



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 & 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
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Signage

Directory	None	On Building	Other	Pole Sign	Street Signage
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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
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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 Primer	Crawlspace	Other	Pillar/Post/Pier	Slab	Stem Wall	Stilt/On Piling
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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 1/2 to less than 1 2 to less than 5 10 to less than 20 50 to Less Than 100 200 to Less Than 500 Non-Applicable		1/4 to less than 1/2 1 to less than 2 5 to Less than 10 20 to Less Than 50 100 to Less than 200 500+ Acres	Flood Zone Code*	Flood Zone Date	Flood Zone Panel
		Lot Dimensions	Lot Size Square Foot-	Lot Size	
		Office/Retail Space	Flex Space SqFt	Front Footage	

PARCEL

Total Units on Property	Total Number of Buildings*	Future Land Use
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INTERIOR INFORMATION

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

Appliances Included

Dishwasher Touchless Hand Dryers	Dryer Washer	Microwave	Refrigerator	Touchless Faucet
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Utilities

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

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

Canal/Lake for Irrigation	None	Private	Public	See Remarks	Well	Well Required
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Heating and Fuel

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

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

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

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

Water Access*

Yes No

Water Access

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

Water View

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

Water Extras

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

Water Frontage

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
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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
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Solar Panel Ownership

Financed	Owned Outright	Utility Owned
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Solar Lease/Finance Terms

Assumable	Non-Assumable
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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
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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*	Show Prop Address on Internet*
Yes	No	Yes	No	Yes	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*