

# Property Data Form - Commercial Sale

## Agent and Office Information

<b>*Coming Soon</b>	<b>*Listing Agent</b>	<b>*Office Name</b>	<b>Listing Team Name</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____

## Location Information

<b>*House #</b>	<b>Street Dir</b>	<b>*Street Name</b>	<b>*Street Type</b>	<b>Post Dir</b>	<b>Unit #</b>
_____	_____	_____	_____	_____	_____

<b>Subdivision</b>	<b>*Tax Parcel #</b>	<b>*Township</b>	<b>*Range</b>	<b>*Section</b>
_____	_____	_____	_____	_____

<b>*County</b>	<b>*City</b>	<b>*State</b>	<b>*Year Built</b>	<b>*Year Built Source</b>
_____	_____	_____	_____	<input type="checkbox"/> Appraisal <input type="checkbox"/> Courthouse <input type="checkbox"/> Building Permit <input type="checkbox"/> Owner

<b>*Zip</b>	<b>Zip + 4</b>	<b>*School District</b>	<b>*Project Name</b>
_____	_____	_____	_____

**\*Legal Description**

## Property Information

**\*Property SubType**

<input type="checkbox"/> Apartment/5+ Units	<input type="checkbox"/> Industrial	<input type="checkbox"/> Professional Building
<input type="checkbox"/> Automobile Service	<input type="checkbox"/> Laundromat	<input type="checkbox"/> Professional Service
<input type="checkbox"/> Bar	<input type="checkbox"/> Manufactured	<input type="checkbox"/> Recreational
<input type="checkbox"/> Building Trades/Svc	<input type="checkbox"/> Medical Services	<input type="checkbox"/> Restaurant - Food Svc
<input type="checkbox"/> Business Service	<input type="checkbox"/> Mini-Warehouse	<input type="checkbox"/> Retail
<input type="checkbox"/> Cannabis Property	<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Strip Center
<input type="checkbox"/> Church	<input type="checkbox"/> Mobile Home Park	<input type="checkbox"/> Unimproved
<input type="checkbox"/> Franchise Dealership	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Office Building	<input type="checkbox"/> Wholesale

<b>*Zoning Code</b>	<b>*List Price</b>
_____	_____

<b>*List Date</b>	<b>*Expiration Date</b>	<b>Census Tract</b>
_____	_____	_____

<b>*Lot Size-SqFt</b>	<b>Acres</b>
_____	_____

<b>*Tax Amount</b>	<b>*Tax Year</b>
_____	_____

**\*\*Showing Start Date**

<b>*Building SF #1</b>	<b>Building SF #2</b>	<b>Building SF #3</b>
_____	_____	_____

**Owner Name**

<b>*SF Source #1</b>	<b>SF Source #2</b>	<b>SF Source #3</b>
<input type="checkbox"/> Appraisal	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Appraisal
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Building Permit
<input type="checkbox"/> Court House	<input type="checkbox"/> Court House	<input type="checkbox"/> Court House
<input type="checkbox"/> Not Reporting SF		

**Owner Phone**

System auto-calculates Acres based on Lot Size - Sq Ft entered.  
To calculate, multiply Acres x 43,560

**Broker and Disclosure Information**

<b>*Internet List</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Address Public</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Allow Comments/Rev</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Allow AVM</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Flood Notice Required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>*Limited Service</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Will Accept Delivery</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Occupied</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Showing Contact</b> <input type="checkbox"/> Call Agent <input type="checkbox"/> Call Owner <input type="checkbox"/> Call Tenant <input type="checkbox"/> Sentikey <input type="checkbox"/> See (R) Remarks	<b>*Keybox Type</b> <input type="checkbox"/> Combo <input type="checkbox"/> SentiLock <input type="checkbox"/> Supra <input type="checkbox"/> None

**\*Listing Agreement Type**

<input type="checkbox"/> Exclusive Right to Sell (ERS)	<input type="checkbox"/> ERS with Variable Rate
<input type="checkbox"/> ERS with Reserved Prospect	<input type="checkbox"/> Exclusive Agency
<input type="checkbox"/> ERS Subject to Auction/Bid	<input type="checkbox"/> Sales Fee Agreement

**Finance / Warranty Information**

<b>*Short Sale</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Assumable Loan</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Loan Type</b> <input type="text"/>	<b>Docs on File</b> <input type="checkbox"/> None <input type="checkbox"/> Aerial Photo <input type="checkbox"/> Appraisal <input type="checkbox"/> Blueprints <input type="checkbox"/> Brochure <input type="checkbox"/> Building Permit <input type="checkbox"/> Drawings <input type="checkbox"/> Equipment List <input type="checkbox"/> Env Impact Study	<input type="checkbox"/> Financial <input type="checkbox"/> Land Survey <input type="checkbox"/> Leases <input type="checkbox"/> Legal Description <input type="checkbox"/> Recorded Plat <input type="checkbox"/> Soil Survey <input type="checkbox"/> Topography <input type="checkbox"/> Other	<b>Finance Options</b> <input type="checkbox"/> None <input type="checkbox"/> 203k <input type="checkbox"/> Conventional <input type="checkbox"/> FHA <input type="checkbox"/> Lease Purchase <input type="checkbox"/> Owner Carry 1st <input type="checkbox"/> Owner Carry 2nd <input type="checkbox"/> Special <input type="checkbox"/> State Bond <input type="checkbox"/> Trade <input type="checkbox"/> USDA Rural Dev <input type="checkbox"/> VA <input type="checkbox"/> Other
<b>Adj Rate Mortgage</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Corporate</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Lender Name</b> <input type="text"/>	<b>*Possession</b> <input type="checkbox"/> At Closing <input type="checkbox"/> Subject to Lease <input type="checkbox"/> Negotiable <input type="checkbox"/> Close of Escrow		
<b>*Lender Owned</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Loan Balance</b> <input type="text"/>	<b>Loan Interest Rate</b> <input type="text"/>			
<b>PITI</b> <input type="text"/>	<b>Years Remaining</b> <input type="text"/>	<b>Loan Interest Rate</b> <input type="text"/>			
<b>Expenses Include</b>		<b>*Accuracy of Expenses</b>	<b>Tenant Pays</b>	<b>Price Includes</b>	
<input type="checkbox"/> Accounting	<input type="checkbox"/> License	<input type="checkbox"/> Not Available	<input type="checkbox"/> None	<input type="checkbox"/> Building	
<input type="checkbox"/> Advertising	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Accountant Provided	<input type="checkbox"/> All Utilities	<input type="checkbox"/> Business	
<input type="checkbox"/> Electric	<input type="checkbox"/> Management	<input type="checkbox"/> Available	<input type="checkbox"/> Cable	<input type="checkbox"/> Equipment	
<input type="checkbox"/> Equipment	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Estimate	<input type="checkbox"/> Electric	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Gas	<input type="checkbox"/> Rent	<input type="checkbox"/> Limited Info	<input type="checkbox"/> Gas	<input type="checkbox"/> Goodwill	
<input type="checkbox"/> Insurance	<input type="checkbox"/> Repairs	<input type="checkbox"/> Owner Provided	<input type="checkbox"/> HOA User Fees	<input type="checkbox"/> Inventory	
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Services	<input type="checkbox"/> Pro Forma	<input type="checkbox"/> Insurance	<input type="checkbox"/> Land & Improve	
<input type="checkbox"/> Legal	<input type="checkbox"/> Supplies	<input type="checkbox"/> Projected	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Land Only	
		<input type="checkbox"/> Tax Return		<input type="checkbox"/> Lease Value	
		<input type="checkbox"/> Other		<input type="checkbox"/> Licenses	
				<input type="checkbox"/> Other	

**Business Information**

<b>Annual Gross Income</b> <input type="text"/>	<b>Lease Rate Low</b> <input type="text"/>	<b># Floors</b> <input type="text"/>	<b>*Permitted Use</b> <input type="checkbox"/> Distributive <input type="checkbox"/> Food Service <input type="checkbox"/> Mixed Use <input type="checkbox"/> Office <input type="checkbox"/> Recreational <input type="checkbox"/> Retail <input type="checkbox"/> Warehouse <input type="checkbox"/> Other	<b>Lease Type</b> <input type="checkbox"/> Lease <input type="checkbox"/> Lease Option <input type="checkbox"/> Lease Purchase <input type="checkbox"/> Other Lease Type <input type="checkbox"/> Subsidy
<b>Annual Operating Income</b> <input type="text"/>	<b>Lease Rate High</b> <input type="text"/>	<b># Tenants</b> <input type="text"/>		
<b>Annual Operating Expense</b> <input type="text"/>	<b>Divisible</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Expandable</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Construction Features

**\*Construction**

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Aluminum     | <input type="checkbox"/> Shake    |
| <input type="checkbox"/> Asbestos     | <input type="checkbox"/> Shingles |
| <input type="checkbox"/> Brick        | <input type="checkbox"/> Steel    |
| <input type="checkbox"/> Concrete     | <input type="checkbox"/> Stone    |
| <input type="checkbox"/> Frame        | <input type="checkbox"/> Stucco   |
| <input type="checkbox"/> Manufactured | <input type="checkbox"/> Tilt-Up  |
| <input type="checkbox"/> Masonite     | <input type="checkbox"/> Vinyl    |
| <input type="checkbox"/> Modular      | <input type="checkbox"/> Other    |
| <input type="checkbox"/> Pre-Cut Log  |                                   |

**Ceiling Height**

**Restrooms**

**\*Roof Material**

- Alum/Metal
- Built Up/Chat
- Composition
- Concrete
- Slate
- Tile
- Wood Shingles
- Other

**Interior Walls**

- None/Build Out
- Glass
- Metal
- Panel
- Papered
- Plastered
- Sheet Rock/Textured
- Unfinished
- Other

**\*Foundation**

- Crawl Space
- Full Basement
- Partial Basement
- Perm Affixed
- Slab
- Tie Down
- Other

**Load Dock Height**

**# of Rooms**

**Load Door Height**

**# of Stories**

**Miscellaneous**

- |   |  |
|---|--|
| <input type="checkbox"/> 220V                   | <input type="checkbox"/> Loading Dock    |
| <input type="checkbox"/> 440V                   | <input type="checkbox"/> Locker Rooms    |
| <input type="checkbox"/> Cafeteria              | <input type="checkbox"/> Outside Storage |
| <input type="checkbox"/> Elevator               | <input type="checkbox"/> Owner Agent     |
| <input type="checkbox"/> Fire Sprinkler System  | <input type="checkbox"/> Railroad Siding |
| <input type="checkbox"/> Freight Doors          | <input type="checkbox"/> Secure Facility |
| <input type="checkbox"/> Freight Elevator       | <input type="checkbox"/> Truck Door      |
| <input type="checkbox"/> Handicap (See Remarks) | <input type="checkbox"/> Zero Lot Line   |
| <input type="checkbox"/> Inside Storage         | <input type="checkbox"/> Other           |
| <input type="checkbox"/> Janitorial Services    |  |

**\*Exterior Features**

- None
- Door Sign
- Dumpster
- Incinerator
- Lighting
- Pole Sign
- Pool - Inground
- Pro Landscaped
- Roof Sign
- Sidewalk
- Sprinkler System
- Storage
- Other

**\*Interior Features**

- None
- 9' Ceiling Height
- Attic Exhaust Fan
- Cable TV Wired
- Display Window
- Dry Bar
- Equipment Remarks
- Exclusion Remarks
- Floored Attic
- High Speed Internet
- Hot Tub
- Internal Expansion Area
- Inventory Remarks

**Flooring**

- None
- Carpet
- Concrete
- Laminate
- Plywood/Composition
- Some Hardwood
- Tile
- Vinyl
- Wood Veneer
- Wood
- Other

**Internet Description**

- None
- Satellite
- Cable
- Unknown
- Fiber Optic

### Area / Land Features

**Lakes & Rivers (Name)**

**\*\*Lake/Water Amenities**

- |  |   |
|--|---|
| <input type="checkbox"/> Adjoins Corp Property     | <input type="checkbox"/> Marina Available |
| <input type="checkbox"/> Bluff                     | <input type="checkbox"/> Ramp Available   |
| <input type="checkbox"/> Boat Dock                 | <input type="checkbox"/> Sand Beach       |
| <input type="checkbox"/> Boat House                | <input type="checkbox"/> Summer View      |
| <input type="checkbox"/> Dock Approved Cove        | <input type="checkbox"/> Water Access     |
| <input type="checkbox"/> Lake/Riverfront Access    | <input type="checkbox"/> Winter View      |
| <input type="checkbox"/> Lake/Riverfront No Access | <input type="checkbox"/> Other            |

**\*Fence**

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> None          | <input type="checkbox"/> Partial      |
| <input type="checkbox"/> Barbed        | <input type="checkbox"/> Pipe Fencing |
| <input type="checkbox"/> Chain Link    | <input type="checkbox"/> Privacy      |
| <input type="checkbox"/> Cross Fenced  | <input type="checkbox"/> Split Rail   |
| <input type="checkbox"/> Decorative    | <input type="checkbox"/> Smooth Wire  |
| <input type="checkbox"/> Electric Gate | <input type="checkbox"/> Vinyl        |
| <input type="checkbox"/> Full          | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Hog Wire      |                                       |

**Mineral Rights**

- None
- Available
- Ground Water
- Included
- Not Included
- Partial
- Other

**\*\*Dist to Lake/River**

- Frontage
- Less Than 1 Mile
- Less Than 5 Miles
- Less Than 10 Miles

**Location**

- Corner
- Cul De Sac
- Frontage
- Industrial Park
- Interior
- Major Artery
- Mall
- Strip Center

**\*Lot Frontage**

**Dimensions**

**Parking Description**

- |   |   |
|---|---|
| <input type="checkbox"/> None               | <input type="checkbox"/> Garage                       |
| <input type="checkbox"/> 1 Per Unit         | <input type="checkbox"/> Garage - 1 Car               |
| <input type="checkbox"/> 2 or More Per Unit | <input type="checkbox"/> Garage - 2 Car               |
| <input type="checkbox"/> 1-25 Spaces        | <input type="checkbox"/> Indoor                       |
| <input type="checkbox"/> 26-50 Spaces       | <input type="checkbox"/> Off Street                   |
| <input type="checkbox"/> 51-100 Spaces      | <input type="checkbox"/> Outdoor                      |
| <input type="checkbox"/> 101+ Spaces        | <input type="checkbox"/> Paved Area                   |
| <input type="checkbox"/> Assigned           | <input type="checkbox"/> Storage                      |
| <input type="checkbox"/> Carport            | <input type="checkbox"/> Street                       |
| <input type="checkbox"/> Covered            | <input type="checkbox"/> Unpaved                      |
| <input type="checkbox"/> Fee                | <input type="checkbox"/> Additional Parking Available |

## Energy

### \*Heating Source

- None
- Electric
- Gas
- Gas / Electric
- Propane - Leased
- Propane - Own
- Solar
- Wood
- Other

### \*Sewer

- None
- Aerobic
- City
- Lagoon
- Private
- Rural
- Septic Tank
- Other

### \*Utilities Available

- None
- Cable TV
- Electric
- Electric Avail
- Gas
- Gas Avail
- Gas
- Generator - Fixed
- Generator Ready
- Indiv Metered
- Phone
- Phone Avail
- Propane Avail
- Sewer Avail
- Unknown
- Water
- Water Avail
- Other

### \*Heating System

- None
- 2 Units
- 3+ Units
- Baseboard
- Central
- Floor Furnace
- Heat Pump
- Hot Air - Forced
- Hot Air - Gravity
- Indiv Controlled
- Indiv Metered
- Office Only
- Radiant
- Space Heater
- Steam
- Zoned
- Other

### \*Cooling

- None
- 2 Units
- 3+ Units
- Central AC
- Electronic Air Filter(s)
- Evaporative Solar Cooling
- Humidifier(s)
- Window AC
- Zoned
- Other

### \*Water Source

- City
- Private
- Rural
- Spring
- Well
- Other

### \*Energy Features

- None
- Attic Exhaust Fan
- Attic Vent - Electric
- Attic Vent - Turbo
- Ceiling Fans
- Extra Insulation
- Insulated Doors
- Insulated Windows
- Programmable Thermostat
- Solar Features
- Solar Tubes
- Storm Doors
- Storm Windows
- Vent Ridge
- Other

Listing Comments

Public Remarks

[Empty text box for Public Remarks]

REALTOR Remarks

[Empty text box for REALTOR Remarks]

Exclusions

[Empty text box for Exclusions]

\*Directions

[Empty text box for \*Directions]

Firm Only Remarks

[Empty text box for Firm Only Remarks]

Seller(s) understands the information in this Property Data Form will be used in the marketing of the Property and the listing of the Property with the Multiple Listing Service. Seller(s) understands the REALTOR® has no duty to conduct an independent inspection of the Property and has no duty to independently verify the accuracy or completeness of any information provided by the Seller(s). Seller(s) represents and acknowledges that he/she has reviewed all of the information in this Property Data Form and that the information is true and correct to the best of Seller's knowledge and belief.

\_\_\_\_\_  
Seller Printed Name

\_\_\_\_\_  
Seller Printed Name

\_\_\_\_\_  
Seller Sign / Date

\_\_\_\_\_  
Seller Sign / Date

\_\_\_\_\_  
Listing Agent Printed Name

\_\_\_\_\_  
Listing Company Printed Name

\_\_\_\_\_  
Listing Agent Sign / Date

\_\_\_\_\_  
Listing Company Authorized Signature / Date