



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 (*)**.
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Commercial Sale Input Form

Property Information

* Property Sub Type

- ☐ Business
- ☐ Hotel/Motel
- ☐ Industrial
- ☐ Office
- ☐ Retail
- ☐ Unimproved Land
- ☐ 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

* # Units

* Stories Total

Floor Location

Building Number

* Multiple Zoning

- ☐ Yes
- ☐ No

* Zoning

Characters Remaining: 225



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Property Information

*** Building Area Total (SqFt)**

*** Building Area (SqFt) Source**

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

*** Will Subdivide YN**

- ☐ Yes
☐ No
☐ Subdivided

Business Name

Adult Community YN

- ☐ Yes
☐ No

*** Construction Status**

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

*** Construction Material**

- ☐ Aluminum Siding
☐ Block
☐ Board & Batten Siding
☐ Brick
☐ Cedar
☐ Concrete
☐ Fiber Cement
☐ Fiberglass Siding
☐ Frame
☐ Log
☐ Metal Siding
☐ Plaster
☐ Radiant Barrier
☐ Rock/Stone
☐ Siding
☐ Steel Siding
☐ Stone Veneer
☐ Stucco
☐ Tilt Wall

- ☐ Unknown
☐ Vinyl Siding
☐ Wood
☐ See Remarks
☐ Other

*** 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

*** List Price**

*** List Date**

*** Expire Date**

*** Year Built**

Year Built Source

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

*** Year Built Details**

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

*** Parcel ID**

Additional Parcel ID

*** Multi Parcel ID YN**

- ☐ Yes
☐ No

*** Gross SqFt**



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Commercial Sale Input Form**Location Information**

*Street/Box Number	Street Dir	* Street Name	Street Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Dir/Suffix	Unit #	* State	*County/Parish
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* City	* Zip	Zip + 4	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lot	Tax Block	* Subdivision	Lake Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Planned Development

Additn'l Legal Desc.



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Commercial Sale 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

Construction 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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Commercial Sale Input Form

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 Features

- ☐ 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 Sale 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

- ☐ 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

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

Lot Features

- ☐ Acreage
☐ Adjacent to Greenbelt
☐ Agricultural
☐ Airstrip
☐ Bayou
☐ Bottom
☐ Brush
☐ Cleared
☐ Corner Lot
☐ Cul-De-Sac
☐ Few Trees
☐ Flag Lot
☐ Greenbelt
☐ Gullies

Lake Pump YN

- ☐ Yes
☐ No

Platted Waterfront Boundary

Dock Permitted YN

- ☐ Yes
☐ No



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Commercial Sale 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

Special Taxing Authority YN

- ☐ Yes
- ☐ No



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Commercial Sale 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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Financial Info

Listing Terms (Proposed Financing)

- ☐ 1031 Exchange
- ☐ All Incl Trust Deed
- ☐ Assumable
- ☐ Cash
- ☐ Contact Agent
- ☐ Contract
- ☐ Conventional
- ☐ Convl Assumable
- ☐ Escalating
- ☐ Existing Bonds
- ☐ Federal Land Bank
- ☐ FHA
- ☐ FHA Assumable
- ☐ FHA-203K
- ☐ Fixed
- ☐ FMHA
- ☐ Land Use Fee
- ☐ Lease Back
- ☐ Lease Option
- ☐ Lease Purchase
- ☐ Lien Release
- ☐ Not Assumable
- ☐ Owner Carry 2nd
- ☐ Owner Will Carry
- ☐ Priv Financing Avail
- ☐ Relo Property
- ☐ Seller Equity Share
- ☐ Special Funding
- ☐ Submit
- ☐ Texas Vet
- ☐ Trade
- ☐ Trust Conveyance
- ☐ Trust Deed
- ☐ TX VET Assumable
- ☐ USDA Loan
- ☐ VA Assumable
- ☐ VA Loan
- ☐ VA Reinstmt Reqd
- ☐ Other

* Annual Gross Income

* Annual Net Income

* Annual Gross Expense

Annual Insurance Expenses

Unexempt Taxes

* Possession

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

Operating 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

* Loan Type

- ☐ Assumable Non Qualifying
- ☐ Assumable Qualifying
- ☐ Treat As Clear

Payment Type

- ☐ Principal & Interest
- ☐ Principal, Int & Ins.
- ☐ Principal, Int. & Taxes
- ☐ Principal, Int. Taxes & Ins.
- ☐ Other

Payment

Loan Balance

Title Company-Preferred

Title Company Location

Title Company Phone

Loan Interest Rate

Orig Mortgage Date

Second Mortgage YN

- ☐ Yes
- ☐ No

Lender Name

Appraiser's Name



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Commercial Sale Input Form

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.

Lease Info

Min Lease Rate (SF/MO)	* Leasable SqFt	# of Leasable Spaces	Lease Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Max Lease Rate (SF/MO)	Average Monthly Lease	# of Spaces Leased	Occupancy Rate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Lease Term Description

Characters Remaining: 75



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Commercial Sale 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**

Buyer Agency Type (% or \$)

- ☐ \$
☐ %
☐ Other
☐ See Remarks

*** Dual Variable Fee**

- ☐ Yes
☐ No

*** SubAgency Commission**

Buyer Agency Type (% or \$)

- ☐ \$
☐ %
☐ Other
☐ See Remarks

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 Sale Input Form**Showing Info***** Special Listing Conditions**

- ☐ Builder
- ☐ Standard/Individual
- ☐ Real Estate (Bank) Owned
- ☐ Bankruptcy Property
- ☐ HUD Owned
- ☐ In Foreclosure
- ☐ Notice Of Default
- ☐ Probate Listing
- ☐ Short Sale
- ☐ Third Party Approval

*** Lockbox Type**

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

*** Lock Box Serial Number**

Lock Box Location

Access/Gate Code

Consent for Visitors to Record

- ☐ Audio
- ☐ Video
- ☐ None

Occupant Type

- ☐ Owner
- ☐ Tenant
- ☐ Vacant

Occupant Name

Occupant Phone

Occupant Alternate Phone

Notice Surveillance Devices Present

- ☐ Audio
- ☐ Video
- ☐ None

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 Sale 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 Sale 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 _____