



Multiple Listing Service of the OUTER BANKS ASSOCIATION OF REALTORS®

Commercial / Industrial Data Form

MLS #: _____

All fields marked with an asterisk () and Bold Text are required.

(Select One) *TYPE <input type="checkbox"/> Retail <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Multi Unit <input type="checkbox"/> Restaurant <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Gas Station <input type="checkbox"/> Warehouse <input type="checkbox"/> Shopping Center <input type="checkbox"/> Other <input type="checkbox"/> Multifamily +5 Units <input type="checkbox"/> Condominium	*Pin#: _____ *Area: _____ *Asking Price: \$ _____ *Address: _____ St. # St. Dir Street Name Address 2: _____ St. # St. Dir Street Name *City: _____ State: _____ Zip +4: _____ *County: _____ Headline: _____	*Status <input type="checkbox"/> Active <input type="checkbox"/> Back on Market <input type="checkbox"/> Extended <input type="checkbox"/> Under Contact (Continue to show) <input type="checkbox"/> Under Contract <input type="checkbox"/> Withdrawn <input type="checkbox"/> Sold In House <input type="checkbox"/> Sold CO-OP <input type="checkbox"/> Sold Non Member <input type="checkbox"/> Sold Non Member <input type="checkbox"/> Other
	*IDX <input type="checkbox"/> Yes <input type="checkbox"/> No	

SELECT ONE OF THE OPTIONS UNDER EACH KEYWORD OR RANGE FIELD BELOW

*BUSINESS/REAL ESTATE <input type="checkbox"/> Bldg / Land Simple <input type="checkbox"/> Bus / Bldg / LF Simple	*GROSS INCOME RANGE <input type="checkbox"/> 0- \$30,000 <input type="checkbox"/> \$30,001 - \$60,000 <input type="checkbox"/> \$60,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$200,000 <input type="checkbox"/> \$200,001 - \$400,000 <input type="checkbox"/> \$400,001 - \$800,000 <input type="checkbox"/> \$800,001 - \$1.6 M <input type="checkbox"/> \$1.6 M - \$2.5 M <input type="checkbox"/> \$2.5 M+ <input type="checkbox"/> Call Agent	*WATERFRONT DESCRIPTION <input type="checkbox"/> Oceanfront <input type="checkbox"/> Soundfront <input type="checkbox"/> Harborfront <input type="checkbox"/> Lakefront <input type="checkbox"/> Pondfront <input type="checkbox"/> Riverfront <input type="checkbox"/> Canalfront <input type="checkbox"/> Creekfront <input type="checkbox"/> None	*PROPERTY LOCATION <input type="checkbox"/> Primary Hwy <input type="checkbox"/> Secondary Hwy <input type="checkbox"/> Industrial Park <input type="checkbox"/> Waterfront <input type="checkbox"/> None	*Approx Lot Square Footage <input type="checkbox"/> _____
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GENERAL INFORMATION	*List Agent/Office: _____ List Agent License No: _____ Co Agent: _____ Co. File #: _____ *Comp BA%: _____ *Comp BA Fee / Bonus: \$ _____ *Comp SA%: _____ *Comp SA Fee / Bonus: _____ *Listing Type: _____ *Owner 1: _____ Owner 2: _____ *Potential Short Sale?: Yes / No (Circle One) *Bank Owned?: Yes / No (Circle One) *List Date: ____/____/____ *Expire Date: ____/____/____ *Year Built: _____ Lot Size/Dimensions: _____ # of Acres: _____ Street Frontage: _____ Water Frontage: _____ Lot Faces (N,S,E,W): _____ *Zoning: _____ *Subdivision: _____ Full Subdivision Name: _____ Current Use: _____ Permitted Use: _____ Lot #: _____ Block: _____ Section: _____ Phase: _____ Tract: _____ Unit L#: _____ Unit#: _____ Ceiling Height: _____ *Deed Book: _____ *Pg#: _____ Average Leas per Sq. Ft: _____ # Of Units: _____ % Leased: _____ VOW Include: _____ VOW Address: _____ VOW Comment: _____ VOW AVM: _____
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Industrial Sq Ft: _____	Retail Sq Ft: _____	Office Sq Ft: _____
Living Qtrs Sq Ft: _____	Shopping Center Sq Ft: _____	Gas Station Sq Ft: _____
Warehouse Sq Ft : _____	Restaurant Sq Ft: _____	Hotel / Motel Sq Ft: _____
Multifamily Sq Ft : _____	Business Name: _____	
Directions: _____		

*Taxes: _____ *Tax Year: _____ *Assoc. Fee (Y/N): _____ *Annual Fee : _____

***Ownership:** (Does not own) / (<= 6 mo) / (>6 mo)

REMARKS	Remarks (4000 Characters Only)
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BROKERS NOTES	Remarks (4000 Characters Only)
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Land Data Form

MLS #: _____

A. LOT DESCRIPTION

- 1. AL Additional Land
- 2. AP Adj to Park Serv./Preserve
- 3. AC Adj. To Common Area
- 4. BF Beach Frontage
- 5. BH Bulkheaded
- 6. CA Common Area
- 7. CR Corner
- 8. CS Cul-de-sac
- 9. ES Easement(s)
- 10. GC Golf Course Frontage
- 11. IT Irregular Terrain
- 12. LV Level
- 13. WF Water Frontage
- 14. WD Wooded
- 15. ZL Zero Lot Line

B. VIEW DESCRIPTION

- 1. CN Canal
- 2. GC Golf Course
- 3. HR Harbor
- 4. L/R Lake/River
- 5. OC Ocean
- 6. P/P Park Serv./Preserve
- 7. PD Pond
- 8. SD Sound
- 9. SM Salt Marsh
- 10. CK Creek

C. PROPERTY FEATURES

- 1. <10' Doors <10'
- 2. 15' Doors 11-15'
- 3. 20' Doors 16-20'
- 4. >20' Doors >20'
- 5. DS Door Sign
- 6. DM Dumpster
- 7. FF Fully Fenced
- 8. GT Gutter(s)
- 9. IN Incinerator
- 10. L/G Load Dock/Grade
- 11. L/W Load Dock/Well
- 12. OS Outside Storage
- 13. PF Partially Fenced
- 14. PS Pole Sign
- 15. RS Roof Sign
- 16. SB Storage Building
- 17. US Underground Sprinkler
- 18. CS Clear Span

D. CONSTRUCTION

- 1. BL Block
- 2. FR Frame
- 3. LG Log
- 4. MS Masonry
- 5. MT Metal
- 6. M/P Mfg/Pre-Fab
- 7. MB Mobile
- 8. WD Wood

E. FOUNDATION

- 1. MS Masonry
- 2. PL Piling
- 3. SL Slab

F. ROOF

- 1. A/F Asphalt/Fiber Shingle
- 2. CN Concrete
- 3. MT Metal
- 4. RB Rubber
- 5. SL Slate
- 6. T/G Tar/Gravel
- 7. TL Tile
- 8. WS Wood Shingles
- 9. MB Modified Bitumen

G. PARKING/GARAGE

- 1. AT Attached
- 2. DT Detached
- 3. 1C 1 Car
- 4. 2C 2 Car
- 5. 3C 3 + Car
- 6. 1+ 1-25 Spaces
- 7. 26+ 26-50 Spaces
- 8. 51+ 51-100 Spaces
- 9. 101+ 101+ Spaces
- 10. CP Carport
- 11. GR Garage
- 12. LT Parking Lot
- 13. PG Parking Garage
- 14. PV Paved
- 15. RS Reserved
- 16. SC Security
- 17. ST Street
- 18. OS Off Street
- 19. UN Under
- 20. UG Unit Garage
- 21. UP Unpaved
- 22. NO None

H. ROADS

- 1. PV Paved
- 2. PR Private
- 3. PB Public
- 4. UN Unpaved
- 4. GR Gravel

I. FLOOR COVERING

- 1. CP Carpet
- 2. CT Ceramic Tile
- 3. CN Concrete
- 4. PR Parquet
- 5. PW Plywood
- 6. SL Slate
- 7. TL Tile
- 8. VN Vinyl
- 9. WD Wood
- 10. WL Wood Laminate
- 11. OT Other - See Remarks

J. INSULATION

- 1. YES Yes
- 2. CEL Ceiling
- 3. FLR Floor
- 4. WAL Wall
- 5. NON None
- 6. OT Other-See Remarks

K. HEATING

- 1. BB Baseboard
- 2. CN Central
- 3. EL Electric
- 4. FA Forced Air
- 5. GS Gas
- 6. GEO Geothermal
- 7. HP Heat Pump
- 8. HW Hot Water
- 9. OL Oil
- 10. PR Propane
- 11. RT Radiant
- 12. RD Radiator(s)
- 13. SL Solar
- 14. SH Space Heater(s)
- 15. ST Steam
- 16. WL Wall Unit(s)
- 17. WD Wood
- 18. ZN Zoned
- 19. NO None
- 19. OTH Other

Next Column

Next Column

Next Column

L. AIR CONDITIONING

- 1. CN Central
- 2. HP Heat Pump
- 3. WU Wall Unit(s)
- 4. WN Window Unit(s)
- 5. ZN Zoned
- 6. NO None

M. WATER

- 1. MN Municipal Water
- 2. PR Private Water
- 3. WL Well
- 4. NO None

N. SEWER/SEPTIC

- 1. CS Community Septic
- 2. MS Municipal Sewer
- 3. PS Private Septic
- 4. PR Private Sewer
- 5. NCS Non Conventional Septic
- 6. NO None

O. CABLE

- 1. AV Available
- 2. NO None

P. TENANT PAYS

- 1. AF Association Fees
- 2. CB Cable
- 3. EL Electric
- 4. GS Gas
- 5. MN Maintenance
- 6. MG Management Fees
- 7. SS Septic/Sewer
- 8. TX Taxes
- 9. WT Water
- 10. OT Other - See Remarks

Q. COMMERCIAL FEATURES

- 1. CT Closed Circuit T.V.
- 2. DH Dock Height Loading
- 3. EL Elevator(s)
- 4. EML Employee Lounge
- 5. EC Equip. Conveys
- 6. FS Fire Sprinklers
- 7. FR Franchise
- 8. FE Freight Elevator
- 9. GL Grade Loading
- 10. HF Handicap Features
- 11. HS Hoists
- 12. IH Indoor Hot Tub
- 13. IP Indoor Pool
- 14. IT Indoor Tennis
- 15. IN Intercom
- 16. IC Inventory Convey
- 17. LQ Living Quarters
- 18. OH Outdoor Hot Tub
- 19. OP Outdoor Pool
- 20. OT Outdoor Tennis
- 21. PR Public Restroom (s)
- 22. S/S Sauna/Steam Room
- 23. SA Security Alarm
- 24. SM Smoke Alarm
- 25. WL Waterfront Loading
- 26. WD Window Display

Next Column

R. DOCUMENTS ON FILE

- 1. AP Appraisal
- 2. AS Aerial Survey
- 3. AB As-Built Survey
- 4. DE Deed
- 5. EI Env. Impact. Study
- 6. FP Flood Policy
- 7. HP House Plans
- 8. LS Land Survey
- 9. LB Lead Based Pt. Dis.
- 10. PT Perc Test
- 11. RP Recorded Plat
- 12. RD Res. Prop. Dis.
- 13. SS Soil Survey
- 14. SA Sub. Approval
- 15. TP Title Policy
- 16. TS Topo Survey
- 17. SP Septic Permit
- 18. RC Restrictive Covenants
- 19. CD Condo Documents
- 20. WTP Water Tap Paid
- 21. SE Site Evaluation
- 22. BD Association Budget
- 23. EC Elevator Certificate
- 24. LH Lease History
- 25. EH Expense History

S. FINANCING AVAILABLE

- 1. AS Assumption/Qualify
- 2. AN Assmptn/Non Qual.
- 3. BL Balloon
- 4. CF Contract for Deed
- 5. CS Cash
- 6. CO Commercial
- 7. FH FHA
- 8. FM FmHA
- 9. LB Lease Back
- 10. LP Lease Purchase
- 11. OF Owner Finance 1st
- 12. OS Owner Finance 2nd
- 13. T/E Trade/Exchange
- 14. VA VA
- 15. OT Other - See Remarks

T. POSSESSION

- 1. 30D 1-30 Days
- 2. AC At Closing
- 3. NG Negotiable
- 4. ST Subject to Tenancy
- 5. SR Other - See Remarks

Next Column

U. SHOWING INSTRUCTION

- 1. AP Appointment Req'd
- 2. CA Call Agent
- 3. CL Combo-Lock Box
- 4. EL EL LB-No CBS
- 5. CB EL LB-CBS
- 6. KY Key
- 7. LA Listing Agent Must Acc
- 8. OO Owner Occupied
- 9. TO Tenant Occupied
- 10. VC Vacant
- 11. VA Video Available
- 12. CD CD Available
- 13. BP Beware Pet
- 14. VTA Virtual Tour Available
- 15. SBN See Broker's Notes
- 16. CLA Call Listing Office
- 19. SSI See Showing Instructions

V. LISTING RESTRICTIONS

- 1. PR Exclusions
- 2. SV Variable Rate Comp
- 3. LS Limited Service
- 4. 1031 1031 Tax Deferred Exch
- 5. CL Confidential Listing
- 6. SBN See Brokers Notes

W. FLOOD ZONE

- 1. AE AE
- 2. VE VE
- 3. X X
- 4. UK Unknown
- 5. CBR Cobra

End

