*Note: Fields Marked With * Are Required*

Location Information

*County**	*Compass Pt*

*Area**	*City**	☐ East ☐ North
*Street #**	Unit # Folio #	☐ Northeast ☐ Northwest
*Street Name**		☐ South ☐ Southeast
Legal		☐ Southwest ☐ West

Zoning	*Geographical Area**	*State**	*Zip**	*Zip+4*

Section		Municip Code
Township/Range		Parcel #
Subdivision#		
Building Name/Number	Map Coordinates* Latitude	Longitude

Required

Leasable (Unit) SqFt	**Type*** *(1 Only)*	☐ Hotel	☐ Restaurant/Entertainment
	☐ Commercial	☐ Income/Multi-Family	☐ Retail
	☐ Executive Suite Complex	☐ Lease	☐ Special Purpose
Building Area Total	☐ Flex Space	☐ Mixed Use	☐ Industrial

Lot Square Footage	Photo Instructions	List Price*
	☐ Realtor to Upload Images 1-35	

Approx Lot Size*	**Owner Agent***	# Acres
	☐ Yes ☐ No	

Type of Building* *(Max 2)*

☐ Apartments	☐ Adult Congregate	☐ Assisted Living Facility	☐ Anchored Center
☐ Church	☐ Automotive	☐ Building Service	☐ Building Trades
☐ Daycare	☐ Condominium	☐ Consumer Service	☐ Convenience Store
☐ Commercial/Residential Income	☐ Dock Height Building	☐ Free Standing	☐ Hotel/Motel
☐ Light Manufacturing	☐ Industrial	☐ Mall Enclosed	☐ Heavy Manufacturing
☐ Mobile/Rv Parks	☐ Marina	☐ Medical Office	☐ Mini Warehouse
☐ Office/Warehouse Combination	☐ Non-Profit	☐ Unimproved Interior	☐ Wholesale
☐ Residential-Multi-Family	☐ Office Space	☐ Other Type	☐ Professional
☐ School	☐ Residential-Single Family	☐ Restaurant/Bar	☐ Retail Space
☐ Store/Warehouse Combination	☐ Shopping Center	☐ Showroom	☐ Special Purpose
	☐ Strip Store	☐ Tavern/Bar	☐ Warehouse Space

Agent & Office Information

List Agent MLS ID*	**Agent Name***
Office Name*	**Office MLS ID***
List Agent Direct Work Phone	**Office Phone***
Office Fax	List Agent Alt Phone
Agent Email*	
Co-Agent MLS ID	Co-Agent Name
Co-Office Name	Co-Office MLS ID
Co-Agent Phone	Co-Office Phone
	Co-Office Fax
Co-List Agent Email	

*Note: Fields Marked With * Are Required*

Compensation and Misc Information

IDX ☐ Yes ☐ No	**Internet*** ☐ Yes ☐ No	**AVM*** ☐ Yes ☐ No	**Blogging*** ☐ Yes ☐ No

Address on Internet* ☐ Yes ☐ No	**List Date***	**Expiration Date***	**Variable/Dual Rate *** ☐ Yes ☐ No

Listing Type* (1 Only)
☐ Exclusive Agency ☐ Exclusive Right ☐ Limited Representation
☐ Exclusive With Exceptions ☐ Exclusive Variable ☐ Limited Service

Compensation Trans Broker*	**Compensation Buyers Agent***	**Compensation Non-Rep***

General Information

REO ☐ Yes ☐ No	Range Price ☐ Yes

$ Per Unit (*Req if Style=Hotel or Income)	**Property Description** (*Req if Style=Industrial, Mixed Use, Commercial, Special Purpose)	*Year Built*
# Units (*Req if Style=Hotel or Income)		

# Stories	**County Land Use Code**	**# Buildings** (*Req if Style=Hotel or Income)

Style *(1 Only)*
☐ Commercial Lease   ☐ Industrial
☐ Hotel Non-Waterfront   ☐ Income Non-Waterfront
☐ Hotel Waterfront   ☐ Mixed Use
☐ Industrial Lease   ☐ Commercial Office
☐ Income Waterfront   ☐ Commercial Retail
☐ Special Purpose

Property Condition *(1 Only)*
☐ Resale   ☐ Pre-Construction
☐ Under Construction   ☐ New Construction
☐ Unknown

# Floors	**# Offices**

# Bays	**# Loading Doors**

Location of Property *(Max 4)*
☐ Anchored Center   ☐ Corner Lot   ☐ Inside Location   ☐ Other Location
☐ Central Business District   ☐ Industrial Park   ☐ Inside Lot   ☐ Out Parcel
☐ Commercial Park   ☐ Location In A Flood Zone   ☐ Near Airport   ☐ In Residential Area
☐ Corner Unit   ☐ Industrial Park   ☐ Near Seaport   ☐ Shopping Center

Construction Description (Max 4) (*Req if Style=Income Waterfront)
☐ Concrete Block Construction   ☐ Pre-Cast Concrete Construction
☐ Other Construction   ☐ Metal Construction

Roof Description (Max 3)
☐ Concrete Roof   ☐ Other Roof
☐ Metal Roof   ☐ Comp Shingle Roof
   ☐ Tile Roof

Waterfront YN (*Req if Style=Hotel or Income)
☐ Yes ☐ No

Flooring (Max 3)
☐ Tile Floors   ☐ Parquet Floors
☐ Vinyl Floors   ☐ Marble/Slate Floors
☐ Carpeted Floors   ☐ Terrazzo Floors
☐ Concrete Floors   ☐ Wood Floors

*Note: Fields Marked With * Are Required*

Electric Service (Max 4)
- ☐ 0-100 Amps
- ☐ 101-200 Amps
- ☐ 110 Volts Power
- ☐ Over 200 Amps
- ☐ 220 Volts Power
- ☐ 3 Phase Electric
- ☐ 440 Volts Power
- ☐ Other Electric
- ☐ Separate Meters

 # Parking Spaces

Parking Description (Max 3)
- ☐ Assigned Parking
- ☐ Common Parking
- ☐ Covered Parking
- ☐ Guest Parking
- ☐ None
- ☐ Valet Parking
- ☐ No Truck/Trailer
- ☐ Loading Spaces
- ☐ Free Parking
- ☐ Garage-Ground Level
- ☐ Garage-Under Building
- ☐ Handicap Parking
- ☐ Off Site Parking
- ☐ Other Parking
- ☐ Security
- ☐ Shared Parking
- ☐ Street Parking

Security (Max 3)
- ☐ Fenced
- ☐ Security Lighting
- ☐ Security Gate
- ☐ Security Guard
- ☐ Security System

Lot Frontage

Fire Protection (Max 3)
- ☐ No Fire Protection
- ☐ Other Fire Protection
- ☐ Smoke Alarm
- ☐ Smoke Detector
- ☐ Sprinklers

Lot Size Acres (1 Only)
- ☐ ¼+ To ½ Acre
- ☐ 2+ To 3 Acres
- ☐ 4+ To 5 Acres
- ☐ 1+ To 2 Acres
- ☐ ¼ Acre Or Less
- ☐ 3+ To 4 Acres
- ☐ 5+ To 10 Acres
- ☐ ½+ To ¾ Acre
- ☐ 10+ Acres
- ☐ ¾ To 1 Acre

Maximum Ceiling Height

Interior Ceiling Height

Door Height (1 Only)
- ☐ Door Ht 0-8'
- ☐ Door Ht 10-12'
- ☐ Door Ht 12+
- ☐ Door Ht 8-10'

Ceiling Height (Max 2)
- ☐ Exposed
- ☐ Other Ceiling
- ☐ Suspended/Acoustical

Occupancy %	# Meters (*Req if Style=Income)	# Tenants

Dock Height

Improvement Height (1 Only)
- ☐ 1 Story
- ☐ 2 Stories
- ☐ 3-5 Stories
- ☐ 6-9 Stories
- ☐ Other Improvement Height
- ☐ 10-25 Stories
- ☐ 26+ Stories

Remarks

Remarks - 800 characters maximum (including spaces and punctuation)

*Note: Fields Marked With * Are Required*

Directions - 255 characters maximum (including spaces and punctuation)

Broker Remarks - 765 characters maximum (including spaces and punctuation)

Supplement Remarks - 10000 characters maximum (including spaces and punctuation)

Additional Information

Unit # 1	Unit Type *(1 Only)(*Req if Style=Hotel)*	☐ One Bedroom Unit(s)	☐ Two Bedroom Unit(s)	#Units(*Req if Style=Hotel)
	☐ Three Bedroom Unit(s) ☐ Convention(s) ☐ Meeting Rooms	☐ Four Bedroom Unit(s) ☐ Efficiency(s) ☐ Shops	☐ Five Bedroom Unit(s) ☐ Hotel Room(s) ☐ Suites	# Baths

	Furnished	Rent A	Period *(1 Only)*	☐ Annual	☐ Seasonal
Unit # 1	☐ Yes			☐ Summer	☐ Winter
	☐ No	Rent B	Period *(1 Only)(*Req if Style=Hotel)*	☐ Annual	☐ Seasonal
				☐ Summer	☐ Winter

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*Note: Fields Marked With * Are Required*

Unit # 2

Unit Type *(1 Only)*(*Req if Style=Hotel)*
- ☐ One Bedroom Unit(s)
- ☐ Two Bedroom Unit(s)
- ☐ Three Bedroom Unit(s)
- ☐ Four Bedroom Unit(s)
- ☐ Five Bedroom Unit(s)
- ☐ Convention(s)
- ☐ Efficiency(s)
- ☐ Hotel Room(s)
- ☐ Meeting Rooms
- ☐ Shops
- ☐ Suites

 # Units (*Req if Style=Hotel)

 # Baths

Furnished
- ☐ Yes
- ☐ No

| Rent A | Period *(1 Only)* | ☐ Annual ☐ Seasonal ☐ Summer ☐ Winter |
| Rent B | Period *(1 Only)*(*Req if Style=Hotel) | ☐ Annual ☐ Seasonal ☐ Summer ☐ Winter |

Unit # 3

Unit Type *(1 Only)*(*Req if Style=Hotel)*
- ☐ One Bedroom Unit(s)
- ☐ Two Bedroom Unit(s)
- ☐ Three Bedroom Unit(s)
- ☐ Four Bedroom Unit(s)
- ☐ Five Bedroom Unit(s)
- ☐ Convention(s)
- ☐ Efficiency(s)
- ☐ Hotel Room(s)
- ☐ Meeting Rooms
- ☐ Shops
- ☐ Suites

 # Units (*Req if Style=Hotel)

 # Baths

Furnished
- ☐ Yes
- ☐ No

| Rent A | Period *(1 Only)* | ☐ Annual ☐ Seasonal ☐ Summer ☐ Winter |
| Rent B | Period *(1 Only)*(*Req if Style=Hotel) | ☐ Annual ☐ Seasonal ☐ Summer ☐ Winter |

Unit # 4

Unit Type *(1 Only)*(*Req if Style=Hotel)*
- ☐ One Bedroom Unit(s)
- ☐ Two Bedroom Unit(s)
- ☐ Three Bedroom Unit(s)
- ☐ Four Bedroom Unit(s)
- ☐ Five Bedroom Unit(s)
- ☐ Convention(s)
- ☐ Efficiency(s)
- ☐ Hotel Room(s)
- ☐ Meeting Rooms
- ☐ Shops
- ☐ Suites

 # Units (*Req if Style=Hotel)

 # Baths

Furnished
- ☐ Yes
- ☐ No

| Rent A | Period *(1 Only)* | ☐ Annual ☐ Seasonal ☐ Summer ☐ Winter |
| Rent B | Period *(1 Only)* (*Req if Style=Hotel) | ☐ Annual ☐ Seasonal ☐ Summer ☐ Winter |

Unit # 5

Unit Type *(1 Only)*(*Req if Style=Hotel)*
- ☐ One Bedroom Unit(s)
- ☐ Two Bedroom Unit(s)
- ☐ Three Bedroom Unit(s)
- ☐ Four Bedroom Unit(s)
- ☐ Five Bedroom Unit(s)
- ☐ Convention(s)
- ☐ Efficiency(s)
- ☐ Hotel Room(s)
- ☐ Meeting Rooms
- ☐ Shops
- ☐ Suites

 # Units (*Req if Style=Hotel)

 # Baths

Furnished
- ☐ Yes
- ☐ No

| Rent A | Period *(1 Only)* | ☐ Annual ☐ Seasonal ☐ Summer ☐ Winter |
| Rent B | Period *(1 Only)*(*Req if Style=Hotel) | ☐ Annual ☐ Seasonal ☐ Summer ☐ Winter |

Unit # 6

Unit Type *(1 Only)*(*Req if Style=Hotel)*
- ☐ One Bedroom Unit(s)
- ☐ Two Bedroom Unit(s)
- ☐ Three Bedroom Unit(s)
- ☐ Four Bedroom Unit(s)
- ☐ Five Bedroom Unit(s)
- ☐ Convention(s)
- ☐ Efficiency(s)
- ☐ Hotel Room(s)
- ☐ Meeting Rooms
- ☐ Shops
- ☐ Suites

 # Units (*Req if Style=Hotel)

 # Baths

Furnished
- ☐ Yes
- ☐ No

| Rent A | Period *(1 Only)* | ☐ Annual ☐ Seasonal ☐ Summer ☐ Winter |
| Rent B | Period *(1 Only)* (*Req if Style=Hotel) | ☐ Annual ☐ Seasonal ☐ Summer ☐ Winter |

Note: Fields Marked With * Are Required

Unit # 7

Unit Type (1 Only)(*Req if Style=Hotel)			# Units(*Req if Style=Hotel)
☐ One Bedroom Unit(s)	☐ Two Bedroom Unit(s)		
☐ Three Bedroom Unit(s)	☐ Four Bedroom Unit(s)	☐ Five Bedroom Unit(s)	
☐ Convention(s)	☐ Efficiency(s)	☐ Hotel Room(s)	# Baths
☐ Meeting Rooms	☐ Shops	☐ Suites	

Furnished	Rent A	Period (1 Only)	☐ Annual	☐ Seasonal
☐ Yes			☐ Summer	☐ Winter
☐ No	Rent B	Period (1 Only) (*Req if Style=Hotel)	☐ Annual	☐ Seasonal
			☐ Summer	☐ Winter

Tenant Pays *(Max 6)*
- ☐ A/C & Heating Maintenance
- ☐ Assessment Fees
- ☐ Exterior Electric
- ☐ Interior Electric
- ☐ Fire Liability Insurance
- ☐ Inside Insurance
- ☐ Outside Insurance
- ☐ Janitorial
- ☐ Lawn Care
- ☐ Management Fees
- ☐ Gas/Oil
- ☐ Exterior Maintenance
- ☐ Interior Maintenance
- ☐ Other Tenant Pays
- ☐ Real Estate Tax
- ☐ Sales Tax
- ☐ Sewer
- ☐ Signs
- ☐ Trash Removal
- ☐ Water
- ☐ Water Treatment

Road Frontage *(Max 2)*
- ☐ City
- ☐ Private
- ☐ County
- ☐ State
- ☐ Interstate
- ☐ U.S. Hwy

Rail Description *(Max 2)*
- ☐ Mainline
- ☐ Spur
- ☐ No Rail Service
- ☐ Siding

CAM Includes *(Max 6)*
- ☐ A/C & Heating Maintenance
- ☐ Interior Electric
- ☐ Inside Insurance
- ☐ Management Fees
- ☐ Other Tenant Pays
- ☐ Sewer
- ☐ Water Treatment
- ☐ Fire Liability Insurance
- ☐ Outside Insurance
- ☐ Exterior Maintenance
- ☐ Telephone
- ☐ Signs
- ☐ Assessment Fees
- ☐ Gas/Oil
- ☐ Janitorial
- ☐ Interior Maintenance
- ☐ Real Estate Tax
- ☐ Trash Removal
- ☐ Exterior Electric
- ☐ Grounds/Plants
- ☐ Lawn Care
- ☐ None
- ☐ Sales Tax
- ☐ Water

CAM Amount

Lease Term Info *(Max 4)*
- ☐ Annual Lease
- ☐ Gross Rent Shown
- ☐ Month To Month Lease
- ☐ Net Rent Shown
- ☐ 1 Year Only
- ☐ Options Available
- ☐ Lease Renewal
- ☐ Sub-Lease
- ☐ Triple Net Lease

Deposit Includes *(Max 3)*
- ☐ First Month Rent
- ☐ Last Month Rent
- ☐ Security Deposit

Miscellaneous Information (Max 8)
- ☐ Airport Access
- ☐ Awning/Hurricane Covers
- ☐ Balconies
- ☐ Coffee Shop
- ☐ Elevator
- ☐ Exterior Lighting
- ☐ Fenced Area
- ☐ Freight Elevator
- ☐ Natural Gas
- ☐ Handicap Accessible
- ☐ Inside Corridors
- ☐ Janitorial Service
- ☐ Kitchen Facilities
- ☐ Landscaped
- ☐ Lobby
- ☐ Meeting Rooms
- ☐ Manager On Premises
- ☐ Child Play Area
- ☐ Fitness Center
- ☐ Plumbed For Medical
- ☐ Private Restrooms
- ☐ Public Restrooms
- ☐ Rear Access
- ☐ Reception Area
- ☐ Restaurant

Utility Info

Heating Description (Max 4)
- ☐ Central Building A/C
- ☐ Central Individual A/C
- ☐ No Heat

Water Description (Max 3)
- ☐ Other
- ☐ Public Water
- ☐ Well Water

Cooling Description (Max 4)
- ☐ Central Individual A/C
- ☐ No Cooling
- ☐ Central Building A/C

Sewer Description (Max 3)
- ☐ Public Sanitation
- ☐ Other Sewer
- ☐ Septic Tank

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Commercial for Lease
Data Input Form

*Note: Fields Marked With * Are Required*

Financial/Office Information

Total Assessed Value	Assessor's Market Value	Service Expense
Expense Amount	Supplies Expense	Insurance Expense
Tax Amount	*Tax Year*	Real Estate Taxes

Source of Expenses (Max 4) ☐ Other Source of Expenses	☐ Owner Provided ☐ Accountant Provided	Loan Assumable (Y/N) ☐ Yes ☐ No

Possession Information (Max 3)   ☐ Negotiable   ☐ Subject To Lease   ☐ Post Closing
☐ Funding   ☐ Lease Back   ☐ Other   ☐ At Closing   ☐ Quick Closing

Auction (*All Fields Req If Auction=Yes)

Auction?* ☐ Yes ☐ No	Non Published Reserve ☐ Yes ☐ No	Online ☐ Yes ☐ No	Pre-Auction ☐ Yes ☐ No
Auction Date	Publish Reserve	Absolute ☐ Yes ☐ No	LP is the req'd dep to bid ☐ Yes ☐ No

Post Period	Contact Name
Live Date	Contact Phone

Miscellaneous Information

Owners Name	
Owners Number	Any Broker Advertise ☐ Yes ☐ No

Occupancy Information (1 Only)	☐ Call Listing Agent ☐ Tenant Occupied	☐ Owner Occupied ☐ Vacant

Showing Instructions (Max 3)

☐ 24 Hour Notice	☐ Call Listing Office	☐ Lockbox-No Appointment
☐ Alarm On	☐ Call List Agent For Owner Phone	☐ No Sign
☐ Appointment Only	☐ Elect Lockbox-Call List Agent	☐ Notify Guard
☐ See Broker Remarks	☐ Elect Lockbox-No Appointment	☐ Other Showing Instruction
☐ Call Listing Agent	☐ Elect Lockbox - Call Owner	☐ Pet On Premises
	☐ Lockbox-Call List Agent	☐ Showing Time

Virtual Tour/Web Link/Photos Information

Agent/Office Web Address (URL)
Virtual Tour, Unbranded
Virtual Tour, Branded

***See General Appendix for Additional Instructions and References.**

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