



## COMMERCIAL LEASE LISTING DATA ENTRY FORM



Indicates Multiple Choice



Indicates Single Choice

\* Indicates Required Field

## LISTING INFORMATION

## Office Exclusive\*

Yes No

## Office Exclusive with Temporary Exclusion\*

Yes No

## Temporary Exclusion Date

## Listing Contract Date\*

## Expiration Date\*

## Listing Service Type\*

Full Service  
Limited Service

## Commercial Transaction Terms

Annual Rate Increase  
No Smoking  
Sub-Leasing  
Improvement Allowance  
Pre-Leasing

## Lease Price\*

## Lease Price Unit\*

Total Monthly Amount  
Per Square Foot

## Lease Amount Frequency\*

Annually  
Monthly

## Listing Type\*

Exclusive Agency  
Exclusive Right to Lease  
Exclusive Right with Exception

## Seller Representation\*

No Brokerage Relationship  
Single Agent w Consent to Transition  
Single Agent  
Transaction Broker

## Lease Term\*

12 Months  
24 Months  
3 to 5 Years  
6+ Years  
Month to Month

## ADDRESS

## Street Number\*

## Street Dir Pre

## Street Name\*

## Street Type

## Street Dir Post

## Unit Number

No Unit #

## City\*

## State\*

## Zip\*

## Zip + 4

## County\*

## Country\*

## Development

## GeoLocation

## Between US1 &amp; River Y/N

Yes No

## Levels

Multi/Split  
Two  
One  
Three or More

## Total # of Floors

## FINANCIAL INFORMATION

## Owner Pays\*

Cable TV  
Grounds Care  
Laundry  
Other  
Recreational  
Sewer  
Trash Collection  
Electricity  
Insurance  
Management  
Pest Control  
Repairs  
Taxes  
Water  
Gas  
Internet  
None  
Pool Maintenance  
Security  
Telephone

## Terms of Lease\*

Absolute (Triple) Net  
Ground Lease  
Net Lease  
Pass Throughs  
Sale-Leaseback  
Varied Terms  
Gross Lease  
Lease Option  
Net Net  
Purchase Option  
Seasonal  
Gross Percentages  
Modified Gross  
Other  
Renewal Option  
Special Available (CLO)

## Tenant Pays

Association Fees  
Gas  
Property Insurance  
Water  
Capital Expenses  
Liability Insurance  
Property Taxes  
Common Area Maint.  
Other - See Remarks  
Reserves  
Condominium Fees  
Parking Fee  
Sewer  
Electricity  
Pro-Rated  
Trash Collection

## Number of Tenants

2-3 Tenants  
4-8 Tenants  
8 or More Tenants  
Single User

## Pass-Through Expense Includes

Association Fees  
Gas  
Property Insurance  
Water  
Capital Expenses  
Liability Insurance  
Property Taxes  
Common Area Maint.  
Other - See Remarks  
Reserves  
Condominium Fees  
Parking Fee  
Sewer  
Electricity  
Pro-Rated  
Trash Collection

## Financial Package

Yes No

## Initial Annual Pass-Through \$/SqFt

## EXTERIOR INFORMATION

## Property Style\*

Agriculture  
Industrial  
Assembly Building  
Mixed Use  
Business  
Office  
Five or More  
Retail  
Hotel/Motel  
Restaurant  
Warehouse

## Use Code

## New Construction\*

Yes No

## Property Condition

Completed  
Fixer  
Pre-Construction  
Under-Construction  
Under-Renovation

## Proj. Completion Date

## Door Height

## Door Width

## Eaves Height

## Road Frontage Feet

## Garage Door Height

## Front Exposure

East  
Southeast  
North  
Southwest  
Northeast  
Undetermined  
Northwest  
West  
South

**Easements**

All Sides	East Side	Electric Lines	Environmental	Ingress/Egress
Less Easement	North Side	Other	Pipelines	Prescriptive Right of Way
Preservation	South Side	Subject to Easement	Water Rights	West Side

**Road Frontage\***

Access Road	Alley	Business District	City Street	County Road
Divided Highway	Easement	Highway	Interchange	Interstate
Main Thoroughfare	None	Other	Private Road	Rail
State Road	Turn Lanes			

**EXTERIOR INFORMATION****Road Surface Type\***

Asphalt	Brick	Chip And Seal	Concrete	Dirt
Gravel	Limerock	Other	Paved	Unimproved

**Road Responsibility**

Private Maintained Road	Public Maintained Road	Road Maintenance Agreement
-------------------------	------------------------	----------------------------

**Signage**

Directory	None	On Building	Other	Pole Sign	Street Signage
-----------	------	-------------	-------	-----------	----------------

**Adjoining Property**

Airport	Church	Commercial	Hotel/Motel	Industrial
Multi-Family	Natural State	Professional Office	Railroad	Residential
School	Undeveloped	Vacant	Waterway	

**Other Structures**

Airplane Hangar	Annex	Containers	Garage(s)	Maintenance
Other	Outbuilding	Security Trailer	Storage	Workshop

**Other Equipment**

Compressor	Conveyor System	Dehumidifier	Feeding Stations	Fuel Tank(s)
Grease Trap	Intercom	Irrigation Equipment	Livestock Equipment	Loading Pens
Overhead Crane	Satellite Dish			

**Vegetation**

Bamboo	Fruit Trees	Mature Landscaping	Oak Trees	Trees/Landscaped	Wooded
--------	-------------	--------------------	-----------	------------------	--------

**Lot Features**

Central Business District	Corner Lot	Cul-De-Sac	Curb and Gutters	Drainage Canal
Fire Hydrant	Flood Insurance Required	Flood Zone	Fuel Pump	Historic District
In City Limits	Industrial Condo	Industrial Park	Infrastructure In	Interior Lot
Landscaped	Near Golf Course	Near Public Transit	Near Railroad Siding	Neighborhood
Other	Out Parcel	Oversized Lot	Railroad	Retail Condo
Retention Areas	Retention Pond	Riparian Rights	Rolling Slope	Rural
Seaport	Shopping Center	Sidewalks	Sloped	Special Taxing District
Street Lights	Street Paved	Suburb	Turn Around	Undeveloped
Waterfront	Wooded	Zoned For Horses		

**Exterior Construction\***

Asbestos	Block	Brick	Cedar	Cement Siding
Concrete	HardiPlank Type	ICFs (Insulated Concrete Forms)	Log	Metal Frame
Metal Siding	Other	SIP (Structurally Insulated Panel)	Stone	Stucco
Tilt Up Walls	Vinyl Siding	Wood Frame	Wood Frame (FSC)	Wood Siding

Roof

Built-Up	Cement	Concrete	Membrane	Metal	Other
Roof Over	Shake	Shingle	Slate	Tile	

Number Gas Meters

Number Water Meters

Number Electric Meters

Building Features

Bathrooms	Clear Span	Columns	Common Lighting	Drive-Through
Dumpsters	Elevator	Elevator - None	Extra Storage	Fencing
Fiber Optic	Freight Elevator	Furnished	High Bays	Janitorial Services
Kitchen Facility	Lit Sign on Site	Loading Dock	Loft	Medical Disposal
On Site Shower	Other Storage	Outside Storage	Overhead Doors	Pool/Spa
Ramp	Reception	Seating	Service Stations	Solid Surface Counter
Stone Counter	Trash Removal	Truck Doors	Truck Well	Waiting Room

EXTERIOR INFORMATION

Garage/Parking Features

1 to 5 Spaces	6 to 12 Spaces	13 to 18 Spaces	19 to 30 Spaces	Airplane Hangar
Common	Curb Parking	Deeded	Electric Vehicle Charging Station(s)	Ground Level
Lighted	None	Other	Over 30 Spaces	RV Parking
Secured	Under Building	Underground	Valet	

Foundation\*

Basement	Block	Brick/Mortar	Concrete Primeter	Crawlspace	Other	Pillar/Post/Pier	Slab	Stem Wall	Stilt/On Piling
----------	-------	--------------	-------------------	------------	-------	------------------	------	-----------	-----------------

Basement

Bath/Stubbed	Crawl Space	Daylight	Exterior Entry	Finished
Full	Interior Entry	Other	Partial	Unfinished

Audio Surveillance Notice Y/N

Yes

No

LEGAL

Tax ID (Parcel Number)\*

Tax Year\*

Taxes (Annual Amount)\*

Year Built\*

Zoning

Additional Parcels\*

Total Number of Parcels

Additional Tax IDs (Seperate additional Tax IDs with a comma)

Yes

No

Legal Description (1000 character limit)\*

Section\*

Township\*

Range\*

Plat Book/Page\*

Block/Parcel\*

Lot #\*

Alt Key/Folio

Complex/Development Name

Subdivision #

Complex/Community Name

Census Tract

Census Block

Legal Subdivision Name

LOT AND BUILDING INFORMATION

0 to less than 1/4	1/4 to less than 1/2	Flood Zone Code*	Flood Zone Date	Flood Zone Panel
1/2 to less than 1	1 to less than 2	Lot Dimensions	Lot Size Square Foot-	Lot Size
2 to less than 5	5 to Less than 10			
10 to less than 20	20 to Less Than 50	Office/Retail Space	Flex Space SqFt	Front Footage
50 to Less Than 100	100 to Less than 200			
200 to Less Than 500	500+ Acres			
Non-Applicable				

PARCEL

Total Units on Property	Total Number of Buildings*	Future Land Use
-------------------------	----------------------------	-----------------

INTERIOR INFORMATION

SqFt Heated	SqFt Heated Source					Freezer Space
	Appraisal	Builder	Measured	Owner provided	Public Records	Yes No
SqFt Total*	SqFt Total Source					Converted Residence
	Appraisal	Builder	Measured	Owner provided	Public Records	Yes No
Net Leasable SqFt*	Ceiling Height					Freestanding
	8 to 9 Feet	10 to 15 Feet	16 to 22 Feet	23+ Feet	Varied	Yes No

Appliances Included

Dishwasher	Dryer	Microwave	Refrigerator	Touchless Faucet
Touchless Hand Dryers	Washer			

Utilities

BB/HS Internet Capable	Electrical Nearby	Electricity Available	Emergency Power	Natural Gas Available
Other	Phone Available	Private	Public	Sewer Nearby
Solar	Telephone Nearby	Underground Utilites	Water Connected	Water Nearby

Sewer

Aerobic Septic	None	Other	Private Sewer	Public Sewer
Septic Needed	Septic Tank	PEP- Holding Tank		

Water

Canal/Lake for Irrigation	None	Private	Public	See Remarks	Well	Well Required
---------------------------	------	---------	--------	-------------	------	---------------

Heating and Fuel

Baseboard	Central	Central Building	Central Individual	Electric
Exhaust Fans	Gas	Heat Pump	Heat Recovery Unit	Natural Gas
None	Oil	Other	Partial	Propane
Radiant Ceiling	Reverse Cycle	Solar	Space Heater	Wall Furnace
Wall/Window Units	Zoned			

Air Conditioning\*

A/C - Office Only	Central Air	Humidity Control	Mini-Split Unit(s)	None
Other	Wall/Window Unit(s)	Zoned		

Electrical Service

100 Amp Service	150 Amp Service	200+ Amp Service	3 Phase	110 Volts
220 Volts	440 Volts	Generator	Generator Hook-Up	Other
Separate Meters				

Security Features

Closed Circuit Camera(s)	Fire Alarm	Fire Sprinkler System	Gated Community	Key Card Entry
Secured Garage/Parking	Security Gate	Security Lights	Security System	Security System Leased
Security System Owned	Smoke Detector(s)	Touchless Entry		

# STELLAR MLS COMMERCIAL LEASE DATA ENTRY FORM

☐ Indicates Multiple Choice ☐ Indicates Single Choice \* Indicates Required Field

## Accessibility Features

Accessible Approach	Accessible Bedroom	Accessible Living Area	Accessible Closets	Accessible Common Room
Accessible Doors	Accessible Elec. and Envir. Controls	Accessible Elevator Installed	Accessible Entrance	Accessible for Hearing-Impairment
Accessible Full Bath	Accessible Guest Bathroom	Accessible Hallway(s)	Accessible Kitchen	Accessible Kitchen Appliances
Accessible Stairway	Accessible Washer/Dryer	Ceiling Track for Chair Lift	Central Living Area	Customized Wheelchair Accessible
Enhanced Accessible	Exterior Wheelchair Lift	Grip-Accessible Features	Stair Lift	

## INTERIOR INFORMATION

### Floor Covering

Bamboo	Brick/Stone	Carpet	Ceramic Tile	Concrete
Cork	Engineered Hardwood	Epoxy	Forestry Stewardship Certified	Granite
Laminate	Linoleum	Luxury Vinyl	Marble	Other
Parquet	Porcelain Tile	Quarry Tile	Reclaimed Wood	Recycled/Composite Flooring
Slate	Terrazzo	Tile	Vinyl	

### Ceiling Type

Acoustical	Drywall	Insulation/Vinyl	None	Plaster
------------	---------	------------------	------	---------

### Window Features

Aluminum Frames	Blinds	Display Window(s)	Double Pane Windows	Drapes
ENERGY STAR Qualified Windows	Insulated Windows	Low-Emissivity Windows	Rods	Shades
Shutters	Solar Screens	Storm Window(s)	Thermal Windows	Tinted Windows
Window Treatments	Wood Frames			

## SPACE

Class of Space	Space Type			# of Hotel/Motel Rooms	# of Conference/Meeting Rooms
	New	Re Let	Sub Let		
# of Restrooms	# of Bays (Dock High)			# of Bays (Grade Level)	# of Offices

## OWNER

### Management Type

On Site Property Manager    Owner Manager    Professional Off Site    Professional On Site

Owner Name

Owner Phone

Property Manager

Property Mgr Phone

## CONDO INFORMATION

Condo Environment

Yes    No

Condo Fees

Condo Fees Term

Annual    Monthly  
Quarterly    Semi Annual

Association / Manager Contact Name

Association / Manager Email

Association / Manager Contact Phone

Association / Manager Website Address

## COMMUNITY/PETS

### Community Features

Activity Core/Center	Airport/Runway	Beach Area	Curbs	Expressway
Sidewalk	Stream Seasonal			

Pets Allowed

Yes - See Condo Docs	No
----------------------	----

WATER INFORMATION

Water Access\*

Yes      No

Bay/Harbor	Bayou	Beach - Access Deeded	Beach	Brackish Water
Canal - Brackish	Canal - Freshwater	Canal - Saltwater	Creek	Freshwater Canal w/ Lift to Saltwater Canal
Gulf/Ocean	Gulf/Ocean to Bay	Intracoastal Waterway	Lagoon/Estuary	Lake
Lake - Chain of Lakes	Limited Access	Marina	Pond	River

Water View\*

Yes      No

Bay/Harbor - Full	Bay/Harbor - Partial	Bayou	Beach	Canal
Creek	Gulf/Ocean - Full	Gulf/Ocean - Partial	Gulf/Ocean to Bay	Intracoastal Waterway
Lagoon/Estuary	Lake	Lake - Chain of Lakes	Marina	Pond
River				

Water Extras\*

Yes      No

Assigned Boat Slip	Boat Port	Boat Ramp - Private	Boathouse	Boats - None Allowed
Bridges - Fixed	Bridges-No Fixed Bridges	Davits	Fishing Pier	Lift
Lift - Covered	Lock	Minimum Wake Zone	No Wake Zone	Powerboats-None Allowed
Private Lake Dues Req	Riprap	Sailboat Water	Seawall - Concrete	Seawall - Other
Skiing Allowed				

Water Frontage\*

Yes      No

Bay/Harbor	Footage	Bayou	Footage
Beach	Footage	Brackish Water	Footage
Canal - Brackish	Footage	Canal - Freshwater	Footage
Canal - Front	Footage	Canal - Saltwater	Footage
Creek	Footage	Freshwater Canal w/ Lift to Saltwater Canal	Footage
Gulf/Ocean	Footage	Gulf/Ocean to Bay	Footage
Intracostal Waterway	Footage	Lagoon/Estuary	Footage
Lake Front	Footage	Lake - Chain of Lakes	Footage
Marina	Footage	Pond	Footage
Riparian Rights	Footage	River	Footage

Water Name(s)

Additional Water Information

DOCK INFORMATION

Dock Y/N

Yes      No

Dock Description

2 Point Moorage	3 Point Moorage	4 Point Moorage	CATV	Clubhouse
Dock - Composite	Dock - Concrete	Dock - Covered	Dock - Open	Dock - Slip 1st Come
Dock - Slip Deeded Off-Site	Dock - Slip Deeded On-Site	Dock - Wood	Dock w/Electric	Dock w/o Electric
Dock w/o Water Supply	Dock w/Water Supply	Dry Dock	Fish Cleaning Station	Floating Dock
Harbormaster	Internet	Lift	None	Other
Restroom/Shower	Wet Dock			

Dock Lift Capacity

Dock Year Built

Dock Dimensions

Dock Maintenance Fee

Dock Maint. Fee Frequency

Annual

Monthly

N/A

Quarterly

GREEN INFORMATION

Choices for Green Building Verification Type are below

Certified Passive House	EarthCraft House	ENERGY STAR Certified Homes	EnerPHit
EPA Indoor Air Quality Plus	FGBC Green Certified Building	FGBC Green Certified Home	FGBC Remodel
Florida Certified Yard	Florida Friendly Landscape	Florida Friendly Yard Recognition	Florida Green Lodging
Florida Water Star	FORTIFIED for Safer Living	Geothermal HVAC	HERS Index Score
Home Energy Score	Home Energy Upgrade Cert. of Energy Efficiency Improvements	Home Energy Upgrade Cert. of Energy Efficiency Performance	Home Performance w/ ENERGY STAR
LEED Certified Building	LEED For Homes	LEED Neighborhood Development	Living Building Challenge
Pearl Certification	PHIUS+	NAHB Certification	NGBS New Construction
NGBS Small Projects Remodel	NGBS Whole-Home Remodel	Other - Specify in Remarks	WaterSense
Zero Energy Ready Home			

Choices for Green Verification Source are below

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

Choices for Green Verification Status are below

Complete	In Process
----------	------------

Building Verification Type	Status	Year	Version	Body	Metric	Rating	Source	URL

Green Sustainability

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

Green Energy Generation Y/N\*

Yes    No

Green Energy Generation

Hydro Power	Solar	Wind
-------------	-------	------

Solar Panel Ownership

Financed	Owned Outright	Utility Owned
----------	----------------	---------------

Solar Lease/Finance Terms

Assumable	Non-Assumable
-----------	---------------

Green Energy Features

Appliances	Doors	Energy Monitoring System	HVAC	Insulation	Lighting
Pool	Roof	Solar Energy Storage On Site	Thermostat	Water Heater	Windows

Green Water Features

Drip Irrigation	Efficient Hot Water Distribution	Green Infrastructure	Gray Water System	Irrig. System-Drip/Microheads
Irrig. System-Rainwater from Ponds	Irrig. System-Reclaimed Water	Low-Flow Fixtures	Water-Smart Landscaping	Water Recycling
Whole House Water Purification				

Disaster Mitigation

Above Flood Plain	Fire Resistant Exterior	Fire/Smoke Detection Integration	Hurricane Insur. Deduction Qual.
Hurricane Shutters / Windows	Lightning Protection System	Safe Room	

Indoor Air Quality

Air Filters MERV 10+	Contaminant Control	HVAC Cartridge/Media Filter	HVAC Filter MERV 8+
HVAC UV/Elec. Filtration	Integrated Pest Management	Janitor Closet Neg Pressurized	Moisture Control
No Smoking - Interior Bldg	No/Low VOC Cabinets/Counters	No/Low VOC Flooring	No/Low VOC Paint/Finish
Non-Toxic Pest Control	Sealed Combustion	Ventilation	Whole House Vacuum System

REALTOR INFORMATION

Realtor Information

3rd Party Approval Req	Applications in Process	Assoc Approval Required	Brochure Available	Confidentiality Letter Req
Currently Leased	Docs Available	Engineering Report	Environ. Report Available	Floodway
Floor Plan Available	In-Foreclosure	Lease Restrictions	List Agent is Owner	List Agent is Related to Owner
No Sign	Pre-Foreclosure	Remediation Accomplished	Remediation in Progress	Scrub Jay - Check w/County
See Attachments	Survey Available	Termite Bond/Warranty	Zoning Grandfathered In	

Realtor Information Confidential

Bldr Home-Register Prosp	Copy of Lease Available	Go To Site	In-Foreclosure	Pre-Foreclosure	Tenant Approval
--------------------------	-------------------------	------------	----------------	-----------------	-----------------

Documents & Disclosures

Documents and Disclosures	Status of Documents and Disclosures

Possession

Rental Agreement
------------------

AGENT/OFFICE

List Agent ID\* Agent Name and Information\*

Office Name and Information\*

List Agent 2 ID Agent Name and Information

Office Name and Information

Team Name Interoffice Info

SHOWING INFORMATION

ShowingTime Secure Remarks

Call Center Phone Number

Occupant Type

Owner Tenant Vacant



SHOWING INFORMATION

Showing Instructions\*

Lockbox - SentriLock	Lockbox - Supra	24 Hour Notice	Appointment Only	Call Agent 2
Call Before Showing	Call Listing Agent	Call Listing Office	Call Manager	Call Owner
Call Seller Direct	Call Tenant	Combination Lock Box	Contact Call Center	Dangerous Farm Animals on Site
Do Not Contact Tenants	Farm Animals on Site	Gate Code Required	Gate Key in Listing Office	Gate Key in Lock Box
Go Direct	Guard Dog	Key/Agent	Key In Office	Listing Agent Must Accompany
Lockbox	Lockbox - Coded	Lockbox - Electronic	Lockbox - Elec.-CBS Code	Lockbox - No Call
Lockbox - Other	Locked Gate	No Call Box	No Lockbox	Other
See Remarks	Use Showing Time Button			

Showing Considerations

Day Sleeper	Electricity Not on	Inconsistent Cell Service	Minimal or no Ext. Lighting	Minimal or no Int. Lighting
No AC	No Heat	No Sign	Pet(s) on Premises	Remote/Limited Visibility from Road
Security System	See Remarks	To Be Built	Under Construction	

LISTING DISTRIBUTION

Internet*		Delayed Distribution		Delayed Distribution Date	
Yes	No	Yes	No		
IDX/VOW Display Comments*		IDX/VOW AVM*		Third Party*	
Yes	No	Yes	No	Yes	No
				Show Prop Address on Internet*	
				Yes	No

MARKETING LINKS AND INFORMATION

Create Free Automatic Virtual Tour*	Virtual Tour Link 1	Web Link 1
Yes      No		
Virtually Staged Listing Photos	Virtual Tour Link 2	Web Link 2
Public Remarks*		

Realtor Only Remarks

Driving Directions\*

The owner has reviewed the foregoing information contained in this Data Entry Form and acknowledges the information to be true and correct to the best knowledge of the owner. The owner agrees to indemnify and hold harmless the My Florida Regional MLS DBA Stellar MLS (Stellar MLS), the Originating Board, and their employees, the Listing Broker and licensees, the Selling Broker and licensees, and all other cooperating Brokers and licensees against any and all claims or liability (including attorney fees) arising from any breach of warranty by Owner or from any incorrect information supplied by the Owner or from any facts concerning the Property which was known or reasonably should have been known to Owner but not disclosed by Owner. At the request of the Listing Broker, unless otherwise properly indicated on this Data Entry Report form, Stellar MLS will electronically transmit information about the Owner's property to Internet web sites to aid in the marketing of the Property for sale. Stellar MLS shall retain and make available all such data and photographs to all its participants for an indefinite period. Stellar MLS assumes no responsibility or liability to Owner for errors or omissions on this Data Entry Form or in the Stellar MLS computer system. The Owner hereby authorizes Listing Broker to file this Data Entry report form with the Stellar MLS and the Owner will provide timely notice of all status changes.

Owner Signature*	Date*
Owner Signature*	Date*
Broker Signature*	Date*