

COMMERCIAL LEASE LISTING DATA ENTRY FORM

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

LISTING INFORMATION

Listing Contract Date*	Expiration Date*	Listing Service Type* Full Service Limited Service	Commercial Transaction Terms Annual Rate Increase Improvement Allowance No Smoking Pre-Leasing Sub-Leasing	
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 Exclusion/Variable Commission			Representation Seller Represented Seller Not Represented	
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	Levels Multi/Split One Two Three or More	Total # of Floors
GeoLocation Between US1 & River Y/N Yes No				

FINANCIAL INFORMATION

Owner Pays*			Terms of Lease*		
Cable TV	Electricity	Gas	Absolute (Triple) Net	Gross Lease	Gross Percentages
Grounds Care	Internet	Laundry	Ground Lease	Lease Option	Modified Gross
None	Other	Pest Control	Net Lease	Net Net	Other
Pool Maintenance	Recreational	Security	Pass Throughs	Purchase Option	Renewal Option
Sewer	Telephone	Trash Collection	Sale-Leaseback	Seasonal	Special Available (CLO)
Water			Varied Terms		

Tenant Pays					Number of Tenants	
Association Fees	Capital Expenses	Common Area Maint.	Condominium Fees	Electricity	2-3 Tenants	4-8 Tenants
Gas	Liability Insurance	Other - See Remarks	Parking Fee	Pro-Rated	8 or More Tenants	Single User
Property Insurance	Property Taxes	Reserves	Sewer	Trash Collection		
Water						

					Financial Package Yes No	
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EXTERIOR INFORMATION

Property Style* Agriculture Assembly Building Business Five or More Hotel/Motel Industrial Mixed Use Office Retail Restaurant Warehouse	Use Code			
New Construction* Yes No	Property Condition Completed Fixer Pre-Construction Under-Construction Under-Renovation			
Proj. Completion Date				
Door Height	Door Width	Eaves Height	Road Frontage Feet	Garage Door Height
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
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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
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*

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	

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

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(s)	Ground Level
Lighted	None	Other	Over 30 Spaces	RV Parking
Secured	Under Building	Underground	Valet	

Foundation*

Basement	Block	Brick/Mortar	Concrete Primeter	Crawlspace	Other	Pillar/Post/Pier	Slab	Stem Wall	Stilt/On Piling
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Basement

Bath/Stubbed	Crawl Space	Daylight	Exterior Entry	Finished
Full	Interior Entry	Other	Partial	Unfinished

Audio Surveillance Notice Y/N

Yes No

LEGAL

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

Freezer Space

Appraisal

Builder

Measured

Owner provided

Public Records

Yes

No

SqFt Total*

SqFt Total Source

Converted Residence

Appraisal

Builder

Measured

Owner provided

Public Records

Yes

No

Net Leasable SqFt*

Ceiling Height

Freestanding

8 to 9 Feet

10 to 15 Feet

16 to 22 Feet

23+ Feet

Varied

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 Utilites	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	Well	Well Required
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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	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 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
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Window Features

Aluminum Frames	Blinds	Display Windows	Double Pane Windows	Drapes
ENERGY STAR Qualified Windows	Impact Glass/Storm Windows	Insulated Windows	Low Emissivity Windows	Rods
Shades	Shutters	Solar Screens	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

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	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

WATER INFORMATION

Water Access*

YesNo

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*

YesNo

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*

YesNo

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*

YesNo

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	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
				N/A
				Monthly
				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			

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
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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

Hydro Power	Solar	Wind
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Solar Panel Ownership

Leased/Assumable	Leased/Non-Assumable	Owned
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Green Energy Features

Appliances	Doors	Energy Monitoring System	HVAC	Insulation	Lighting
Pool	Roof	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+	Containment 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	In-Foreclosure	Lease Restrictions	List Agent is Owner	List Agent is Related to Owner
No Sign	Pre-Foreclosure	Remediation Accomplished	Remediation in Progress	Scrub Jay - Check w/County
See Attachments	Survey Available	Termite Bond/Warranty	Zoning Grandfathered In	

Realtor Information Confidential

Bldr Home-Register Prosp	Bonus to Lease Office	Copy of Lease Available	Go To Site	In-Foreclosure
Pre-Foreclosure	Tenant Approval			

Disclosures

Environmental Disclosure	Lead paint	None	Other	Sinkhole Disclosure
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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

COMPENSATION

Single Agent Comp*

Non Rep Comp*

Trans Broker Comp*

Bonus	Bonus Amount	Bonus Expiration Date	Dual/Variable Compensation*
Yes No			Yes No

SHOWING INFORMATION

Call Center Phone Number

ShowingTime Secure Remarks

Occupant Type

Owner

Tenant

Vacant

Showing Instructions*

24 Hour Notice	Appointment Only	Call Agent 2	Call Before Showing	Call Listing Agent
Call Listing Office	Call Manager	Call Owner	Call Tenant	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	Lock Box Coded	Lock Box Electronic	Lock Box Elec.-CBS Code Required	Lock Box No Call
Locked Gate	No Call Box	Other	See Remarks	Use ShowingTime Button

Showing Considerations*

Combination Lock Box	Day Sleeper	Electricity Not On	Inconsistent Cell Service	Lockbox
Minimal or no Ext. Lighting	Minimal or no Int. Lighting	No AC	No Heat	No Lockbox
No Sign	Pet(s) on Premises	Remote/Limited Visibility	Security System	See Remarks
To Be Built	Under Construction			

LISTING DISTRIBUTION

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

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*