



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:**

☐ Exclusive Right to Lease

***Dual/ Variable Rate Commission:**

☐ Yes

☐ Exclusive Agency to Lease

☐ No

***Owner has a Reserved Prospect:**

☐ Yes

☐ No

Items Excluded From Listing (Limit 150 Characters): _____

Commission/Compensation

***Buyers Agent Comp. Type:**

*Buyers Agent Comp. Amount: _____

☐ Dollar Amount

☐ % of a Month's Rent

☐ % of Month's Rent for Each Year of the Lease

☐ % of the Gross Lease Value of the Lease's Entire Term

☐ % of the Gross Lease Value of the Lease's First Year

Buyer's Agent Lease Renewal Comp. (Limit 150 Characters): _____

Compensation Notes (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)

- ☐ Poss. Ability to Sublet ☐ Poss. First Right of Refusal ☐ Poss. Lease Purchase ☐ Poss. Opt. to Purchase ☐ Property is Also For Sale

***Landlord Requirements: (7 Max)**

- ☐ Credit Check ☐ Security Deposit ☐ Lease Restrictions ☐ Annual Increase ☐ Other
☐ References Required ☐ Lease Required ☐ Vacate Clause ☐ Net-Net-Net Clause ☐ N/A

Landlord Responsibilities: (13 Max)

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

***Tenant Responsibilities: (13 Max)**

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

- ☐ Frame ☐ Stone ☐ Block ☐ Masonry ☐ Steel
☐ Brick ☐ Aluminum ☐ Concrete ☐ Metal ☐ Other

Foundation Type: (2 max)

- ☐ Block ☐ Concrete ☐ Piling ☐ Stone ☐ None
☐ Brick ☐ Masonry ☐ Slab ☐ Wood

***Roof Information: (2 max)**

- ☐ Asphalt Shingle ☐ Shake ☐ Composition ☐ Flat ☐ Rubber ☐ Other
☐ Fiberglass Shingle ☐ Slate ☐ Concrete ☐ Membrane ☐ Tar/Gravel ☐ N/A
☐ Wood Shingle ☐ Built Up ☐ EPDM Synthetic Rubber ☐ Metal ☐ Tile

Exterior Features: (9 max)

- ☐ Awnings ☐ Doors - under 10 ft ☐ Lighting ☐ Door Sign ☐ Storage Building
☐ Doors - 10-15 ft ☐ Gutters ☐ Loading Dock/Grade ☐ Pole Sign ☐ Underground Sprinkler
☐ Doors - 16-20 ft ☐ Incinerator ☐ Loading Dock/Well ☐ Roof Sign ☐ Underground Utilities
☐ Doors - 20+ ft ☐ Levelers ☐ Outside Storage Area ☐ Sidewalk ☐ 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):

Additional Info/ ShowingTime (continued)

ShowingTime Showing Instructions (Limit 300 Characters):

***Directions** (Limit 255 Characters):

***LockBox Description (3 max):**

☐ SmartMLS Compatible Elec. ☐ Non Compatible Elec. ☐ ECAR-SentriLock ☐ Combo ☐ Call List Office ☐ None

* (If Applicable) LockBox Location: _____

***Sign YN:** ☐Yes ☐No **Occupied By:** ☐Owner ☐Tenant ☐Vacant ***Possession/Occupancy:**_____

***Owner Name:**_____ **Owner Phone:**(____)____-_____

*An Agent is an Owner YN: ☐Yes ☐No Bank Owned or Controlled (REO) YN: ☐Yes ☐No

Related MLS #: _____

Remarks

***Public Remarks** (Limit 1500 Characters):

Public Remarks Addendum (Limit 2400 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:** _____