Stellar MLS

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 ☐ Short Sale ☐ Probate Listing ☐ Bank-Owned/ REO ☐ None ☐ 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

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

GeoLocation

Between US1 & River
◯ Yes ◯ No

Total # of Floors

FINANCIAL INFORMATION

Annual Gross Income **Net Operating Income**

Net Operating Income Type
◯ Actual ◯ Projected

Annual Income Type
◯ Actual ◯ Projected

Sale Includes
☐ Building on Leased Land
☐ Building(s) and Land
☐ Furniture/Fixtures
☐ Leases
☐ Other

Number of Tenants
◯ Multi Tenant
◯ Single Tenant
◯ Vacant

Tenant Count

Annual Expenses **Gross Scheduled Income**

Cap Rate **Vacancy Rate**

Income Includes
☐ Laundry ☐ Parking ☐ Recreation ☐ Rent Only ☐ Storage

Anchor or Co-Tenant

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 ◯ Hotel/Motel ◯ Industrial ◯ Medical Office
◯ Mixed Use ◯ MultiFamily (5+) ◯ Office ◯ Restaurant ◯ Retail ◯ Warehouse

Use Code

New Construction*
◯ Yes ◯ No

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

Proj. Completion Date

Designated Builder
◯ Yes ◯ No

Total Parking Spaces **Number Electric Meters** **Number Water Meters** **Number Gas Meters**

Door Height **Door Width** **Eaves Height** **Garage Door Height**

# of Bays (Grade Level)

Traffic Count ADT **Traffic Count Year** **Traffic Count ID**

# of Bays (Dock High) **# of Bays (Dock Well)**

Front Exposure
◯ East ◯ North ◯ Northeast ◯ Northwest ◯ South
◯ Southeast ◯ Southwest ◯ West ◯ Undetermined

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EXTERIOR INFORMATION

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 ☐ 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

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
☐ 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 ☐ Split Possible ☐ 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

Roof

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

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STELLAR MLS COMMERCIAL SALE DATA ENTRY FORM

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

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

☐ Airplane Hangar	☐ Common	☐ Curb Parking	☐ Deeded	☐ Electric Vehicle Charging Station
☐ Ground Level	☐ Lighted	☐ None	☐ Other	☐ Over 30 Spaces
☐ Public Parking Available	☐ RV Parking	☐ Secured	☐ Shared 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

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

LOT AND BUILDING INFORMATION

Total Acreage*

◯ 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
◯ 10 to less than 20	◯ 20 to Less Than 50
◯ 50 to Less Than 100	◯ 100 to Less than 200
◯ 200 to Less Than 500	◯ 500+ Acres
◯ Non-Applicable	

Flood Zone Code* | **Flood Zone Date** | **Flood Zone Panel**

Lot Dimensions | **Lot Size Square Footage*** | **Lot Size Acres***

Office/Retail Space SqFt | **Flex Space SqFt** | **Front Footage**

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

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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

☐ 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	☐ PEP-Holding Tank	☐ Private Sewer
☐ Public Sewer	☐ Septic Needed	☐ Septic 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	☐ 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	☐ 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

Accessibility Features Y/N ◯ Yes ◯ No

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	

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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 Shelf

# of Restrooms

# of Hotel/Motel Rooms

# of Conference/Meeting Rooms

# of Offices

OWNER

Management Type

◯ Owner Manager ◯ Professional Off Site ◯ Professional On Site

Owner Name

Owner Phone

Property Manager

Property Mgr Phone

Ownership*

◯ Co-op ◯ Condominium ◯ Fee Simple ◯ Leasehold

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
☐ Shared Restrooms ☐ Sidewalk ☐ Wifi/Common Internet Service

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	☐ 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 - 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

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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
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			

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GREEN INFORMATION

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

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 ☐ Commercial Financing ☐ Exchange /Trade ☐ Lease Back
☐ Lease Option ☐ Lease Purchase ☐ Other ☐ Owner Financing ☐ Private Financing Available
☐ Small Business Administration ☐ Special Funding ☐ USDA

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 ☐ Lease Restrictions ☐ Leasing Not Allowed
☐ List Agent is Owner ☐ List Agent is Related to Owner ☐ No Sign ☐ Remediation Accomplished ☐ Remediation in Progress
☐ Right of First Refusal ☐ Scrub Jay - Check w/County ☐ See Attachments ☐ Survey Available ☐ Termite Bond/Warranty
☐ Will Sell 1 Lot ☐ Will Subdivide ☐ Zoning Grandfathered In

Realtor Information Confidential
☐ In-Foreclosure ☐ Pre-Foreclosure

Documents & Disclosures

Documents and Disclosures	Status of Documents and Disclosures

Possession
☐ Close Of Escrow ☐ Negotiable

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STELLAR MLS COMMERCIAL SALE DATA ENTRY FORM

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

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 - 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 Consideration

- ☐ 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

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LISTING DISTRIBUTION

Internet* ◯ Yes ◯ No

Delayed Distribution* ◯ Yes ◯ No

Delayed Distribution Date

Third Party* ◯ Yes ◯ No

Show Prop Address on Internet* ◯ Yes ◯ No

IDX/VOW Display Comments* ◯ Yes ◯ No

IDX/VOW AVM* ◯ Yes ◯ No

Distribute To

☐ Crexi ☐ Skyslope Offers

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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