

SOUTHEAST FLORIDA
COM DATA INPUT
 FORM
 Improved Commercial/
 Industrial

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.

Style Codes

- | | |
|---------------------------|-----------------------|
| CLE-Commercial Lease | ILE-Industrial |
| HMO-Hotel Non-Waterfront | HWF-Hotel Waterfront |
| INO-Income Non-Waterfront | INC-Income Waterfront |
| IND-Industrial | OFC-Commercial Office |
| RET-Commercial Retail | MIX-Mixed Use |
| SPL-Special Purpose | |

R Area: _____ **R** Street Number: _____ **R** CP: _____ **R** Street Name: _____ **R** Unit Number: _____
Compass Point

R County: *See Table* **R** Folio #: _____ **R** City: *See Table* **R** State: *FL* **R** Zip Code _____ **R** Zip4 _____

R Legal _____ **R** Zoning _____

Municipic Code: _____ **Township/Range:** _____ **Section:** _____ **Subdivision Code** _____ **R** **Parcel Number:** _____ **Map Coordinates:** _____

Building Name / Number _____

R **Geo Area:** *See Table*

General Information

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

Lower List Price: \$ _____
Required if Range Price Listing

\$ Per Unit: \$ _____ **Property Description:** _____ **R** **Transaction Type:** Lease Sale **# Units:** _____

R **Style:** *Select One* **# Buildings:** _____ **R** **# of Stories:** _____

- | | | | |
|--|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Commercial Lease | <input type="checkbox"/> Industrial | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Hotel Non-Waterfront | <input type="checkbox"/> Hotel Waterfront | <input type="checkbox"/> Hotel | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Income Non-Waterfront | <input type="checkbox"/> Income Waterfront | <input type="checkbox"/> Income | <input type="checkbox"/> Special |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Commercial Office | <input type="checkbox"/> Mixed Use | |

R **Year Built:** _____ **R** **Year Built Description:** *Select One* **County Land Use:** _____

- New Construction
- Resale
- Under Construction
- Unknown

Environmental Audit:

- None
- Phase 1
- Phase 2
- Phase 3
- Unknown

General Information

R Property Type / Type of Building : *Select Up To 2*

- Adult Congregate
- Anchored Center
- Apartments
- Automotive
- Building Service
- Building Trades
- Church
- Condominium
- Customer Service
- Convenience Store
- Dock Height Building
- Free Standing
- Hotel/Motel
- Commercial/Res Income
- Industrial
- Mall Enclosed
- Heavy Manufacturing
- Light Manufacturing
- Marina
- Medical Office
- Mini Warehouse
- Mobile/Rv Parks
- Non-Profit
- Unimproved Interior
- Office/Warehouse Combo.
- Office Space
- Office Type

- Professional
- Residential-Multi Family
- Residential-Single Family
- Restaurant/Bar
- Retail Space
- School
- Shopping Center
- Showroom
- Special Purpose

- Store/Warehouse Combo
- Strip Store
- Tavern/Bar
- Warehouse Space
- Wholesale

Ownership : *Select One*

- Assets Only
- Corporation
- Joint Venture
- Limited Partnership
- Other Ownership
- Partnership
- Self Proprietor/Individual

Road Type : *Select One* **# Floor :** _____

- Three Lane
 - Divided
 - Four Lane
 - Interchange
 - No Road
 - One Way
 - Two Lane
- # Offices :** _____
- # Bays :** _____
- # Loading Doors :** _____

Sales Includes : *Select Up To 3*

- Building & Land
- Land Only
- Leases
- License
- Machinery
- Other Sale Includes
- Signs
- Tools

Location of Property : *Select Up To 4*

- Anchored Center
- County Location
- Beach Access
- End Unit
- Location In A Flood zone
- Industrial Park
- Inside Location
- Inside Lot
- Near Airport
- Near Seaport
- Other Location
- Out Parcel
- In Residential Area
- Shopping Center

Construction Description : *Select Up To 4*

- Aluminum Siding
- Pre-Cast Concrete Constr.
- New Construction
- Other Construction
- Piling Construction
- Pre-Fab Construction
- Precast Construction
- Siding-Asbestos
- Slab Construction
- Concrete Block Construction
- Elevated Construction
- Frame Construction
- Frame With Stucco
- Manufactured/Mobile Home
- Metal Construction
- Modular Construction

Roof Description : *Select Up To 3*

- Barrel Roof
- Comp Shingle Roof
- Slate Roof
- Steal Joist Roof
- Tar & Gravel Roof
- Tile Roof
- Various Material(S) Roof
- Wood Joist Roof
- Wood Truss/Rafter
- Built-Up Roof
- Composition Roof
- Concrete Roof
- Metal Roof
- Other Roof
- Pre-Stressed Roof
- Wood Shake Roof
- Stone Exterior Construction
- Stucco Exterior Construction
- Under Construction
- Wood Siding

Waterfront : Yes No

R Column Description : *Select One*

- Span 10'-15'
- Span 16'-20'
- Span 21'-28'
- Span 29'-40'
- Span 41' +
- Unknown
- Varied Column Span

Waterfront Description : *Select Up To 4*

- Bay Front
- Canal Front
- Creek Front
- Canal Width 1-80 Feet
- Canal Width 81-120 Feet
- Canal Width 121 Ft or More
- Fixed Bridge(S)
- Intersecting Canals
- Intracoastal Front
- Lagoon Front
- Lake Front
- Lake Access
- Mangrove Front
- Navigable
- No Fixed Bridges
- Ocean Access
- One Fixed Bridge
- Other Waterfront
- Point Lot
- Pond Front
- Rip Rap
- River Front
- Seawall

R Flooring : *Select Up To 3*

- Carpeted Floors
- Parquet Floors
- Ceramic Floor
- Slate Floors
- Clay Floors
- Terrazzo Floors
- Concrete Floors
- Tile Floors
- Marble/Slate FLs
- Vinyl Floors
- Wood Floors
- Wood Floors

General Information

- R Electric Service :** *Select Up To 4*
- 0-100 Amps
 - 440 Volts Power
 - 101-200 Amps
 - Generators
 - 110 Volts Power
 - Other Electric
 - Over 200 Amps
 - Private Power Plant
 - 220 Volts Power
 - Separate Meters
 - 3 Phase Electric
 - Utilities Underground

- R Fire Protection :** *Select Up To 3*
- No Fire Protection
 - Other Fire Protection
 - Smoke Alarm
 - Smoke Detector
 - Sprinklers

R # Parking Spaces : _____

- R Parking Description :** *Select Up To 3*
- Assigned Parking
 - Guest Parking
 - Assisted
 - Handicap Parking
 - Awning
 - Loading Spaces
 - Common Parking
 - No Boat
 - Covered Parking
 - No Guest Parking
 - Free Parking
 - None
 - Garage-Ground Level
 - No Rv
 - Garage-Under Building
 - No Truck/Trailer

- Off Site Parking
- Other Parking
- Security
- Shared Parking
- Street Parking
- Valet Parking

R Security : _____

Select Up To 3

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

Acres Description : *Select 1*

- 1/4 Acre Or Less
- 2+ To 3 Acres
- 1/4 + To 1/2 Acre
- 3+ To 4 Acres
- 1/2+ To 3/4 Acre
- 4+ To 5 Acres
- 3/4+ To 1 Acre
- 5+ To 10 Acres
- 1+ To 2 Acres
- 10+ Acres

R Approx Lot Size : _____

Occupancy % : _____%

R Improvement Height : *Select One*

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

Lot Frontage : _____

Dock Height : _____

R Property Square Footage : _____

Ceiling : *Select Up To 2*

- Acoustical
- Plastered
- Exposed
- Sheet Rock
- Ceiling Height Varies
- Suspended/Acoustical
- Insulated
- Wood Panel
- Other Ceiling

Year of Addition : _____

Interior Ceiling Height : _____

Door Height : *Select One*

- Door Ht 0-8'
- Door Ht 8-10'
- Door Ht 10-12'
- Door Ht 12'+

Maximum Ceiling Height : _____

Eave Height : _____

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

Unit 1

Unit Type : *Select One*

- 1 Bedroom Unit(S)
- 2 Bedroom Unit(S)
- 3 Bedroom Unit(S)
- 4 Bedroom Unit(S)
- 5 Bedroom Unit(S)
- Convention(S)
- Efficiency(S)
- Hotel Room(S)
- Meeting Rooms
- Shops
- Suites

Unit : _____

Baths : _____

Furnished :
 Yes No

Rent A : _____

Period : *Select One*

- Annual
- Seasonal
- Summer
- Winter

Rent B : _____

Period : *Select 1*

- Annual
- Seasonal
- Summer
- Winter

Unit 2

Unit Type : *Select One*

- 1 Bedroom Unit(S)
- 2 Bedroom Unit(S)
- 3 Bedroom Unit(S)
- 4 Bedroom Unit(S)
- 5 Bedroom Unit(S)
- Convention(S)
- Efficiency(S)
- Hotel Room(S)
- Meeting Rooms
- Shops
- Suites

Unit : _____

Baths : _____

Furnished :
 Yes No

Rent A : _____

Period : *Select One*

- Annual
- Seasonal
- Summer
- Winter

Rent B : _____

Period : *Select 1*

- Annual
- Seasonal
- Summer
- Winter

Unit 3

Unit Type : *Select One*

- 1 Bedroom Unit(S)
- 2 Bedroom Unit(S)
- 3 Bedroom Unit(S)
- 4 Bedroom Unit(S)
- 5 Bedroom Unit(S)
- Convention(S)
- Efficiency(S)
- Hotel Room(S)
- Meeting Rooms
- Shops
- Suites

Unit : _____

Baths : _____

Furnished :
 Yes No

Rent A : _____

Period : *Select One*

- Annual
- Seasonal
- Summer
- Winter

Rent B : _____

Period : *Select 1*

- Annual
- Seasonal
- Summer
- Winter

Unit 4

Unit Type : *Select One*

- 1 Bedroom Unit(S)
- 2 Bedroom Unit(S)
- 3 Bedroom Unit(S)
- 4 Bedroom Unit(S)
- 5 Bedroom Unit(S)
- Convention(S)
- Efficiency(S)
- Hotel Room(S)
- Meeting Rooms
- Shops
- Suites

Unit : _____

Baths : _____

Furnished :
 Yes No

Rent A : _____

Period : *Select One*

- Annual
- Seasonal
- Summer
- Winter

Rent B : _____

Period : *Select 1*

- Annual
- Seasonal
- Summer
- Winter

Additional Information

Unit 5

Unit Type : *Select One*

- 1 Bedroom Unit(S)
- 2 Bedroom Unit(S)
- 3 Bedroom Unit(S)
- 4 Bedroom Unit(S)
- 5 Bedroom Unit(S)
- Convention(S)

- Efficiency(S)
- Hotel Room(S)
- Meeting Rooms
- Shops
- Suites

Unit : _____

Baths : _____

Furnished :

- Yes No

Rent A : _____

Period : *Select One*

- Annual
- Seasonal
- Summer
- Winter

Rent B : _____

Period : *Select 1*

- Annual
- Seasonal
- Summer
- Winter

Unit 6

Unit Type : *Select One*

- 1 Bedroom Unit(S)
- 2 Bedroom Unit(S)
- 3 Bedroom Unit(S)
- 4 Bedroom Unit(S)
- 5 Bedroom Unit(S)
- Convention(S)

- Efficiency(S)
- Hotel Room(S)
- Meeting Rooms
- Shops
- Suites

Unit : _____

Baths : _____

Furnished :

- Yes No

Rent A : _____

Period : *Select One*

- Annual
- Seasonal
- Summer
- Winter

Rent B : _____

Period : *Select 1*

- Annual
- Seasonal
- Summer
- Winter

Unit 7

Unit Type : *Select One*

- 1 Bedroom Unit(S)
- 2 Bedroom Unit(S)
- 3 Bedroom Unit(S)
- 4 Bedroom Unit(S)
- 5 Bedroom Unit(S)
- Convention(S)

- Efficiency(S)
- Hotel Room(S)
- Meeting Rooms
- Shops
- Suites

Unit : _____

Baths : _____

Furnished :

- Yes No

Rent A : _____

Period : *Select One*

- Annual
- Seasonal
- Summer
- Winter

Rent B : _____

Period : *Select 1*

- Annual
- Seasonal
- Summer
- Winter

Additional Information

Tenant Pays : *Select Up To 6*

- A/C & Heating Maintenance
- Assessments Fees
- Common Area Maintenance
- Exterior Electric
- Interior Electric
- Fire Liability Insurance
- Gas/Oil
- Grounds/Plants
- Impact Fees
- Inside Insurance
- Outside Insurance
- Janitorial
- Lawn Care
- Management Fees

- Exterior Maintenance
- Interior Maintenance
- Other Tenant Pays
- Telephone
- Real Estate Tax
- Sales Tax
- Sewer

- Signs
- Trash Removal
- Water
- Water Treatment

Road Frontage : *Select Up To 2*

- City
- County
- Interstate
- Private
- State
- U.S. Hwy

Rail Desc. : *Select Up To 2*

- Mainline
- No Rail Service
- Siding
- Spur

CAM Includes : *Select Up To 6*

- A/C & Heating Maintenance
- Assessments Fees
- Exterior Electric
- Interior Electric
- Fire Liability Insurance
- Gas/Oil
- Grounds/Plants
- Impact Fees
- Inside Insurance
- Outside Insurance
- Janitorial
- Lawn Care
- Management Fees
- Exterior Maintenance

- Interior Maintenance
- None
- Other Tenant Pays
- Telephone
- Real Estate Tax
- Sales Tax
- Sewer

- Signs
- Trash Removal
- Water
- Water Treatment

CAM Amount : \$ _____

Reimbursement SqFt Amount \$ _____

R

Information Available : *Select Up To 8*

- Aerial Photo(S)
- Appraisal
- Additional Assessments
- Books & Records
- Bylaws And Documents
- Contracts
- Deed
- Drawings
- Environmental 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

Lease Term Info : *Select Up To 4*

- 1-3 Year Lease
- 4-6 Year Lease
- 7-10 Year Lease
- 11 Year Plus Lease
- Annual Lease
- Gross Rent Shown
- Land Lease
- Long Term Lease
- Month To Month Lease
- Net Rent Shown
- Options Available
- Other Lease Terms
- Lease Renewal
- Subject To Lease
- Sub-Lease
- Triple Net Lease

Deposit Includes : *Select Up To 3*

- First Month Rent
- Second Month Rent
- Security Deposit

Lease SqFt : _____

Additional Information

Miscellaneous Information : Select Up To 8

- Airport Access
- Awning/Hurricane Covers
- Balconies
- Barbeque
- Central Tv Antenna
- Clearing Required
- Clear Span
- Club House
- Coffee Shop
- Column
- Compressor
- Computer Wiring
- Conveyor System
- Elevator
- Entertainment
- Exercise Room
- Exterior Lighting
- Fenced Area
- Fill Required
- Fireplaces
- Freight Elevator
- Fuel Pump
- Furniture Lease
- Bottled Gas
- Compressed Natural Gas
- Natural Gas
- Handicap Accessible
- Hot Tub
- Inside Corridors
- Some Items Leased
- Janitorial Service
- Kitchen Facilities
- Landscaped
- Laundry Facilities
- City Licenses
- County Licenses
- Occupational Licenses
- Professional Licenses
- State Licenses
- Training Program
- Truck/Loading Dock
- Lobby
- Cocktail Lounge
- Dryer(S) Leased
- Tv(S) Leased
- Washer(S) Leased
- Lawn Sprinkler –City Water
- Lawn Sprinkler-Canal/Lake
- Lawn Sprinkler –Well Water
- Lawn Sprinklers
- Median Cut
- Meeting Rooms
- Manager On Premises
- No Drainage
- No Lawn Sprinklers
- Office
- Open Storage
- Other Miscellaneous
- Other Licenses
- Outside Storage
- Overhead Crane
- Overhead Doors
- Owner Help Accommodate
- Paneling
- Child Play Area
- Plumbed For Medical
- Pool
- Private Restrooms
- Public Restrooms
- Rear Access
- Reception Area
- Restaurant
- On Site Retention
- Room For Pool
- Sauna
- Separate Office Area
- Separate Warehouse Area
- Showroom
- Skylights
- Spray Booth
- Storage
- Storm Sewers
- Tennis Court
- Termite Board
- Automobile Traffic
- Heavy Traffic
- Light Traffic
- Medium Traffic
- Pedestrian Traffic
- Trash Chute
- Well Pump
- Water Tower

Utility Information

Heating Description : Select Up To 4

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

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/Refinance
- Owner Financing
- Exchange
- Secondary Financing

Assumable : Yes No

Tax Amount : \$ _____

Total Assumable Loan :

Tax Year : _____

Dade- Assess/Save Our Home Val : \$ _____

Dade MKT \$ / Assessed Value : \$ _____

Association Fee Paid Per : *Select One*

- Monthly
- None
- Quarterly
- Semi-Annually
- Yearly

Assoc. Fee : \$ _____

Total Mortgage : \$ _____ **Move In Dollars :** \$ _____

Management Exp. : \$ _____ **Trash Exp. :** \$ _____

Accounting & Legal Exp. : \$ _____

Gross Scheduled Income : \$ _____ **Gross Operating Income :** \$ _____

Supplies Exp. : \$ _____ **Advertising Exp. :** \$ _____

Utilities Exp. : \$ _____

Other Income Expense : \$ _____ **Vacancy Rate :** _____ %

Maint. & Repair Exp. : \$ _____ **Service Exp. :** \$ _____

Expense Amount : \$ _____ **Net Operating Income :** \$ _____

Real Estate Taxes : \$ _____ **Miscellaneous Exp. :** \$ _____

Total Expense : \$ _____

Inc/Ex[Statement Period : _____

Source of Expenses : *Select Up To 4*

- Accountant Provided
- Audited
- Owner May Show Books
- Information Limited
- Other Source of Expenses
- Owner Provided
- Projected Pro-Forma
- Tax Return

Special Information : *Select up to 3*

- Bank Owned Property
- Bonus
- City Jurisdiction
- County Jurisdiction
- Use Conforms To Zoning
- Corporate Owned Property
- Deed Restrictions
- Disclosure
- Easement(S)
- Environmental Restrictions
- Flood Zone
- Foreclosure
- Foreign Seller
- Handyman Special
- Institution Owned Property
- Presently Leased
- Lease Back Available
- No Survey
- Other Special Info
- Owner Licensed R E Agent
- Plan Approval Required
- Rezoning Required
- Subject To Impact Fees
- Title Insurance Policy Available
- 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

R 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 **R** Internet : Yes No **R** AVM : Yes No **R** Blogging : Yes No **R** Address on Internet : Yes No

R Listing Type : *Select up to 1* **R** List Date : ____/____/____ MM DD YYYY **R** Owners Name : _____ Compensation Trans Broker : _____ Compensation Buyers Agent : _____
 Exclusive Agency Exclusive With Exceptions Exclusive Right To Sell Exclusive Variable \$ or % _____
 Limited Service Limited Representation **R** Variable/Dual Rate : Yes No

R eBrokerHouse : _____ **R** Showing Instructions : *Select up to 3* **R** Joint Agency : Yes No
 Call Listing Agent Disabled 24 Hour Notice Alarm On Appointment Only See Broker Remarks Call Listing Agent Call Listing Office Call Owner Call Tenant Courtesy Key
 Tenant Occupied Vacant Submit An Offer Elect Lockbox - Call List Agent Elect Lockbox - Call List Office Elect 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 : _____