

# Property Data Form - Commercial Lease

## Agent and Office Information

\*Coming Soon \*Listing Agent

\*Office Name

Listing Team Name

☐ Yes ☐ No

## Location Information

*House #	Street Dir	*Street Name	*Street Type	Post Dir	Unit #

Subdivision	*Tax Parcel #	*Township	*Range	*Section

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

*Zip	Zip + 4	*School District	*Project Name

\*Legal Description

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## Property Information

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

\*\*Showing Start Date

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*Building SF #1	Building SF #2	Building SF #3

*SF Source #1	SF Source #2	SF Source #3
<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		

*Zoning Code	*Monthly Rent

*List Date	*Expiration Date	Census Tract

*Lot Size-SqFt	Acres

*Tax Amount	*Tax Year

Owner Name

Owner Phone

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

## Lease Information

\*Anticipated Date Available

Available Unit SqFt

\*Monies Required

- ☐ First Months Rent  
☐ Last Months Rent  
☐ Security Deposit

\*Tenant Expense

- ☐ None  
☐ All Utilities  
☐ Cable  
☐ Electric  
☐ Gas  
☐ HOA User Fees  
☐ Insurance  
☐ Maintenance  
☐ Parking  
☐ Security Monitoring  
☐ Sewer  
☐ Taxes  
☐ Water  
☐ Yard Care  
☐ Other

Tour Date

Lease Type

- ☐ Lease  
☐ Lease Option  
☐ Lease Purchase  
☐ Subsidy  
☐ Sublease  
☐ Other Lease Type

\*Tenancy Term

- ☐ 1 Year  
☐ 2 Year  
☐ 3 Year  
☐ 5 Year  
☐ 10 Year  
☐ See Realtor Remarks

\*Special Conditions

- ☐ None  
☐ Also For Sale \*\*  
☐ No Smoking  
☐ No Sublease  
☐ Other Conditions

\*Management

- ☐ Broker  
☐ Owner  
☐ Property Manager

\*\*Prop Manager Contact Phone

\*Broker Form Required

- ☐ Yes  
☐ No

## Broker and Disclosure Information

\*Internet List

- ☐ Yes  
☐ No

\*Address Public

- ☐ Yes  
☐ No

\*Flood Notice Required

- ☐ Yes  
☐ No

\*Keybox Type

- ☐ Combo  
☐ SentriLock  
☐ Supra  
☐ None

\*Listing Agreement Type

- ☐ Exclusive Agency  
☐ Exclusive Right to Lease  
☐ Exclusive Right to Lease w/ Res  
☐ Exclusive Right to Lease w/ Var

\*Limited Service

- ☐ Yes  
☐ No

\*Occupied

- ☐ Yes  
☐ No

\*Showing Contact

- ☐ Call Agent  
☐ Call Owner  
☐ Call Tenant  
☐ Sentrikey  
☐ See (R) Remarks

## Finance / Warranty Information

\*Short Sale

- ☐ Yes  
☐ No

\*Assumable Loan

- ☐ Yes  
☐ No

Loan Type

Docs on File

- ☐ None  
☐ Aerial Photo  
☐ Appraisal  
☐ Blueprints  
☐ Brochure  
☐ Building Permit  
☐ Drawings  
☐ Equipment List  
☐ Env Impact Study  
☐ Financial  
☐ Land Survey  
☐ Leases  
☐ Legal Description  
☐ Recorded Plat  
☐ Soil Survey  
☐ Topography  
☐ Other

Finance Options

- ☐ None  
☐ 203k  
☐ Conventional  
☐ FHA  
☐ Lease Purchase  
☐ Owner Carry 1st  
☐ Owner Carry 2nd  
☐ Special  
☐ State Bond  
☐ Trade  
☐ USDA Rural Dev  
☐ VA  
☐ Other

Adj Rate Mortgage

- ☐ Yes  
☐ No

Lender Name

\*Corporate

- ☐ Yes  
☐ No

\*Lender Owned

- ☐ Yes  
☐ No

Loan Balance

PITI

Years Remaining

Loan Interest Rate

\*Possession

- ☐ At Closing  
☐ Negotiable  
☐ Subject to Lease  
☐ Close of Escrow

Expenses Include

- ☐ Accounting  
☐ Advertising  
☐ Electric  
☐ Equipment  
☐ Gas  
☐ Insurance  
☐ Landscaping  
☐ Legal  
☐ License  
☐ Maintenance  
☐ Management  
☐ Pest Control  
☐ Rent  
☐ Repairs  
☐ Services  
☐ Supplies  
☐ Taxes  
☐ Trash  
☐ Utilities  
☐ Vacancy  
☐ Water/Sewer  
☐ Other

\*Accuracy of Expenses

- ☐ Not Available  
☐ Accountant Provided  
☐ Available  
☐ Estimate  
☐ Limited Info  
☐ Owner Provided  
☐ Pro Forma  
☐ Projected  
☐ Tax Return  
☐ Other

Price Includes

- ☐ Building  
☐ Business  
☐ Equipment  
☐ Franchise  
☐ Goodwill  
☐ Inventory  
☐ Land & Improve  
☐ Land Only  
☐ Lease Value  
☐ Licenses  
☐ Other

**Business Information**

Annual Gross Income

Lease Rate Low

# Floors

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Annual Operating Income

Lease Rate High

# Tenants

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Annual Operating Expense

Divisible

Expandable

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☐ Yes☐ No☐ Yes☐ No

\*Permitted Use

☐ Distributive☐ Food Service☐ Mixed Use☐ Office☐ Recreational☐ Retail☐ Warehouse☐ Other**Construction Features**

\*Construction

☐ Aluminum☐ Shake☐ Asbestos☐ Shingles☐ Brick☐ Steel☐ Concrete☐ Stone☐ Frame☐ Stucco☐ Manufactured☐ Tilt-Up☐ Masonite☐ Vinyl☐ Modular☐ Other☐ Pre-Cut Log

Ceiling Height

Restrooms

--	--

Load Dock Height

# of Rooms

--	--

Load Door Height

# of Stories

--	--

\*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

Miscellaneous

☐ 220V☐ 440V☐ Cafeteria☐ Elevator☐ Fire Sprinkler System☐ Freight Doors☐ Freight Elevator☐ Handicap (See Remarks)☐ Inside Storage☐ Janitorial Services☐ Loading Dock☐ Locker Rooms☐ Outside Storage☐ Owner Agent☐ Railroad Siding☐ Secure Facility☐ Truck Door☐ Zero Lot Line☐ Other

\*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☐ Mini-Kitchen☐ Public Restrooms☐ Satellite Dish Wired☐ Sauna/Steam☐ Security System-Leased☐ Security System-Owned☐ Smoke Detector☐ Suspended Ceiling☐ Vaulted Ceiling☐ Wet Bar☐ Window Treatment☐ Other

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 &amp; Rivers (Name)

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\*\*Lake/Water Amenities

☐ Adjoins Corp Property☐ Bluff☐ Boat Dock☐ Boat House☐ Dock Approved Cove☐ Lake/Riverfront Access☐ Lake/Riverfront No Access☐ Marina Available☐ Ramp Available☐ Sand Beach☐ Summer View☐ Water Access☐ Winter View☐ Other

\*Fence

☐ None☐ Barbed☐ Chain Link☐ Cross Fenced☐ Decorative☐ Electric Gate☐ Full☐ Hog Wire☐ Partial☐ Pipe Fencing☐ Privacy☐ Split Rail☐ Smooth Wire☐ Vinyl☐ Other

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

## Area / Land Features Continued

### 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

- |   |  |
|---|--|
| <input type="checkbox"/> None             | <input type="checkbox"/> Propane - Own |
| <input type="checkbox"/> Electric         | <input type="checkbox"/> Solar         |
| <input type="checkbox"/> Gas              | <input type="checkbox"/> Wood          |
| <input type="checkbox"/> Gas / Electric   | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Propane - Leased |  |

### \*Heating System

- |  |   |
|--|---|
| <input type="checkbox"/> None              | <input type="checkbox"/> Indiv Controlled |
| <input type="checkbox"/> 2 Units           | <input type="checkbox"/> Indiv Metered    |
| <input type="checkbox"/> 3+ Units          | <input type="checkbox"/> Office Only      |
| <input type="checkbox"/> Baseboard         | <input type="checkbox"/> Radiant          |
| <input type="checkbox"/> Central           | <input type="checkbox"/> Space Heater     |
| <input type="checkbox"/> Floor Furnace     | <input type="checkbox"/> Steam            |
| <input type="checkbox"/> Heat Pump         | <input type="checkbox"/> Zoned            |
| <input type="checkbox"/> Hot Air - Forced  | <input type="checkbox"/> Other            |
| <input type="checkbox"/> Hot Air - Gravity |   |

### \*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

### \*Sewer

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> None    | <input type="checkbox"/> Private     |
| <input type="checkbox"/> Aerobic | <input type="checkbox"/> Rural       |
| <input type="checkbox"/> City    | <input type="checkbox"/> Septic Tank |
| <input type="checkbox"/> Lagoon  | <input type="checkbox"/> Other       |

### \*Utilities Available

- |  |  |
|--|--|
| <input type="checkbox"/> None              | <input type="checkbox"/> Phone         |
| <input type="checkbox"/> Cable TV          | <input type="checkbox"/> Phone Avail   |
| <input type="checkbox"/> Electric          | <input type="checkbox"/> Propane Avail |
| <input type="checkbox"/> Electric Avail    | <input type="checkbox"/> Sewer Avail   |
| <input type="checkbox"/> Gas               | <input type="checkbox"/> Unknown       |
| <input type="checkbox"/> Gas Avail         | <input type="checkbox"/> Water         |
| <input type="checkbox"/> Generator - Fixed | <input type="checkbox"/> Water Avail   |
| <input type="checkbox"/> Generator Ready   | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Indiv Metered     |  |

### \*Energy Features

- |  |  |
|--|--|
| <input type="checkbox"/> None                  | <input type="checkbox"/> Programmable Thermostat |
| <input type="checkbox"/> Attic Exhaust Fan     | <input type="checkbox"/> Solar Features          |
| <input type="checkbox"/> Attic Vent - Electric | <input type="checkbox"/> Solar Tubes             |
| <input type="checkbox"/> Attic Vent - Turbo    | <input type="checkbox"/> Storm Doors             |
| <input type="checkbox"/> Ceiling Fans          | <input type="checkbox"/> Storm Windows           |
| <input type="checkbox"/> Extra Insulation      | <input type="checkbox"/> Vent Ridge              |
| <input type="checkbox"/> Insulated Doors       | <input type="checkbox"/> Other                   |
| <input type="checkbox"/> Insulated Windows     |  |

Public Remarks

REALTOR Remarks

Exclusions

\*Directions

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