

**INSTRUCTIONS:**

**R** Indicates a required field. All required fields must be completed to add a listing.

*PID* will automatically fill (if available from Palm Beach, Broward, and Miami Dade Counties): Street Number, Compass Point, Street Name, Street Type, Unit, County, Legal, Year Built, Living SF, Total SF, Taxes and Tax Year.

SOUTHEAST FLORIDA  
**BUS** DATA INPUT FORM  
 Business Opportunity

**R** Area: \_\_\_\_\_ **R** Street Number: \_\_\_\_\_ **R** CP: \_\_\_\_\_ **R** Street Name: \_\_\_\_\_ **R** County: See Table  
Compass Point

Folio #: \_\_\_\_\_ Folio # for 2nd Parcel: \_\_\_\_\_

**R** City: See Table **R** State: FL **R** Zip Code \_\_\_\_\_ **R** Zip4 \_\_\_\_\_

**R** Legal \_\_\_\_\_ **R** Zoning \_\_\_\_\_ Lot: \_\_\_\_\_

Municipal Code: \_\_\_\_\_ Township/Range: \_\_\_\_\_ Section: \_\_\_\_\_ Subdivision Code \_\_\_\_\_ **R** Parcel Number: \_\_\_\_\_ Map Coordinates: \_\_\_\_\_

Business Name: \_\_\_\_\_

**R** Geo Area: See Table

**General Information**

**R** Short Sale:  Yes  No **R** Lender Approval:  Approved **R** Range Price **R** List Price: \$ \_\_\_\_\_  
req'd if Short Sale = Yes  Unapproved

Property Description: \_\_\_\_\_ Lower List Price: \$ \_\_\_\_\_  
Required if Range Price Listing

- R** County Land Use: \_\_\_\_\_ **R** Style:  Automotive  Farms/Groves/Ranches  Marine  Retail  Bar/Lounge Only  Food  Medical Service  Service  Beauty/Barber Shop  Franchise  Mobile Home Park  Storage  Building/Trade Service  Gas Sold  Other Style  Tavern/Bar  Business  Lounge  Professional Service  Vending Industrial  Personal Customer Serv.  Restaurant  Wholesale  Convenience Store

**R** Year Built: \_\_\_\_\_ **R** Year Built Description:  New Construction  Resale  Under Construction  Unknown **R** Additional Business Name: \_\_\_\_\_  
Select One **R** Sale:  Select Up To 2  Business and Building  Business Building And Land  Business Only  Other Sales Includes

**General Information**

**R Sales Includes :** *Select Up To 4*

- Equipment
- License
- Franchise
- Machinery
- Furniture/Fixtures
- Signs Included
- Inventory
- Tools
- Leases
- Trade Name

**R Type Of Building :** *Select Up To 3*

- Anchored Center
- Indust/Manufact'g
- Office/Warehouse Combo
- Commercial Condo
- Lounge
- Office Space
- Commercial
- Medical Office
- Other Building Type
- Free Standing
- Mobile/RV Parks
- Professional
- Hotel/Motel
- Office Retail
- Recreation Facility
- Warehouse Space
- Restaurant
- Retail Space
- Shopping Center
- Store/Warehouse Combo
- Warehouse Space

**R Location Of Property :** *Select Up To 3*

- Anchored Center
- Corner Unit
- Beach Access
- Corner Lot
- Central Beach Dist
- County Location
- Inside Lot
- City Location
- Location In A
- Commercial Park
- Flood Zone
- Industrial Park
- Near Seaport
- Inside Location
- Other Location
- Shopping Center
- Near Airport
- Store/Warehouse Combo
- Warehouse Space
- Waterfront

**Ownership :** *Select One*

- Asset Only
- Other Ownership
- Corporation
- Partnership
- Joint Venture
- Self Proprietor/Individual
- Limited Partnership
- Sub-S Corporation

**Lot Frontage :** \_\_\_\_\_

**Construction Description :** *Select Up To 4*

- Brick Exterior Constr.
- Other Construction
- CBS Construction
- Piling Construction
- Frame Construction
- Precast Construction
- Metal Construction
- Stone Exterior Construction
- Modular Construction
- Stucco Exterior Construction

**Flooring :** *Select Up To 3*

- Carpet Floors
- Parquet Floors
- Ceramic Floors
- Terrazzo Floors
- Concrete Floors
- Tile Floors
- Marble/Slate Floors
- Vinyl Floors
- Other Floors
- Wood Floors

**Road Frontage :** *Select Up To 4*

- City Road
- Other Road Fringe
- County Road
- Private Road
- Interchange
- State Road
- Interstate
- U.S. Highway
- Main Thoroughfare

**R Roof Description :** *Select Up To 3*

- Barrel Roof
- Metal Roof
- Other Roof
- Pre-Stressed Roof
- Comp Shingle Roof
- Steel Joist Roof
- Tar & Gravel Roof
- Tile Roof
- Various Material(S) Roof
- Wood Joist Roof
- Wood Truss/Rafter

**R Electric Service :** *Select Up To 4*

- 0-100 Amps
- 3 Phase Electric
- 101-200 Amps
- 440 Volts Power
- 110 Volts Power
- Other Electric
- Over 200 Amps
- Separate Meters
- 220 Volts Power

**Fire Protection :** *Select Up To 4*

- No Fire Protection
- Other Fire Protection
- Smoke Alarm
- Smoke Detector
- Sprinklers

**R # Parking Spaces :** \_\_\_\_\_

**Parking Description :** *Required if Parking Spaces > 0 Select Up To 3*

- Assigned Parking
- Assisted
- Awning
- Common Parking
- Covered Parking
- Free Parking
- Garage-Ground Level
- No Guest Parking
- Other Parking
- Guest Parking
- Handicap Parking
- Loading Spaces
- No Boats
- No RV
- No Truck/Trailer
- Street Parking
- Off Site Parking
- Valet Parking
- Security
- Shared Parking

**Security :** *Select Up To 3*

- Fenced
- Motion Detector
- Security Gate
- Security Grill Work
- Security Guard
- Security Lighting
- Security System

### General Information

Licenses : *Select up to 4*

- Beer & Wine License
- City License
- County License
- Liquor License
- No Licenses
- Occupational License
- Other License
- Professional License
- State License
- Trade License

Approx Lot Size : \_\_\_\_\_

Road Type :

- Select*
- Up to 2*
- Three Lane
- Divided
- Four Lane
- Interchange
- No Road
- One Way

Rail Description :

- Select*
- Up to 2*
- Mainline
- No Rail Service
- Siding
- Spur

**R** Year Business Established : \_\_\_\_\_

Training Available :

- Yes
- No

# of Employees : \_\_\_\_\_

Building/Business SqFt : \_\_\_\_\_

Hours Open : *Select One*

- 7 Hours Or Less
- 8 Hours
- 9 Hours
- 10 Hours
- 11 Hours
- 12 Hours
- 24 Hours
- Varies

SqFt Occupied : \_\_\_\_\_

# Bays : \_\_\_\_\_

Dock Height : \_\_\_\_\_

# Days Open : \_\_\_\_\_

# Office : \_\_\_\_\_

# Loading Doors : \_\_\_\_\_

Maximum Door Height :

- Select*
- One*
- Door-Ht 0-8'
- Door-Ht 8-10'
- Door-Ht 10-12'
- Door-Ht 12+

Annual Base Rate : *Select One*

- Up To \$ 5.00 Bas/Ft
- \$11.01-\$13.00 Bas/Ft
- \$5.01-\$7.00 Bas/Ft
- \$13.01-\$17.00 Bas/Ft
- \$7.01-\$9.00 Bas/Ft
- Over \$17.00 Bas/Ft
- Other Annual Base Rate

Improvement Height : *Select One*

- 1 Story
- 2 Stories
- 3 Stories
- 4 Stories
- 5 Stories
- 6-9 Stories
- 10-14 Stories
- 15-18 Stories
- 19-25 Stories
- 26+ Stories
- Other Improvement Height

Lease Expiration Date :

\_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

Lease Term Remaining : *Select Up To 2*

- 1-3 Years
- 4-6 Years
- 7-10 Years
- 11 Years Or More
- Month to Month Lease
- No Lease Terms Remaining
- Options Available
- Other Lease Terms
- Vacant

Renewal Options : \_\_\_\_\_

Miles To Expressway : \_\_\_\_\_

# Meters : \_\_\_\_\_

Miles To Beach : \_\_\_\_\_

# Toilets : \_\_\_\_\_

# Tenants : \_\_\_\_\_

AC % : \_\_\_\_\_%

**Remarks**

**Remarks :**

510

Characters



**Directions :**

255

Characters

**Broker**

**Remarks :**

250

Characters

**Internet**

**Remarks :**

150

Characters

## Additional Information

### Information Available : *Select Up To 8*

- Aerial Photo(S)
- Appraisal
- Additional Assessments
- Books & Records
- Bylaws And Documents
- Contracts
- Deed
- Drawings
- Environment Study
- Equipment Inventory
- Financial Statement
- Full Apod
- Investment Analysis
- Inventory

- Copy Of Lease(S)
- Other Available Information
- Owner Managed
- Personal Property Inventory
- Photos
- Rent Rolls
- Site Plans

- Soil Test
- Stock Inventory
- Existing Survey
- Tax Return
- Title/Abstracts
- Topography
- Training Program

### Miscellaneous Information : *Select Up To 16*

- Airport Access
- Cleaning Required
- Clear Span
- Coffee Shop
- Columns
- Compressor
- Computer Wiring
- Conveyor System
- Elevator
- Entertainment
- Fenced Area
- Fill Required
- Freight Elevator
- Fuel Pump
- Furniture Leased
- Bottled Gas
- Compressed Natural Gas
- Natural Gas
- Handicap Accessible
- Inside Corridors
- Some Terms Leased
- Janitorial Services
- Kitchen Facilities
- Landscaped

- Laundry Facilities
- Truck/Loading Dock
- Lobby
- Cocktail Lounge
- Dryer(S)
- Tv(S) Leased
- Washer(S) Leased
- Lawn Sprinkler-City Water
- Lawn Sprinkler-Canal/Lake
- Lawn Sprinkler-Well Water
- Median Cut
- Meeting Rooms

- Manager On Premises
- No Drainage
- No Lawn Sprinklers
- Office
- Open Storage
- Other Miscellaneous
- Outside Storage
- Overhead Crane
- Overhead Doors
- Owner Help Accommodations
- Paneling
- Plumbed For Medical
- Pool
- Private Restrooms
- Public Restrooms
- Rear Access
- Reception Area
- Restaurant
- On Site Retention
- Room For Pool
- Separate Office Area
- Separate Warehouse Area
- Showroom
- Spray Booth

- Storage
- Storm Sewers
- Termite Board
- Automobile Traffic
- Heavy Traffic
- Light Traffic
- Medium Traffic
- Pedestrian Traffic
- Water Tower

## Utility Information

### Heating Description : *Select Up To 4*

- Central Electric
- Central Gas
- Central Building A/C
- Exhaust Fans
- Floor Furnace
- No Heat
- Other
- Reverse Cycle
- Solar Heat
- Gas Space Heater
- Oil Space Heater
- Wall Window Unit
- Wall Furnace

### Water Description : *Select Up To 3*

- Other
- Public Water
- Well Water

### Cooling Description : *Select Up To 4*

- Central Building A/C
- Central Individual A/C
- Exhaust Fans
- No Air Conditioning
- Other
- Reverse Cycle
- Wall Window Units

### Sewer Description : *Select Up To 3*

- Other Sewer
- Public Sanitation
- Septic Tank
- On-Site Treatment

**Financial/Office Information**

**Terms Considered :** *Select Up To 4*  
 Assumption     Lease Option  
 All Cash         Lease Purchase  
 Cash Only         Other Terms  
 Conventional/Refinancing     Owner Financing  
 Exchange                             Secondary Financing

**Assumable :**  Yes  No    **R Tax Amount :** \$ \_\_\_\_\_ **Total Mortgage :** \$ \_\_\_\_\_  
**Total Assumable Loan :** \_\_\_\_\_ **R Tax Year :** \_\_\_\_\_ **R Assumable Chattel Balance :** \$ \_\_\_\_\_

**Dade MKT \$ / Assessed Value :** \$ \_\_\_\_\_  
**Dade MKT \$ / Assessed Value :** \$ \_\_\_\_\_

**Gross Rent :** \$ \_\_\_\_\_ **R Annual Gross Sales :** \$ \_\_\_\_\_ **Other Income :** \$ \_\_\_\_\_ **Cost of Sale :** \$ \_\_\_\_\_  
**Gross Operating Income :** \$ \_\_\_\_\_ **Inventory Value :** \$ \_\_\_\_\_ **Fixture Value :** \$ \_\_\_\_\_

**R Insurance Expense :** \$ \_\_\_\_\_ **Annual Total Expenses :** \$ \_\_\_\_\_ **Net Operating Income :** \$ \_\_\_\_\_ **R Inc/Exp Statement Period :** \$ \_\_\_\_\_

**Expenses Include :** *Select Up To 14*

- Accounting/Legal
- Advertising
- Electricity
- Gas/Oil
- Janitorial Service
- License & Permits
- Miscellaneous
- Other Expenses Include
- Payroll
- Phone
- Personal Property Tax
- Property Insurance
- Property Management
- Real Estate Taxes
- Rent
- Repairs & Maintenance
- Reserve For Replacements
- Supplies
- Trash Removal
- Utilities/Phone
- Water/Sewer
- R Source of Expenses :** *Select Up To 4*
  - Accountant Provided
  - Audited
  - Owner May Show Books
  - Information Limited
  - None
  - Other Source of Expenses
  - Owner Provided
  - Projected Pro-Forma
  - Tax Return

**Special Information :** *Select Up To 3*

- Bank Owned Property
- City Jurisdiction
- County Jurisdiction
- Use Conforms To Zoning
- Corp. Owned Property
- Deed Restrictions
- Disclosure
- Easement(S)
- Environmental Restrictions
- Flood Zone
- Foreign Seller
- Institution Owned Property
- Presently Leased
- Lease Back Available
- No Surveys
- Other Special Info
- Owner Licensed Real Estate Agent
- Plan Approval Required
- Rezoning Required
- Subject To Impact Fees
- Title Insurance
- Wheelchair Designed

**Possession Information :**

- Select Up To 2*
- Before Closing
  - Funding
  - Long Closing Preferred
  - Negotiable
  - Other
  - Subject To Lease

Financial/Office Information cont

Agent & Office Information

List Agent MLS ID : \_\_\_\_\_ Agent Name : \_\_\_\_\_ Office Name : \_\_\_\_\_ Office ID : \_\_\_\_\_

Agent Phone : \_\_\_\_\_ Office Phone / Ext. : \_\_\_\_\_

Co List Agent MLS ID : \_\_\_\_\_ Co Agent Name : \_\_\_\_\_ Co Office Name : \_\_\_\_\_ Co Office ID : \_\_\_\_\_

Co Agent Phone : \_\_\_\_\_ Co Office Phone : \_\_\_\_\_

Compensation and Misc. Information

IDX :  Yes  No  Internet :  Yes  No  AVM :  Yes  No  Blogging :  Yes  No  Address on Internet :  Yes  No

Listing Type :  List Date : \_\_\_\_/\_\_\_\_/\_\_\_\_ MM DD YYYY  Exclusive Agency  Exclusive With Exceptions  Exclusive Right To Sell  Exclusive Variable  Limited Service  Limited Representation

Owners Name : \_\_\_\_\_ Compensation Trans Broker : \_\_\_\_\_ Compensation Buyers Agent : \_\_\_\_\_ \$ or % \_\_\_\_\_

Owners Phone : \_\_\_\_\_ Compensation Non—Rep :  Variable/Dual Rate :  Yes  No \$ or % \_\_\_\_\_

Joint Agency :  Yes  No

eBrokerHouse :

- Disabled
- SUBMIT AN OFFER

Occupancy :

- Call Listing Agent
- Owner Occupied
- Tenant Occupied
- Vacant

Showing Instructions :

- 24 Hour Notice
- Alarm On
- Appointment Only
- See Broker Remarks
- Call Listing Agent
- Call Listing Office
- Call Owner
- Call Tenant
- Courtesy Key

Showing Instructions :

- Elect Lockbox – Call List Agent
- Elect Lockbox – Call List Office
- Elect Lockbox – No Appointment
- Elect Lockbox – Call Owner
- Gate Code
- Key In Listing Office
- List Agent Must Accompany
- Lockbox - Call List Agent

Showing Instructions :

- Lockbox - Call List Office
- Lockbox – No Appointment
- Model Call List Office
- No Sign
- Notify Guard
- Other Showing Instructions
- Pet On Premises
- Showing Assist

Virtual Tour / Web Link / Photo Information

URL : \_\_\_\_\_

Virtual Tour : \_\_\_\_\_

Photo Instructions : Realtor to Upload Images 1–35

Listing Agent Signature: \_\_\_\_\_

Owners Name : \_\_\_\_\_

Date : \_\_\_\_\_