StellarMLS

# 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

**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
◯ Single Agent w Consent to Transition ◯ 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 ◯ One
◯ Two ◯ Three or More

**Total # of Floors**

## FINANCIAL INFORMATION

**Owner Pays***

☐ Common Area Maintenance ☐ Electricity ☐ Gas
☐ Grounds Care ☐ Internet ☐ Liability Insurance
☐ Management ☐ None ☐ Other
☐ Pest Control ☐ Property Insurance ☐ Repairs
☐ Reserves ☐ Security ☐ Sewer
☐ Taxes ☐ Telephone ☐ Trash Collection
☐ Water

**Terms of Lease***

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

**Commercial Transaction Terms**

☐ Annual Rate Increase
☐ Improvement Allowance
☐ Pre - Leasing
☐ Sub - Lease

**Number of Tenants**
◯ Multi Tenant ◯ Vacant
◯ Single Tenant

**Tenant Pays**

☐ Association Fees ☐ Capital Expenses ☐ Common Area Maint. ☐ Electricity ☐ Gas ☐ Grounds Care
☐ Internet ☐ Liability Insurance ☐ Management ☐ Other - See Remarks ☐ Parking Fee ☐ Pest Control
☐ Pro-Rated ☐ Property Insurance ☐ Property Taxes ☐ Repairs ☐ Reserves ☐ Security
☐ Sewer ☐ Taxes ☐ Telephone ☐ Trash Collection ☐ Water

**Tenant Count**

**Initial Pass - Through Expenses***

**Pass-Through Expense Includes**

☐ Association Fees ☐ Capital Expenses ☐ Common Area Maint. ☐ Electricity ☐ Gas ☐ Grounds Care
☐ Internet ☐ Liability Insurance ☐ Management ☐ Other - See Remarks ☐ Parking Fee ☐ Pest Control
☐ Pro-Rated ☐ Property Insurance ☐ Property Taxes ☐ Reserves ☐ Security ☐ Sewer
☐ Taxes ☐ Telephone ☐ Trash Collection ☐ Water

**Pass-Through Expenses Type**

☐ Flat Monthly
☐ Annual $/SqFt

## EXTERIOR INFORMATION

**Property Style***

◯ Agriculture ◯ Assembly Building ◯ Business ◯ Hotel/Motel ◯ Industrial ◯ Medical Office
◯ Mixed Use ◯ Multi Family(5+) ◯ Office ◯ Retail ◯ Restaurant ◯ Warehouse

**Use Code**

**New Construction***
◯ Yes ◯ No

**Property Condition**
◯ Completed ◯ Fixer ◯ Pre-Construction ◯ Under-Construction ◯ Under-Renovation

**Proj. Completion Date**

**Traffic Count ADT** **Door Height** **Door Width** **Eaves Height** **Garage Door Height**

**Traffic Count Year** **# of Bays (Dock High)** **# of Bays (Grade Level)** **# of Bays (Dock Wall)**

**Traffic Count ID**

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## STELLAR MLS COMMERCIAL LEASE DATA ENTRY FORM

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

### Front Exposure

| | | | | |
|---|---|---|---|---|
| ◯ East | ◯ North | ◯ Northeast | ◯ Northwest | ◯ South |
| ◯ Southeast | ◯ Southwest | ◯ Undetermined | ◯ West | |

### 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*

| | | | | |
|---|---|---|---|---|
| ☐ Aluminum Siding | ☐ 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 | | | | |

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**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**

| | | | | |
|---|---|---|---|---|
| ☐ Airplane Hangar | ☐ Common | ☐ Curb Parking | ☐ Electric Vehicle Charging Station(s) | ☐ Ground Level |
| ☐ Lighted | ☐ None | ☐ Other | ☐ Over 30 Spaces | ☐ Public Parking Available |
| ☐ Secured | ☐ Shared Parking | ☐ RV Parking | ☐ Under Building | ☐ Underground |
| ☐ Valet | | | | |

**Foundation***

☐ Basement ☐ Block ☐ Brick/Mortar ☐ Concrete Perimeter ☐ 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 |

**Total Parking Spaces**

## LEGAL

**Tax ID (Parcel Number)*** | **Tax Year*** | **Taxes (Annual Amount)*** | **Year Built*** | **Zoning**

**Related MLS Number(s)**

**Additional Parcels*** ◯ Yes ◯ No | **Total Number of Parcels** | **Additional Tax IDs (Separate additional Tax IDs with a comma)**

**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**

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## 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**

**Road Frontage Feet** | **# of Overhead Doors**

## PARCEL

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

## 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**

☐ Cooktop - Induction ☐ Dishwasher ☐ Dryer ☐ Microwave ☐ Oven - Electric
☐ Oven - Gas ☐ Range - Electric ☐ Range - Gas ☐ Refrigerator ☐ Smart Appliances
☐ Touchless Faucet ☐ Touchless Hand Dryers ☐ Washer

**Utilities**

☐ BB/HS Internet Capable ☐ Electrical Nearby ☐ Electricity Available ☐ Electricity Not Available ☐ Emergency Power
☐ Natural Gas Available ☐ Other ☐ Phone Available ☐ Private ☐ Public
☐ Sewer Nearby ☐ Solar ☐ Telephone Nearby ☐ Underground Utilities ☐ 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 ☐ Shared Well ☐ 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 ☐ Gas ☐ 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) ☐ Entry Phone/Intercom ☐ 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 ☐ Smart Security ☐ Smoke Detector(s) ☐ Touchless Entry

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## STELLAR MLS COMMERCIAL LEASE DATA ENTRY FORM

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**Accessibility Features Y/N** ◯ Yes ◯ No

**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 | ☐ Bay | ☐ Blinds | ☐ Display Window(s) | ☐ Double Hung |
| ☐ 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

**Space Classification**
◯ A ◯ B ◯ C ◯ D

**Space Type**
◯ Gray Shell ◯ New ◯ Re Let ◯ Sub Let ◯ Vanilla Shell

**# of Restrooms**

**# of Conference/Meeting Rooms**

**# 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 | ☐ Shared Restrooms | ☐ Stream Seasonal | ☐ WiFi/Common Internet Service | |

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**Pets Allowed**

☐ Yes - See Condo Docs ☐ No

## 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 | ☐ Deck | ☐ 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 | | | |

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| 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 ◯ Leased ◯ Owned Outright ◯ Utility Owned

**Solar Lease/Finance Terms**

◯ Assumable ◯ Non-Assumable ◯ To Be Paid By Seller At Closing

**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

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### 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
- ☐ Lease Restrictions
- ☐ List Agent is Owner
- ☐ List Agent is Related to Owner
- ☐ No Sign
- ☐ Remediation Accomplished
- ☐ Remediation in Progress
- ☐ Scrub Jay - Check w/County
- ☐ See Attachments
- ☐ Survey Available
- ☐ Termite Bond/Warranty
- ☐ Zoning Grandfathered In

### Realtor Information Confidential

- ☐ Copy of Lease Available
- ☐ 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

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# STELLAR MLS COMMERCIAL LEASE DATA ENTRY FORM

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

## 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 | ☐ Coming Soon - Allowing Showings | ☐ 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 In Office | ☐ Key/Agent |
| ☐ Listing Agent Must Accompany | ☐ Lockbox | ☐ Lockbox - Coded | ☐ Lockbox - Electronic | ☐ Lockbox Elec.-CBS Code Required |
| ☐ Lockbox - No Call | ☐ Lockbox - Other | ☐ Locked Gate | ☐ No Call Box | ☐ No Lockbox |
| ☐ Other | ☐ See Remarks | ☐ Text List Agent | ☐ Use ShowingTime Button | |

**Showing Considerations**

| | | | | |
|---|---|---|---|---|
| ☐ 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*** ◯ Yes ◯ No

**Delayed Distribution** ◯ Yes ◯ No

**Delayed Distribution Date**

**Distribute to**

☐ Crexi

**IDX/VOW Display Comments*** ◯ Yes ◯ No

**IDX/VOW AVM*** ◯ Yes ◯ No

**Third Party*** ◯ Yes ◯ No

**Show Prop Address on Internet*** ◯ Yes ◯ No

## MARKETING LINKS AND INFORMATION

**Create Free Automatic Virtual Tour*** ◯ Yes ◯ No

**Virtually Staged Listing Photos** ☐

**Virtual Tour Link 1**

**Virtual Tour Link 2**

**Web Link 1**

**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***

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