

COMMERCIAL DATA INPUT FORM

SHADING INDICATES THE FIELD IS REQUIRED

START A NEW LISTING FROM TAX RECORD

1) Start New listing from Tax Record (auto population function*):

Select this if the listing being added is in one of the jurisdictions listed below.

Highlight the correct "Tax County" (includes cities) for the listing being added and use the fields to the right of the "Tax County" list to locate the tax record, then select "Search" at the bottom of the screen.

When the record(s) is displayed, click the "Fill" hyperlink to the left of the record.

2) Start new listing:

Select this if the property being added is NOT in one of the jurisdictions listed OR if the tax record could not be found in Choice 1.

3) Copy from existing listing:

Select to have the system auto-copy certain data fields from an existing on or off market listing.

*The Autopopulation function should be used if the listing being added is in one of the jurisdictions in the tax database. Must exactly match Parcel ID (PID) in the tax record.

TAX COUNTY (1)

Select from County/City table in add/edit

Tax ID

Street Number

Street Name

Owner Last Name

STATUS INFORMATION

Listing Status Options

__INCOMPLETE Listings are assigned an MLS# but are not entered into the MLS database and any information you have provided will not be available to MLS users.

__ACTIVE Listings are entered into the MLS database and the information you have provided will be made available to all MLS users .

__COMING SOON The Coming Soon status indicates that the agent and the property owner are preparing the property for sale, but it is not ready for full marketing and showing. WMLS "Coming Soon" Addendum Form 124 is required. Refer to WMLS Rules & Regulations for restrictions and requirements of Coming Soon Status.

STATUS (1)

__Incomplete

__Active

__Coming Soon

LISTING INFORMATION

County/City: -----

List/Lease Price: -----

List/Lease Date: _ / _ / _

Expected On Market Date: _ / _ / _

Expire Date: _ / _ / _

(To be used ONLY if Coming Soon Status is Chosen)

Availability Type

__Lease

__Sale

PID: -----

PID - The Autopop function should be used if the listing being added is in one of the jurisdictions in the tax database. Must exactly match Parcel ID (PID) in the tax record

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LOCATION INFORMATION

Street #: Street Direction: Street Name: Street Suffix:
City (mailing address): Zip Code: Zip + 4: State:
Year Built: (Not Req'd if Agricultural, Land or Mobile Home Type Chosen) Year Built Description: Lot:

PROPERTY INFORMATION

Legal (75 characters):
Property Description (500 characters):

SHOWING INSTRUCTIONS

Showing Instr 1 (1) LockBox Type Sentrilock Serial LB #
Accompany Show WMLS Sentrilock (Req'd if Lockbox Type = Sentrilock or Both)
Appt. Required Other Sentrilock
Go Direct Combo
No LB per seller request
Supra

Additional Showing Instructions:

Owner Name: Owner Agent (Y/N)
Yes
No

PROPERTY TYPE INFORMATION

SELECT AT LEAST ONE CHOICE FROM ANY ONE OF THE TEN PROPERTY TYPE FIELDS LISTED BELOW

INDUSTRIAL TYPE RETAIL TYPE AGRICULTURAL TYPE LAND TYPE
Distribution Warehouse Convenience Store Agribusiness Commercial-Other
Flex Space Convenience Store (with food service) Cropland Industrial
Food Processing Marina Other Multi-Family
Industrial-Business Park Convenience Store (with fuel) Pasture/Ranch Office
Manufacturing Free-Standing Building Timberland Retail
Mini-Storage (Sale Only) Restaurant Retail-Pad
Net Leased Retail-Commercial
Office Showroom Retail-Pad
Other Street Retail
R&D
Refrigerated/Cold Storage
Truck Terminal
Warehouse

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MOBILE HOME TYPE

(Y/N)
 Yes
 No

OFFICE TYPE

Institutional/Governmental
 Medical
 Office Building
 Office Condo
 Office Park
 Office-R&D
 Office-Warehouse

SHOPPING CENTER TYPE

Community Center
 Fashion/Specialty Center
 Free-Standing Building
 Grocery-Anchored
 Mixed Use
 Neighborhood Center
 Other
 Outlet Center
 Power Center
 Regional Center/Mall

HOSPITALITY TYPE

Bed & Breakfast
 Casino
 Chalet
 Convention Center
 Extended Stay
 Golf Course
 Hostel
 Hotel
 Inn Motel
 Other
 Pool
 Recreation Cabins
 Resort
 Restaurant
 Ski & Sun
 Spa
 Vacation Rental(s)

MULTI-FAMILY TYPE

Garden/Low-Rise
 Govt Subsidized
 Mid/High-Rise
 Townhouse

SPORT/ENTERTAINMENT TYPE

Golf Related
 Theatre/Performing Arts Facil-

LEASE ONLY INFORMATION

****INFORMATION IN THIS SECTION IS ONLY REQUIRED IF THE AVAILABILITY TYPE = LEASE****

****Lease Price Term**

Month
 Year

Additional Contacts (50 characters): _____

SPACE 1

****Suite #** _____ ****Sqft Available:** _____ **Sublet (Y/N)**
 Yes ****Date Available:** ____/____/____
 No **Lease Amount/Month:** _____ (Req'd
 if Lease Price Terms =
 Month)

Lease Amount/Year: _____ ****Lease Type**
 _____ (Req'd if Lease Price
 Terms = Year) Full Service Gross ****Term:** _____ ****Min Sqft:** _____ ****Max Contg. Sqft:** _____
 Modified Gross
 Modified Net
 NNN
 Other

****Annual Lease Rate (\$/s):** _____ **NNN Expenses:** _____

Space Description (50 characters): _____

Space Type (50 characters): _____

SPACE 2 (REQ'D IF AVAILABLE)

****Suite #** _____ ****Sqft Available:** _____ **Sublet (Y/N)**
 Yes ****Date Available:** ____/____/____
 No **Lease Amount/Month:** _____ (Req'd
 if Lease Price Terms =
 Month)

Lease Amount/Year: _____ ****Lease Type**
 _____ (Req'd if Lease Price
 Terms = Year) Full Service Gross ****Term:** _____ ****Min Sqft:** _____ ****Max Contg. Sqft:** _____
 Modified Gross
 Modified Net
 NNN
 Other

COMMERCIAL DATA INPUT FORM

SHADING INDICATES THE FIELD IS REQUIRED

**Annual Lease Rate (\$/s):

NNN Expenses:

Space Description (50 characters):

Space Type (50 characters):

SPACE 3 (REQ'D IF AVAILABLE)

**Suite #

**Sqft Available:

Sublet (Y/N)

__Yes
__No

**Date Available:

__ / __ / __

Lease Amount/Month:

(Req'd if Lease Price Terms = Month)

Lease Amount/Year:

(Req'd if Lease Price Terms = Year)

**Lease Type

__ Full Service Gross
__ Modified Gross
__ Modified Net
__ NNN
__ Other

**Term:

**Min Sqft:

**Max Contg. Sqft:

**Annual Lease Rate (\$/s):

NNN Expenses:

Space Description (50 characters):

Space Type (50 characters):

OTHER SALE/LEASE INFORMATION

Accessibility Equipped (Y/N): (Not Req'd if Agricultural, Land or Mobile Home Type

__Yes
__No

POSSIBLE USE (255 characters) (Req'd if Land Type Chosen):

ELEVATOR(Y/N): (Not Req'd if Agricultural, Land or Mobile Home Type Chosen)

__Yes
__No

SIGNAGE INCLUDED

__Yes
__No
__Dry
__None
__Wet

STORAGE (Y/N)

__Yes
__No

ENTERPRISE ZONE

__Yes
__No

Total Building Sqft : (Not Req'd if Agricultural, Land or Mobile Home Type Chosen)

Rentable Sqft : (Req'd if Availability type = Lease)

Total # Units:

FEDERAL TAX CREDIT ELIGIBLE (Y/N): (Not Req'd if Agricultural, Land or Mobile Home Type Chosen)

__Yes
__No

Levels:

Parking Spaces:

Covered Spaces:

Uncovered Parking:

Column Spacing Feet:

Ceiling Height:

Clear Ceiling Ht Ft:

DOCK HIGH (Y/N)

__Yes
__No

Total # Dock High: (Req'd if Dock High = Yes)

AT GRADE

__Yes
__No

Total # at Grade: (Req'd if At Grade = Yes)

RAMP (Y/N)

__Yes
__No

Total # of Ramps: (Req'd if Ramp = Yes)

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RAILROAD FRONT

Yes
 No

RAILROAD SIDING POSSIBLE

Yes
 No

AIRPORT NEARBY

Yes
 No

DISTANCE TO AIRPORT:

(Req'd if Airport Nearby =
 Air 10+ Miles
 Air 2 - 10 Miles

Lot Dimensions: _____ X _____
(Req'd if Sq Ft chosen in Land Area Type Field)

Total Acres: _____

Land Area: _____

LAND AREA TYPE (1)

Acres
 Sq. Ft.

Taxable Acres: _____

Soil: _____

BUILDING CLASS

A
 B
 C
 Other

Land Frontage Feet _____

Water Frontage Feet _____

Current Zoning: _____

Potential Zoning: _____

CONSERVATION PROGRAM

Yes
 No

Conservation Program Type:

_____ (Req'd if Conservation Program =

CRANES Y/N)

Yes
 No

Crane Ctr Under Hook: _____

Tonnage: _____

RAIL Y/N)

Yes
 No

Body of Water: _____

ANCHORED Y/N); (Req'd if Shopping Center Type is chosen)

Yes
 No

Length of Term: _____
(Req'd if Lease Term is chosen)

Time Remaining: _____
(Req'd if Lease Term is chosen in Other Retail Information Field)

POSSESSION (2)

At Closing
 Immediate
 Leasehold Rights
 Negotiable
 Other
 Tenant Rights

Assessed Land: _____

Assessed Improvement: _____

Assessed Year: _____

GENERAL INFORMATION

Public Remarks (2500 characters):

Area with horizontal dashed lines for public remarks.

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SALE/LEASE FEATURE INFORMATION

HEATING/COOLING (Not Req'd if Agricultural, Land or Mobile Community Type is

- 2-Zoned
- 3 or More Zones
- Baseboard
- Central Air
- Coal Stove
- Electric
- Floor Furnace
- Forced Hot Air
- Gas A/C
- Geothermal
- Heat Pump
- Hot Water
- Hot Water Coil
- Individual Wall Units
- Individual Window Units
- Natural Gas
- None
- Other
- Radiant
- Radiator
- Space Heater
- Steam
- Timed Thermostat
- Wall Furnace
- Wood Stove

SEWER (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- None
- Other
- Sanitary Sewer
- Septic

BUILDING CONDITION (Not Req'd if Agricultural, Land or Mobile Community Type is

- Average
- Good
- Rehab
- See Remarks
- Under Construction
- Very Good

DOORS (3) (Not Req'd if Agricultural, Land or Mobile Community Type is

- 10 Ft. - 15 Ft. Doors
- 10 Ft. Doors
- 15+ Ft. Doors
- Other

EXTERIOR (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- Block
- Brick
- EFIS
- Metal/Vinyl
- Other
- Tilt-Up

WATER SOURCE

- Community Water
- None
- Other
- Public Water
- Well

OTHER RETAIL INFO

- Bay Dimensions (depth x width)
- Common Area Maintenance Cost
- Lease Terms
- Required Parking Ratio
- Signage

ROOF (3) (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- Asphalt Shingle
- Composite
- Concrete
- Green
- Metal
- Other
- Polyskin
- Reflective
- Slate
- Tar & Gravel
- Tile
- Vinyl
- Wood Shingle

ROAD TYPE (2) (Not Req'd if Agricultural, Land or Mobile Community Type is chosen)

- City Maintained Road
- County Maintained Road
- Interstate
- No Road Frontage
- Private
- State Maintained
- U.S. Highway

LOADING (3)

- 1-3 Bays
- 4-6 Bays
- 7+ Bays
- None

OTHER OFFICE INFO

- Core Factor
- Elevator
- HVAC
- Parking Ratio
- Security Card Access

TOPOGRAPHY

- Bottom
- Gently Rolling
- Level
- Level to Rolling
- Level to Steep
- Rolling
- Rolling to Steep
- Sloped
- Undulating
- Wooded

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SALE ONLY FEATURE INFORMATION

INFORMATION IN THIS SECTION IS ONLY REQUIRED IF THE AVAILABILITY TYPE = SALE

Table with 5 columns: SALE TERMS, DRAINAGE (6), IRRIGATION (3), FENCE CONDITION, FENCE TYPE (3). Rows include options like Conventional, Average, Drip Irrigation System, etc.

Debit Service Actual (Yr/\$): ___ / ___ Scheduled Gross \$: _____ SCHEDULED GROSS
Effective Gross Operating Expenses: _____ Reimbursement
Vacancy

NET OPERATING TYPE Net Operating Income \$: _____
Capital Costs Debt Service Pre Tax Cash Flow \$: _____

AGENT/OFFICE INFORMATION

List Agent Code: _____ List Agent Name: _____
List Office Code: _____ List Office Name: _____
Co-List Agent Code: _____ Co-List Agent Name: _____
List Type: Limited Rep: (Y/N) Co-List Office Name: _____
Exclusive Agency Yes
Exclusive Right No
MLS Only Listing

VIRTUAL TOUR INFORMATION

NOTE: ENTER WEB ADDRESS(S) FOR EACH VIRTUAL TOUR
PLEASE NOTE THAT VIRTUAL TOURS CANNOT BE BRANDED OR CONTAIN CONTACT INFORMATION OF ANY KIND

Virtual Tour: _____
Additional Virtual Tour: _____

INTERNET DISPLAY INFORMATION

Internet Publication Opt Out: (Y/N) Yes
No

DELAYED MARKETING

NOTE: Coming Soon Status is not applicable for Delayed Marketing Listings.

NOTE: BY SELECTING YES, I CERTIFY THAT I HAVE EXPLAINED THE MLS SELLER OPTIONS TO MY CLIENT(S), AND THAT THEIR REVIEWED AND AGREED UPON SELECTIONS ARE ACCURATELY REFLECTED IN THE MLS.

Delayed Marketing: (Y/N) Delayed Marketing Date: ___/___/___
(To be used ONLY if Delayed Marketing is Chosen)
Yes
No
Delayed Marketing Date cannot be more than 7 days from List Date.
Delayed Marketing Period cannot be extended once Listing is Active.

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LISTING STATUS CONFIRMATION

Listing Status Options - Go back to Status Tab to confirm or reselect Active or Incomplete Status.

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