

Property Data Form For Use By Members Only

All Underlined Fields Must be Completed = Required Fields

Agent Name _____ Date Entered ____/____/____ Listing # _____

GENERAL INFORMATION

Auction Yes No Auction Date ____/____/____ Listing Price \$ _____ List Date ____/____/____

Expiration Date ____/____/____ Street # _____ Street Direction _____ Street Name _____

Street Type _____ Unit # _____ Zip Code _____ Zip +4 _____ State _____ County _____
(Avenue, Court, Lane, etc)

City _____ Township _____ Area _____ Parcel ID# _____

Zoning _____ Pub. On Internet Yes No Broker Recip. Yes No VOW Include Yes No VOW Address Yes No

Allow VOW AVM Yes No Allow VOW Comments Yes No

LISTING INFORMATION

Occupied by Owner Tenant Vacant Listing Type EA - Exclusive Agency ER - Exclusive Right to Sell

Subagent _____ (\$/%) Buyer Agent _____ (\$/%) Dual Rate Yes No Comm Desc _____

Less Lot \$ _____ Named Exceptions Yes No Service Restrictions EA - Entry Only LS - Limited Service
 N/A - Not Applicable Property Disclosure Yes No Lead Base Paint Disclosure Yes No

AGENT INFORMATION

Listing Agent ID _____ (Select Find an Agent in Listing Load) List Agent Name _____ (All other fields will populate in the listing load)

Co-List Agent ID _____ (Select Find an Agent in Listing Load) Co-List Agent Name _____ (All other fields will populate in the listing load)

BUILDING INFORMATION

Number of Stories _____ Year Built _____ Year Built Description New Construction Unknown Est. Completion

Date ____/____/____ Office SqFt _____ Approx SqFt _____ Accessibility Features Yes No

Features Available (Select up to 3): Accessibility Form Curbless Shower Doors 32+ Grab Bars Hallways 32"+

Handrails Lever Handles Wheel Chair Ramp

Building 1 Length _____ Building 1 Width _____ Annual Operating Income _____

Building 2 Length _____ Building 2 Width _____ Annual Operating Expense _____

Building 3 Length _____ Building 3 Width _____ Current Use _____

PROPERTY INFORMATION

Lot Size _____ Acres _____ Legal Description _____

School District _____ Elementary School _____ High School _____

Construction Assessment \$ _____ Balance of Construction \$ _____ Assessment Type _____

Tax Description _____ 6 Mos. General Tax \$ _____ 6 Mos. Special Tax \$ _____

Homestead Exempt Yes No Present Mortgage Balance \$ _____ Annual Total Income \$ _____

Total Annual Expense \$ _____

All Underlined Fields are Required**FEATURES****1. \$ Includes (Limit 4)**

- Business
 Business / Real Estate
 Fixtures
 Inventory
 License
 Other
 Real Estate

2. Type (Limit 1)

- Commercial
 Heavy Industrial
 Investment
 Light Industrial
 Office
 Other
 Recreation
 Retail

3. Business Type (Limit 1)

- Bar
 Manufacturing
 Other
 Restaurant
 Retail
 Service
 Warehouse
 Wholesale

4. Location (Limit 1)

- Commercial Park
 Corner
 Free
 Industrial
 Mall
 Office Park
 Other
 Outside
 Strip

5. Construction (Limit 1)

- Concrete
 Masonary
 Metal
 Other
 Pre-Fabricated
 Precast
 Steel
 Wood

6. Foundation (Limit 1)

- Basement
 Crawl
 Slab
 Other

7. Roof (Limit 2)

- Asphalt
 Composite
 Flat
 Metal
 Other
 Shingle
 Slate
 Tile
 Wood

8. Parking (Limit 2)

- 1 – 5 Spaces
 6 – 10 Spaces
 11 – 30 Spaces
 31+ Spaces
 Metered
 None
 Other
 Parking Lot
 Structure

9. Ceiling Height (Limit 2)

- 0 – 10 Feet
 11 – 15 Feet
 16 – 20 Feet
 21+ Feet
 Beampost
 Clear
 Other

10. Loading (Limit 7)

- Alley
 Conveyor
 Delivery Area
 Delivery Door
 Dock Door
 Drive-In
 Freight
 Freight Drive
 None
 Off Street
 Other
 Overhead
 Overhead Crane
 Passenger
 Railroad
 Truck

11. Flooring (Limit 6)

- Carpet
 Concrete
 Other
 Sheet
 Tile
 Wood

12. Miscellaneous (Limit 17)

- 1 Restroom
 2 Restrooms
 3 Restrooms
 4+ Restrooms
 Alarm
 Cafeteria
 Fence
 Fire Alarm
 Fire Detector
 Floor Drain
 Intercom
 Lockers
 LQ Attached
 LQ Detached
 LQ Other
 None
 Other

- PA system
 Pond
 Sec Light
 Smoke Detector
 Sprinkler
 Volt 220
 Volt 440
 Waterfront

13. Owner Exp (Limit 7)

- Electric
 Gas
 Insurance
 Maintenance
 None
 Other
 Refuse
 Sewer
 Taxes
 Water

14. Tenant Exp (Limit 7)

- Electric
 Gas
 Insurance
 Maintenance
 None
 Other
 Refuse
 Sewer
 Taxes
 Water

15. Doc Available (Limit 7)

- Drawing
 Environment
 EQ Lease
 Financial
 Leases
 Legal
 None
 Other
 Survey

16. Lease Info (Limit 5)

- 1 Year
 1+ Years
 Monthly
 None
 Other
 Renewal

17. License Req (Limit 3)

- Local
 None
 Other
 State

18. Heating (Limit 9)

- Forced Air
 Geothermal
 Gravity
 Heat Pump
 Hot Water
 None
 Other

- Radiant
 Radiator

19. Heat Fuel (Limit 7)

- Electric
 Natural Gas
 Oil
 Other
 Propane
 Solar
 Wood / Coal

20. Cooling (Limit 5)

- Central Air
 None
 Other
 Wall
 Window

21. Water Heat (Limit 2)

- Electric
 Gas
 Oil
 Other
 Propane
 Solar

22. Water (Limit 3)

- Holding
 Other
 Pond
 Private
 Public
 Well

23. Sewer (Limit 3)

- Other
 Sanitary
 Septic
 Storm(s)

24. Terms (Limit 5)

- Assume
 Bond
 Cash
 Conventional
 Exchange
 Land Contract
 Lease
 Lease Option
 Lease Purchase
 Other
 Seller Assist

25. Possession (Limit 2)

- 30 DAC
 At Close
 Negotiable
 Other
 Ten Right

26. Owner Status (Limit 1)

- Agent Owned
 Corporate Owned
 HUD Owned
 Lender Owned

Remarks (max 600):

Private Remarks (max 150):

Agent Remarks (max 400):

Directions To Property (max 150):

Lockbox Serial Number: _____

Interior/Exterior Video/Audio Equipment: Yes No

Showing Instructions (max 100):

Dotloop Easy Offer Link _____

Secure Showing Instructions for ShowingTime (max 250):

Virtual Tour URL: (Unbranded)

LISTING ATTRIBUTION CONTACT

Pick only one

Agent Phone

Agent e-mail

Office Phone