

COMMERCIAL SALE 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*

List Price*

Expiration Date*

Special Sale Provision*

Auction	Bank-Owned/REO
Short Sale	None
Probate Listing	Government Owned

Listing Type*

Exclusive Agency
Exclusive Right to Sell
Exclusive Right with Exception

Listing Service Type*

Full Service
Limited Service

Seller Representation*

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

Commercial Transaction Terms

Exchange/Trade
Lease Purchase
Pre-Sale

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

Levels

Multi/Split One
Two Three or More

Total # of Floors

GeoLocation

Between US1 & River

Yes No

FINANCIAL INFORMATION

Operating Expenses

Net Operating Income

Net Operating Income Type

Actual Projected

Sale Includes

Building(s) and Land
Furniture/Fixtures
Leases
Other

Number of Tenants

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

Annual Expenses

Annual TTL Schedule Income

Annual Income Type

Actual Projected

Financial Package Y/N

Yes No

AUCTION

Auction Type

Absolute Reserve

Auction Property Access

Yes No

Buyer's Premium

Auction Firm/Auction Website

EXTERIOR INFORMATION

Property Style*

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

Use Code

New Construction*

Yes No

Property Condition

Completed Fixer Pre-Construction Under-Construction Under-Renovation

Proj. Completion Date

Audio Surveillance Notice Y/N

Yes No

Number Electric Meters

Number Water Meters

Number Gas Meters

Door Height

Door Width

Eaves Height

Road Frontage Feet

Garage Door Height

Front Exposure

East	North	Northeast	Northwest	South
Southeast	Southwest	West	Undetermined	

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

EXTERIOR INFORMATION

Road Frontage*

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

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
Farm	Fuel Pump	Fire Hydrant	Flood Insurance Required	Flood Zone
Historic District	In City Limits	Industrial Condo	Industrial Park Lot	Infrastructure In
Interior Lot	Landscaped	Near Golf Course Transit	Near Public Transit	Near Railroad Siding
Neighborhood	Other	Out Parcel	Oversized Lot	Railroads
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	

EXTERIOR INFORMATION

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	Outside Storage	Overhead Doors	Pool/Spa
Ramp	Reception	Seating	Service Stations	Solid Surface Counter
Stone Counter	Trash Removal	Truck Doors	Truck Well	Waiting Room

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	Ground Level
Lighted	None	Other	Over 30 Spaces	RV Parking
Secured	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

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

Total Acreage*

Flood Zone Code*

Flood Zone Date

Flood Zone Panel

0 to less than 1/4

1/4 to less than 1/2

1/2 to less than 1

1 to less than 2

2 to less than 5

5 to Less than 10

Lot Dimensions

Lot Size Square Footage*

Lot Size Acres*

10 to less than 20

20 to Less Than 50

50 to Less Than 100

100 to Less than 200

Office/Retail Space SqFt

Flex Space SqFt

Front Footage

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

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

Ceiling Height

8 to 9 Feet

10 to 15 Feet

16 to 22 Feet

23+ Feet

Varied

FreeStanding YN

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 Utilities

Water Connected

Water Nearby

Sewer

Aerobic Septic

None

Other

PEP-Holding Tank

Private Sewer

Public Sewer

Septic Needed

Septic 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

Heating 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

Accessibility Features

Accessible Approach

Accessible Bedroom

Accessible Closets

Accessible Common Room

Accessible Doors

Accessible Elevator Installed

Accessible Elec. and Envir. Controls

Accessible Entrance

Accessible Full Bath

Accessible Guest Bathroom

Accessible Hallway(s)

Accessible for Hearing-Impairment

Accessible Kitchen

Accessible Kitchen Appliances

Accessible Living Area

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)

OWNER

Management Type

Owner Manager Professional Off Site Professional On Site

Owner Name

Owner Phone

Property Manager

Property Mgr Phone

Ownership*

Condominium Corporation Franchise Leasehold Other Partnership Sole Proprietor

CONDO INFORMATION

Condo Environment	Condo Fees	Condo Fees Term	
		Annual	Monthly
Yes	No	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 - Saltwater	Footage	Canal Front	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

YesNo

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
NAHB Certification	NGBS Small Projects Remodel	NGBS Whole-Home Remodel	NGBS New Construction
Other - Specify in Remarks	Pearl Certification	PHIUS+	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 INFORMATION

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

Financing Available

Assumable	Cash	Conventional	Exchange/Trade	FHA
Lease Back	Lease Option	Lease Purchase	Other	Owner Financing
Private Financing Available	Special Funding	USDA	VA	

Realtor Information

3rd Party Approval Req	Assoc Approval Required	Brochure Available	CDD Addendum Required	Confidentiality Letter Req
Contract for Deed	Currently Leased	Docs Available	Engineering Report	Environ. Report Available
Floodway	Floor Plan Available	Foreign Seller	In-Foreclosure	Lease Restrictions
Leasing Not Allowed	List Agent is Owner	List Agent is Related to Owner	No Sign	Pre-Foreclosure
Remediation Accomplished	Remediation in Progress	Right of First Refusal	Scrub Jay - Check w/County	See Attachments
Seller May Build	Seller Must Build	Survey Available	Termite Bond/Warranty	Will Sell 1 Lot
Will Subdivide	Zoning Grandfathered In			

Realtor Information Confidential

Bldr Home-Register Prosp	Go To Site	In-Foreclosure	Pre-Foreclosure
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Documents & Disclosures

Documents and Disclosures	Status of Documents and Disclosures

Possession

Close Of Escrow	Negotiable
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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

SELLER'S PREFERRED CLOSING AGENT

Closing Agent Name

Closing Company Name

Email

Phone

Fax

Street Number

Street Name

City

State

Zip

SHOWING INFORMATION

Call Center Phone Number

ShowingTime Secure Remarks

Occupant Type

Owner

Tenant

Vacant

Showing Instructions*

Lockbox - SentiLock	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 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	Use ShowingTime Button			

Showing Consideration

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		
Third Party*		Show Prop Address on Internet*		IDX/VOW Display Comments*	
Yes	No	Yes	No	Yes	No
				IDX/VOW AVM*	
				Yes	No
Distribute To					
Skyslope Offers					

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*