



COMMERCIAL LEASE DATA INPUT FORM

\*Indicates a required field ++Indicates a conditional field P Indicates a private field

Gray number indicates maximum number of characters allowed for the field. Example: 23.  
Parenthetical number indicates maximum number of checkbox selections allowed. Example: (MAX 2).

ML#  
SYSTEM ASSIGNED

*PROPERTY TAX ID #1 23		PROPERTY TAX ID #2 23		PROPERTY TAX ID #3 23		*AREA 3	
ADDRESS						SUITE / UNIT 7	
NUMBER 6		DIR. 2		*STREET 20		SUFFIX 4 QUAD. 2	
*CITY 20			*ZIP 5 + 4 4		*COUNTY 10		
*PROPERTY TYPE (MAX 1) <div><div><input type="checkbox"/> Flex</div><div><input type="checkbox"/> Land/Yard</div><div><input type="checkbox"/> Retail</div><div><input type="checkbox"/> Industrial</div><div><input type="checkbox"/> Office</div><div><input type="checkbox"/> Other</div></div>					*ZONING 7		
*LEGAL 104							
*APPROXIMATE TOTAL AVAILABLE SQFT 7				*WILL DIVIDE? <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>		*MINIMUM DIVISIBLE SQFT 7	
*MAXIMUM CONTIGUOUS SQFT 7			*SQFT TYPE (MAX 1) <div><input type="checkbox"/> Rentable SQFT <input type="checkbox"/> Usable SQFT</div>			APPROXIMATE OFFICE SQFT 7	
APPROXIMATE WAREHOUSE SQFT 7			APPROXIMATE MANUFACTURING SQFT 7			APPROXIMATE RETAIL SQFT 7	
SQUARE FOOTAGE NOTE: TOTAL SQUARE FOOTAGE IS AS REPORTED BY THE SELLER'S BROKER. FOR SOURCE OF INFORMATION AND DESCRIPTION OF SQUARE FOOTAGE, CONTACT THE SELLER'S BROKER.							
*YEAR BUILT YYYY IF LND/YRD, NOT REQUIRED		PROPERTY CONDITION (MAX 1)		<div><input type="checkbox"/> Approximately <input type="checkbox"/> Build to Suit <input type="checkbox"/> Converted</div>		<div><input type="checkbox"/> Existing <input type="checkbox"/> New Construction <input type="checkbox"/> Proposed</div>	
						<div><input type="checkbox"/> Under Construction <input type="checkbox"/> Updated/Remodeled <input type="checkbox"/> Unknown</div>	
PARKING # OF SPACES 4		PARKING FEATURES (MAX 2) <div><div><input type="checkbox"/> Assigned</div><div><input type="checkbox"/> Covered</div><div><input type="checkbox"/> Leased</div></div> <div><div><input type="checkbox"/> On Site</div><div><input type="checkbox"/> On Street</div><div><input type="checkbox"/> Off Site</div></div> <div><div><input type="checkbox"/> Off Street</div><div><input type="checkbox"/> Paved</div><div><input type="checkbox"/> Secured</div></div> <div><div><input type="checkbox"/> None</div></div>					



ML# \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUILDING INFO.

**LOADING** (MAX 3)

- |   |  |  |                                |
|---|--|--|--------------------------------|
| <input type="checkbox"/> Conveyor System  | <input type="checkbox"/> Loading               | <input type="checkbox"/> Railroad Siding | <input type="checkbox"/> Wharf |
| <input type="checkbox"/> Crane            | <input type="checkbox"/> No Loading Facilities | <input type="checkbox"/> Railroad Spur   |                                |
| <input type="checkbox"/> Freight Elevator | <input type="checkbox"/> Railroad Main         | <input type="checkbox"/> Truck Dock      |                                |

**FEATURES** (MAX 6)

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Accessible Doors    | <input type="checkbox"/> Ground Level     | <input type="checkbox"/> Office             | <input type="checkbox"/> Recreation Facilities |
| <input type="checkbox"/> Accessible Entrance | <input type="checkbox"/> Inside Storage   | <input type="checkbox"/> One Level          | <input type="checkbox"/> Sign                  |
| <input type="checkbox"/> Accessible Hallway  | <input type="checkbox"/> Mezzanine        | <input type="checkbox"/> Outside Lighting   | <input type="checkbox"/> Sprinkler             |
| <input type="checkbox"/> Conforms to ADA     | <input type="checkbox"/> Minimal Steps    | <input type="checkbox"/> Outside Storage    | <input type="checkbox"/> Tenant Sign           |
| <input type="checkbox"/> Display Window      | <input type="checkbox"/> Monument Sign    | <input type="checkbox"/> Passenger Elevator | <input type="checkbox"/> Utilities Included    |
| <input type="checkbox"/> Fenced              | <input type="checkbox"/> Natural Lighting | <input type="checkbox"/> Ramp               |  |

NOTE: INFORMATION ON EXPENSES DEEMED RELIABLE AT TIME OF LISTING BUT NOT GUARANTEED.

LEASE INFORMATION

**PREFERRED LENGTH OF LEASE** (MAX 1)

- |   |   |
|---|---|
| <input type="checkbox"/> 1-3 Years Remaining  | <input type="checkbox"/> 10 or More Years Remaining |
| <input type="checkbox"/> 3-5 Years Remaining  | <input type="checkbox"/> Month To Month             |
| <input type="checkbox"/> 5-10 Years Remaining |   |

**\*BASE LEASE RATE** 8.2 **&\*FREQUENCY**

- ☐
- Monthly
- 
- ☐
- Quarterly
- 
- ☐
- Semi-Annually
- 
- ☐
- Annually

**ELECTRIC INCLUDED****& DESCRIPTION** 20

- ☐
- Yes
- 
- ☐
- No

**GAS INCLUDED****& DESCRIPTION** 20

- ☐
- Yes
- 
- ☐
- No

**WATER /SEWER INCLUDED****& DESCRIPTION** 20

- ☐
- Yes
- 
- ☐
- No

**JANITORIAL INCLUDED****& DESCRIPTION** 20

- ☐
- Yes
- 
- ☐
- No

**INSURANCE INCLUDED****& DESCRIPTION** 20

- ☐
- Yes
- 
- ☐
- No

**REAL ESTATE TAX INCLUDED****& DESCRIPTION** 20

- ☐
- Yes
- 
- ☐
- No

**COMMON AREA MAINTENANCE INCLUDED****& DESCRIPTION** 20

- ☐
- Yes
- 
- ☐
- No

**TENANT IMPROVEMENT ALLOWANCE** 10**OTHER UTILITIES INCLUDED****& DESCRIPTION** 20

- ☐
- Yes
- 
- ☐
- No

**LESSEE OPERATING EXPENSES** \$ 5.2**PRICING COMMENTS** 72**FOR SALE** (MAX 1)

- ☐
- Yes
- ☐
- Call Seller's Broker
- 
- ☐
- No

**DESCRIPTION** 20**FOR SALE UNDER ML#** 8**DOCUMENTS AVAILABLE** (MAX 3)

- |   |   |   |                                  |
|---|---|---|----------------------------------|
| <input type="checkbox"/> Aerial Photo                   | <input type="checkbox"/> Feasibility Study        | <input type="checkbox"/> Rent Records               | <input type="checkbox"/> Traffic |
| <input type="checkbox"/> Annual Property Operation Data | <input type="checkbox"/> Floor Plan               | <input type="checkbox"/> Road Maintenance Agreement | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Appraisal                      | <input type="checkbox"/> Leases                   | <input type="checkbox"/> Sub Lease                  |                                  |
| <input type="checkbox"/> Brochure                       | <input type="checkbox"/> Operating Expense Report | <input type="checkbox"/> Survey                     |                                  |
| <input type="checkbox"/> Deeds                          | <input type="checkbox"/> Plot - Plat Map          | <input type="checkbox"/> Tax Information            |                                  |
| <input type="checkbox"/> Environmental                  | <input type="checkbox"/> Profit & Loss Statement  | <input type="checkbox"/> Topography Map             |                                  |

**EXISTING LEASE TYPE** (MAX 2)

- |   |                                       |   |                                    |
|---|---------------------------------------|---|------------------------------------|
| <input type="checkbox"/> 1-5 Years Remaining        | <input type="checkbox"/> Full Service | <input type="checkbox"/> Modified Gross   | <input type="checkbox"/> Sub Lease |
| <input type="checkbox"/> 5-10 Years Remaining       | <input type="checkbox"/> Gross        | <input type="checkbox"/> Month to Month   | <input type="checkbox"/> None      |
| <input type="checkbox"/> 10 or More Years Remaining | <input type="checkbox"/> Ground Lease | <input type="checkbox"/> Net              |                                    |
| <input type="checkbox"/> Absolute Net               | <input type="checkbox"/> Lease Option | <input type="checkbox"/> NNN              |                                    |
| <input type="checkbox"/> Escalation Clause          | <input type="checkbox"/> Load         | <input type="checkbox"/> Percentage Lease |                                    |

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# COMMERCIAL LEASE DATA INPUT FORM

ML# \_\_\_\_\_  
SYSTEM ASSIGNED

ADDRESS \_\_\_\_\_

\*XSTR/DIR 100

PPRIVATE  
(MAX 1,000  
CHARS)

PUBLIC  
(MAX 2,000  
CHARS)

PUBLIC REMARKS INTENDED FOR PUBLIC VIEWING. CONFIDENTIAL INFORMATION SHOULD BE EXCLUDED.

NO PERSONAL PROMOTION OR BROKER/OWNER CONTACT INFORMATION ALLOWED IN THIS SECTION.

REMARKS

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		ML# _____ SYSTEM ASSIGNED		ADDRESS _____			
INTERNET	AUTHORIZATION TO POST ON PUBLIC INTERNET SITES:		*LISTING <input type="checkbox"/> Yes <input type="checkbox"/> No		*PROPERTY ADDRESS (WHERE PERMITTED)		<input type="checkbox"/> Yes <input type="checkbox"/> No
	DISABLE SPECIFIC VOW FUNCTIONALITY:		DISABLE 3RD PARTY COMMENTS <input type="checkbox"/> Yes <input type="checkbox"/> No		DISABLE AVM		<input type="checkbox"/> Yes <input type="checkbox"/> No
VIDEO / VIRTUAL TOUR	NO PERSONAL PROMOTION OR BROKER/OWNER CONTACT INFORMATION ALLOWED IN THE VIRTUAL OR VIDEO TOUR(S).	VIDEO / VIRTUAL TOUR MEDIA TYPE #1 (MAX 1) <input type="checkbox"/> 3-D Tour <input type="checkbox"/> Video <input type="checkbox"/> Other <input type="checkbox"/> Photo Slide Show <input type="checkbox"/> Virtual			VIDEO / VIRTUAL DESCRIPTION #1 25		
		VIDEO / VIRTUAL TOUR URL #1 500					
		VIDEO / VIRTUAL TOUR MEDIA TYPE #2 (MAX 1) <input type="checkbox"/> 3-D Tour <input type="checkbox"/> Video <input type="checkbox"/> Other <input type="checkbox"/> Photo Slide Show <input type="checkbox"/> Virtual			VIDEO / VIRTUAL DESCRIPTION #2 25		
		VIDEO / VIRTUAL TOUR URL #2 500					
		VIDEO / VIRTUAL TOUR MEDIA TYPE #3 (MAX 1) <input type="checkbox"/> 3-D Tour <input type="checkbox"/> Video <input type="checkbox"/> Other <input type="checkbox"/> Photo Slide Show <input type="checkbox"/> Virtual			VIDEO / VIRTUAL DESCRIPTION #3 25		
VIDEO / VIRTUAL TOUR URL #3 500							
LAND	ROAD SURFACE (MAX 2) <input type="checkbox"/> Concrete <input type="checkbox"/> Paved <input type="checkbox"/> Unimproved <input type="checkbox"/> Dirt <input type="checkbox"/> Pervious Pavement <input type="checkbox"/> Other <input type="checkbox"/> Gravel <input type="checkbox"/> Road Splits Property				ROAD FRONTAGE (FEET) 5		
	*LOT SIZE (MAX 1) <input type="checkbox"/> 0-2,999SF <input type="checkbox"/> 20K-.99AC <input type="checkbox"/> 20-49.99AC <input type="checkbox"/> 3K-4,999SF <input type="checkbox"/> 1-2.99AC <input type="checkbox"/> 50-99.99AC <input type="checkbox"/> 5K-6,999SF <input type="checkbox"/> 3-4.99AC <input type="checkbox"/> 100-199.99AC <input type="checkbox"/> 7K-9,999SF <input type="checkbox"/> 5-6.99AC <input type="checkbox"/> 200AC+ <input type="checkbox"/> 10K-14,999SF <input type="checkbox"/> 7-9.99AC <input type="checkbox"/> 15K-19,999SF <input type="checkbox"/> 10-19.99AC			LOT DIMENSIONS 20			
				APPROXIMATE LOT SQFT 10			
				++#ACRES 5.2 *REQUIRED IF LOT SIZE >= 1 ACRE			
	LAND DESCRIPTION (MAX 6) <input type="checkbox"/> Below Flood Plain <input type="checkbox"/> Rolling Slope <input type="checkbox"/> Gentle Sloping <input type="checkbox"/> Sloped <input type="checkbox"/> Graded <input type="checkbox"/> Steep Slope <input type="checkbox"/> Level			SOIL CONDITION (MAX 2) <input type="checkbox"/> Compacted Soil <input type="checkbox"/> Native <input type="checkbox"/> Soil Test Required <input type="checkbox"/> Filled <input type="checkbox"/> Requires Land Fill <input type="checkbox"/> Other <input type="checkbox"/> Land Fill <input type="checkbox"/> Soil Test Available <input type="checkbox"/> Unknown			
UTILITIES	*HEAT (MAX 3) <input type="checkbox"/> Active Solar <input type="checkbox"/> Heat Exchanger <input type="checkbox"/> Wood Stove <input type="checkbox"/> Baseboard <input type="checkbox"/> Heat Pump <input type="checkbox"/> Zoned <input type="checkbox"/> Ceiling <input type="checkbox"/> Hot Water <input type="checkbox"/> None <input type="checkbox"/> Ductless <input type="checkbox"/> Laser Oil Stove <input type="checkbox"/> Other <input type="checkbox"/> ENERGY STAR Qualified Equipment <input type="checkbox"/> Mini Split <input type="checkbox"/> Floor Furnace <input type="checkbox"/> Passive Solar <input type="checkbox"/> Forced Air <input type="checkbox"/> Radiant <input type="checkbox"/> Gravity <input type="checkbox"/> Wall Furnace						
	COOL (MAX 2) <input type="checkbox"/> Air Conditioning Ready <input type="checkbox"/> Exhaust Fan <input type="checkbox"/> Window Unit(s) <input type="checkbox"/> Central Air <input type="checkbox"/> Heat Exchanger <input type="checkbox"/> None <input type="checkbox"/> Energy Star Air Conditioning <input type="checkbox"/> Heat Pump <input type="checkbox"/> Other <input type="checkbox"/> Evaporative Cooling <input type="checkbox"/> Wall Unit(s)						

ML# \_\_\_\_\_

ADDRESS \_\_\_\_\_

UTILITIES

VOLTS 4

AMPS 4

## \*UTILITIES (MAX 6)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Cable Available            | <input type="checkbox"/> Natural Gas Connected        | <input type="checkbox"/> Sewer Connected       |
| <input type="checkbox"/> Cable Connected            | <input type="checkbox"/> Natural Gas Not Available    | <input type="checkbox"/> Sewer Not Available   |
| <input type="checkbox"/> Cable Not Available        | <input type="checkbox"/> Phone Available              | <input type="checkbox"/> Shared Septic         |
| <input type="checkbox"/> Cistern                    | <input type="checkbox"/> Phone Connected              | <input type="checkbox"/> Shared Well           |
| <input type="checkbox"/> Community                  | <input type="checkbox"/> Phone Not Available          | <input type="checkbox"/> Spring                |
| <input type="checkbox"/> Electricity Available      | <input type="checkbox"/> Power-500'+                  | <input type="checkbox"/> Standard Septic       |
| <input type="checkbox"/> Electricity Connected      | <input type="checkbox"/> Pressure Distribution System | <input type="checkbox"/> Underground Utilities |
| <input type="checkbox"/> Electricity Not Available  | <input type="checkbox"/> Public Available             | <input type="checkbox"/> Water Available       |
| <input type="checkbox"/> Gas-500'+                  | <input type="checkbox"/> Public Water-500'+           | <input type="checkbox"/> Water Connected       |
| <input type="checkbox"/> Heavy Power                | <input type="checkbox"/> Sand Filtered                | <input type="checkbox"/> Water Not Available   |
| <input type="checkbox"/> Irrigation Water Available | <input type="checkbox"/> Septic Site Approved         | <input type="checkbox"/> Well                  |
| <input type="checkbox"/> Irrigation Well            | <input type="checkbox"/> Septic Tank                  | <input type="checkbox"/> None                  |
| <input type="checkbox"/> Natural Gas Available      | <input type="checkbox"/> Sewer-500'+                  | <input type="checkbox"/> Other                 |

BROKER/AGENT DATA

\*BROKER CODE 6

\*SELLER'S OFFICE 60

\*PHONE ###-###-####

FAX ###-###-####

\*SELLER'S AGENT ID 8

\*SELLER'S AGENT 36

\*PHONE ###-###-####

AG. CELL / TXT ###-###-####

SELLER'S AGENT EMAIL 80

AGENT EXTENSION 5

\*\*\*CO-SELLER'S  
BROKER CODE 6

CO-SELLER'S AGENT ID 8

\*\*\*CO-SELLER'S AGENT 36

\*\*\* CO-SELLER'S PH. ###-###-####

\*\*\*CO-SELLER'S AGENT EMAIL 80

\*LIST DATE MM/DD/YYYY

\*pEXP DATE MM/DD/YYYY

\*pOWNER 50

PPHONE ###-###-####

POWNER 2 50

## \*SHOW (MAX 6)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 24 Hour Notice           | <input type="checkbox"/> Call Tenant               | <input type="checkbox"/> Security System        |
| <input type="checkbox"/> Aligned Showings         | <input type="checkbox"/> Combination Lock Box      | <input type="checkbox"/> See Remarks            |
| <input type="checkbox"/> Appointment Only         | <input type="checkbox"/> Do Not Disturb Tenants    | <input type="checkbox"/> Showing Time           |
| <input type="checkbox"/> Broker Must Accompany    | <input type="checkbox"/> Key in Seller's Office    | <input type="checkbox"/> Subject to Inspection  |
| <input type="checkbox"/> Call Before Showing Code | <input type="checkbox"/> Lockbox                   | <input type="checkbox"/> Text Co-Seller's Agent |
| <input type="checkbox"/> Call Co-Seller's Agent   | <input type="checkbox"/> Occupied                  | <input type="checkbox"/> Under Construction     |
| <input type="checkbox"/> Call First               | <input type="checkbox"/> On-Site Manager Will Show | <input type="checkbox"/> Vacant                 |
| <input type="checkbox"/> Call Owner               | <input type="checkbox"/> Other Lockbox - Not RMLS  |   |
| <input type="checkbox"/> Call Seller's Agent      | <input type="checkbox"/> Other Showing Service     |   |
| <input type="checkbox"/> Call Seller's Office     | <input type="checkbox"/> Restricted Hours          |   |