
☐ Dock - Uncovered  
☐ Lake Front  
☐ Lake Front - Common Area  
☐ Lake Front - Corps of Engineers  
☐ Lake Front - Main Body  
☐ Leasehold  
☐ Personal Watercraft Lift  
☐ Retaining Wall - Concrete  
☐ Retaining Wall - Other  
☐ Retaining Wall - Steel  
☐ Retaining Wall - Wood  
☐ River Front  
☐ Water Board Authority-HOA  
☐ Water Board Authority-Private  
☐ Beach Front



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## Commercial Lease Input Form

### Utility Info

#### \* Street/Utilities

- ☐ Aerobic Septic
- ☐ All Weather Road
- ☐ Alley
- ☐ Asphalt
- ☐ Cable Available
- ☐ City Sewer
- ☐ City Water
- ☐ Co-op Electric
- ☐ Co-op Membership Included
- ☐ Co-op Water
- ☐ Community Mailbox
- ☐ Concrete
- ☐ Curbs
- ☐ Dirt
- ☐ Electricity Available
- ☐ Electricity Connected
- ☐ Electricity Not Available
- ☐ Gravel/Rock
- ☐ Individual Gas Meter
- ☐ Individual Water Meter
- ☐ Master Gas Meter
- ☐ Master Water Meter
- ☐ MUD Sewer
- ☐ MUD Water
- ☐ Natural Gas Available
- ☐ Outside City Limits
- ☐ Overhead Utilities
- ☐ Phone Available
- ☐ Private Road
- ☐ Private Sewer
- ☐ Private Water
- ☐ Propane
- ☐ Rural Water District
- ☐ See Remarks
- ☐ Septic
- ☐ Sewer Available
- ☐ Sewer Not Available
- ☐ Sewer Tap Fee Paid
- ☐ Sidewalk
- ☐ Underground Utilities
- ☐ Unincorporated
- ☐ Water Tap Fee Paid
- ☐ Well
- ☐ No City Services
- ☐ No Sewer
- ☐ No Water
- ☐ Other
- ☐ None

#### \* Heating

- ☐ Active Solar
- ☐ Central
- ☐ Electric
- ☐ ENERGY STAR Equipment
- ☐ ENERGY STAR Installation
- ☐ Fireplace Insert
- ☐ Fireplace(s)
- ☐ Floor Furnace
- ☐ Gas Jets
- ☐ Geothermal
- ☐ Heat Pump
- ☐ Humidity Control
- ☐ Natural Gas
- ☐ Oil
- ☐ Passive Solar
- ☐ Pellet Stove
- ☐ Propane
- ☐ Solar
- ☐ Space Heater
- ☐ Wall Furnace
- ☐ Wood Stove
- ☐ Zoned
- ☐ Other
- ☐ None
- ☐ Radiant Heat Floors

#### \* Cooling

- ☐ Attic Fan
- ☐ Ceiling Fan(s)
- ☐ Central Air
- ☐ Electric
- ☐ ENERGY STAR Qualified Equipment
- ☐ Evaporative Cooling
- ☐ Gas
- ☐ Geothermal
- ☐ Heat Pump
- ☐ Humidity Control
- ☐ Multi Units
- ☐ Roof Turbine(s)
- ☐ Wall Unit(s)
- ☐ Wall/Window Unit(s)
- ☐ Window Unit(s)
- ☐ Zoned
- ☐ Other
- ☐ None

#### \* MUD District YN

- ☐ Yes
- ☐ No



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**Commercial Lease Input Form****Environment Info**

## Green Sustainability

- ☐ Conserving Methods
- ☐ Onsite Recycling Center
- ☐ Recyclable Materials
- ☐ Recycled Materials
- ☐ Regionally-Sourced Materials
- ☐ Renewable Materials
- ☐ Salvaged Materials

## Indoor Air Quality

- ☐ Integrated Pest Management
- ☐ Moisture Control
- ☐ Ventilation

## Building Verification

- ☐ Certified Passive House
- ☐ ENERGY STAR Certified Homes
- ☐ EnerPHit
- ☐ Green Built N. TX
- ☐ HERS Index Score
- ☐ Home Energy Score
- ☐ Home Energy Upgrade Cert of Energy Efficiency Improvements
- ☐ Home Energy Upgrade Cert of Energy Efficiency Performance
- ☐ Home Performance with ENERGY STAR
- ☐ Indoor airPLUS
- ☐ LEED For Homes
- ☐ Living Building Challenge
- ☐ NGBP - National Green
- ☐ NGBS New Construction
- ☐ NGBS Small Projects Remodel
- ☐ NGBS Whole - Home Remodel
- ☐ PHIUS+
- ☐ WaterSense
- ☐ Zero Energy Ready Home
- ☐ Pearl Certification

## Green Verification URL

## Green Energy Generation

- ☐ Hydro Power
- ☐ Solar
- ☐ Wind
- ☐ Assumable
- ☐ Leased
- ☐ Owned

## Green Energy Features

- ☐ 12 inch+ Attic Insulation
- ☐ Appliances
- ☐ Construction
- ☐ Doors
- ☐ Drought Tolerant Plants
- ☐ Energy Recovery Ventilator
- ☐ Enhanced Air Filtration
- ☐ ET Irrigation Control
- ☐ Exposure/Shade
- ☐ Geo-thermal HVAC
- ☐ HVAC
- ☐ Incentives
- ☐ Insulation
- ☐ Lighting
- ☐ Low Flow Commode
- ☐ Mechanical Fresh Air
- ☐ Rain / Freeze Sensors
- ☐ Rain Water Catchment
- ☐ Roof
- ☐ Solar Electric System
- ☐ Solar Electric System - Leased
- ☐ Solar Electric System - Owned
- ☐ Solar Hot Water
- ☐ Thermostat
- ☐ Waterheater
- ☐ Windows

## Status

- ☐ Complete
- ☐ In Process

## Metric

## Year

## Rating

## Green Water Features

- ☐ Efficient Hot Water Distribution
- ☐ Gray Water System
- ☐ Green Infrastructure
- ☐ Low-Flow Fixtures
- ☐ Water Recycling
- ☐ Water-Smart Landscaping

## Green Landscaping

- ☐ Native Landscape
- ☐ Non-Toxic Fertilizer Pesticides
- ☐ Rain water Harvesting
- ☐ Veg. (Productive) Garden

## Source

- ☐ Administrator
- ☐ Assessor
- ☐ Builder
- ☐ Contractor or Installer
- ☐ Owner
- ☐ Program Sponsor
- ☐ Program Verifier
- ☐ Public Records
- ☐ See Remarks
- ☐ Other

## Version

## Walk Score

## Body





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Also includes input fields for Condominium and Townhouse Categories on last few pages  
 INFORMATION DEEMED RELIABLE BUT NOT GUARANTEED  
 Fields **REQUIRED** for Active status denoted in **BOLD WITH (\*)**.  
*Italicized fields will be auto-filled from public records, if available.*

## Commercial Lease Input Form

### Lease Info

#### \* Possession

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

#### Lease Term

- ☐ Month To Month  
☐ 2-3 Years  
☐ 6 Months  
☐ 12 Months  
☐ Weekly  
☐ Negotiable  
☐ Renewal Option  
☐ Short Term Lease  
☐ Other  
☐ None

Min Lease Rate (SF/MO)

Max Lease Rate (SF/MO)

#### \* Annual Gross Income

#### \* Annual Net Income

Lease Term Description

#### \* Leasable SqFt

Average Monthly Lease

#### \* Annual Gross Expense

Annual Insurance Expenses

# of Leasable Spaces

# of Spaces Leased

#### Total Annual Expenses Include

- ☐ Accounting  
☐ Capital Improvements  
☐ Gardener  
☐ Insurance  
☐ Legal  
☐ Licenses  
☐ Maintenance  
☐ Maintenance Grounds  
☐ Maintenance Structure  
☐ Manager  
☐ Mortgage/Loans  
☐ New Tax  
☐ Parking  
☐ Payroll  
☐ Pest Control  
☐ Pool/Spa  
☐ Professional Management  
☐ Security  
☐ Staff  
☐ Supplies  
☐ Trash  
☐ Utilities  
☐ Vacancy Allowance  
☐ Water/Sewer  
☐ Other

Lease Expiration Date

Occupancy Rate



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**Commercial Lease Input Form****Agent, Office and Compensation****\* Agent ID**

Agent Name and Information

Office Name and Information

List Team ID

Team ID

Team Leader

Co List Agent ID

Co Agent Name and Information

Co Office Name and Information

**\* Supervisor ID**

Supervisor Name and Information

MLSID:

Name:

Phone:

License:

**\* Buyer Agency Commission****\* SubAgency Commission**

Buyer Agency Type (% or \$)

☐ \$☐ %☐ Other☐ See Remarks

Buyer Agency Type (% or \$)

☐ \$☐ %☐ Other☐ See Remarks**\* Dual Variable Fee**☐ Yes☐ No

List Agent Texting Allowed

☐ Yes☐ No

Co List Agent Texting Allowed

☐ Yes☐ No**Attribution Contact**

Office Default

Listing Contact

Listing Override



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**Commercial Lease Input Form****Showing Info**

## Consent for Visitors to Record

- ☐ Audio  
☐ Video  
☐ None

## Notice Surveillance Devices Present

- ☐ Audio  
☐ Video  
☐ None

**\* Lockbox Type**

- ☐ Blue BT LE  
☐ Blue iBox  
☐ Call Listing Office  
☐ Call Seller Direct  
☐ Combo  
☐ SentiLock  
☐ Supra  
☐ See Remarks  
☐ Other  
☐ None

## Occupant Type

- ☐ Owner  
☐ Tenant  
☐ Vacant

## Occupant Name

## Occupant Phone

**\* Lock Box Serial Number**

## Occupant Alternate Phone

## Lock Box Location

## Access/Gate Code

**Showing Requirements**

- ☐ 24 Hour Notice  
☐ Appointment Only  
☐ Call-Key Box  
☐ Combination Lock Box  
☐ Courtesy Call (Apps Svc Only)  
☐ Day Sleeper  
☐ Email Listing Agent  
☐ Go (Appt Svc Only)  
☐ Go-Key Box  
☐ Go Show - No Appt. Needed  
☐ Key In Office  
☐ Occupied  
☐ Pet(s) on Premises  
☐ Restricted Hours  
☐ Security System  
☐ Showing Service  
☐ Special  
☐ To Be Built  
☐ Under Construction  
☐ Virtual Showing- Call Agent  
☐ See Remarks  
☐ No Lock Box  
☐ No Sign

## Showing Attended YN

- ☐ Yes  
☐ No

**\* Owner Name****Office(s) Showing Service****\* Showing Service(s)**

- ☐ ShowingTime  
☐ BrokerBay  
☐ None

## Showing Contact Type

- ☐ Showing Service  
☐ Agent  
☐ Builder  
☐ Occupant  
☐ Office  
☐ Other  
☐ Owner  
☐ Property Manager

## Showing Contact Phone

## Showing Contact Phone Ext

## Showing Instructions

Characters Remaining: 1000

## Showing Instructions Secured (Intra Office)

Characters Remaining: 255



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**Commercial Lease Input Form****Remarks**

Listings will appear on

- ☐ Homes.com
- ☐ Members IDX Websites
- ☐ NTREIS Translator
- ☐ Realtor.com
- ☐ Realtors Property Resource
- ☐ Syndicate Listing

**Allow Address Display**

- ☐ Yes
- ☐ No

**Allow AVM**

- ☐ Yes
- ☐ No

**Allow Comments/Reviews**

- ☐ Yes
- ☐ No

**Allow Internet Display**

- ☐ Yes
- ☐ No

**Public Driving Directions**

Characters Remaining: 300

**Property Description**

Characters Remaining: 1000

**Excludes**

Characters Remaining: 150

**Private Remarks**

Characters Remaining: 1000

**Intra Office Remarks**

Characters Remaining: 225



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**Commercial Lease Input Form**

Owner(s) have examined the information contained in this profile sheet and warrant that 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 \_\_\_\_\_