CLE-COMMERCIAL LEASE
HNO-HOTEL NON-WATERFRONT
INO-INCOME NON-WATERFRONT
IND-INDUSTRIAL
RET-COMMERCIAL RETAIL
SPL-SPECIAL PURPOSE
ILE-INDUSTRIAL LEASE
HWF-HOTEL WATERFRONT
INC-INCOME WATERFRONT
OFC-COMMERCIAL OFFICE
MIX-MIXED USE

# SOUTHEAST FLORIDA
## IMPROVED COMMERCIAL/INDUSTRIAL DATA INPUT FORM

**Required fields are identified by ☐, numeric identified with an ✱**

# COM



**ML:** X|X|X|X|X|X|X| (SYSTEM ASSIGNED) **BC:** Office Branch (Office Code – System Assigned) **OF:** Office Name (System Assigned) **SH SALE:** SHORT SALE Y/N ☐ AP (Approved) ☐ UN (Unapproved) **REQ:** Y/N **Required if SH SALE = Y** **AREA:** Area (See Table)

**AD:** Street # (STNO) COMPAS POINT (CHECK 1) ☐ E ☐ S ☐ N ☐ SE ☐ NE ☐ SW ☐ NW ☐ W Street Name **UN:** Unit Number **RP:** Range Price **LLP:** Req'd if RP=R Low List Price **LP:** List Price (Omit Commas & Decimals)

**CT:** (1REQ'D CHECK 1) ☐ BROWARD ☐ OTHER County ☐ DADE ☐ PALMBCH **F#:** Folio # (If county is DADE, enter the folio number in the following format with leading 0's where applicable: ##-##-##-###-#### (Municipality, Township Range, Section, Subdivision Code, Parcel #). If County is BROWARD or PALMBCH, enter the folio number without dashes **CITY:** (See Table) **ZP:** Zip Code **GEOAR:** Geo Area (See Table)

**MC:** Municip Code **TN:** Township/Range **SE:** Section **SD:** Subdivision **PN:** Parcel # **MAP:** Map Coordinates **ST: FL** **PS:** $ • **PU:** $ Price per Unit
REQ'D WHEN CT=DADE – FOR THE FOLLOWING CODES **MC**; **TN**; **SE**; **SD**; **PN**; **MAP**

**PR:** Property Description **ZN:** Zoning **TRAN:** Transaction Type (1 REQ'D, CHECK 1) ☐ L (Lease) ☐ S (Sale) # Units **STYLE:** ☐ CLE ☐ INC ☐ OFC ☐ HNO ☐ IND ☐ RET ☐ HWF ☐ INO ☐ SPL ☐ ILE ☐ MIX
DATA GENERATED BASED ON **STYLE** ENTRY

**BN:** Building Name/Number # Build's **#STOR:** # of Stories **YR:** Year Built (ENTER YEAR OR CHECK 1) (YR2) ☐ NEW ☐ RS (Resale) ☐ UC (Under Const) ☐ UK (Unknown) **TYPE:** ☐ COMMERC ☐ INDUST ☐ HOTEL ☐ LEASE ☐ INCOME ☐ SPECIAL

**L1:** Legal **CLD:** COUNTY LAND USE CODE

**L2:** Legal **ENVAUDT:** Environmental Audit (1 REQ'D, CHECK 1) ☐ NONE ☐ PHS3 ☐ PHS1 ☐ UNK ☐ PHS2

## GENERAL INFORMATION

**BTYPE:** Property Type/ Type of Building (1 REQ'D, CHECK UP TO 2)
☐ ACLF ☐ CONDO ☐ INCOME ☐ MINIWHSE ☐ PROFESS ☐ SHOWRM
☐ ANCHRCTR ☐ CONSUMER ☐ INDUST ☐ MOBIL/RV ☐ RESIDMUL ☐ SPECPURP
☐ APTS ☐ CONVENST ☐ MALLENCL ☐ NONPROF ☐ RESIDSNG ☐ STOR/WAR
☐ AUTOMOTV ☐ DAYCARE ☐ MANUFHVY ☐ NOTIMPRV ☐ RESTAUR ☐ STRPSTOR
☐ BLDGSERV ☐ DOCKHGHT ☐ MANUFLT ☐ OFFC/WAR ☐ RETAIL ☐ TAVRNBAR
☐ BLDTRADE ☐ FREESTND ☐ MARINA ☐ OFFICE ☐ SCHOOL ☐ WAREHSE
☐ CHURCH ☐ HOTL/MOT ☐ MEDICAL ☐ OTHER ☐ SHOPCNTR ☐ WHOLESAL

**OWNSHP:** (CHECK 1) ☐ ASSETONL ☐ CORP ☐ JNTVENTR ☐ LIMPARTR ☐ OTHER ☐ PARTNER ☐ SELFPROP

**RDTYP:** (CHECK UP TO 2) ☐ 3LANE ☐ DIVIDED ☐ FOURLANE ☐ INTERCHN ☐ NOROAD ☐ ONEWAY ☐ TWOLANE

**FLRS:** # of Floors **#OFC:** # of Offices

**INCL:** Sale Includes (CHECK UP TO 3)
☐ BLD&LAND ☐ FURNITUR ☐ MACHINRY
☐ BLDONLY ☐ INVENTOR ☐ OTHER
☐ BUSINESS ☐ LANDONLY ☐ SIGNS
☐ FIXTURES ☐ LEASES ☐ TOOLS
☐ FRANCHIS ☐ LICENSE

**LOCAT:** Location of Property (CHECK UP TO 2)
☐ ANCHRCTR ☐ CORNER ☐ INDPARK ☐ OTHER
☐ BEACHACC ☐ CORNRLOT ☐ INSIDE ☐ OUTPARCL
☐ CENTBUS ☐ COUNTY ☐ INSIDLOT ☐ RESDAREA
☐ CITY ☐ END-UNIT ☐ NEARAIR ☐ SHOPCNTR
☐ COMLPARK ☐ FLOODZNE ☐ NEARSEA

**#BAY:** # of Bays **#LDR:** # of Loading Doors

**CONST:** Construction Desc (1 REQ'D WHEN STYLE=INO,INC; CHECK UP TO 3)
☐ `ALUMSIDE ☐ CBS ☐ FRAMSTUC ☐ OTHER ☐ SLAB
☐ BLOCK ☐ COMPSHNG ☐ MANUFACT ☐ PILING ☐ STONE
☐ BRICK ☐ CONCRETE ☐ METAL ☐ PRE-FAB ☐ STUCCO
☐ BRICKVEN ☐ ELEVATED ☐ MODULAR ☐ PRECAST ☐ UNDCONST
☐ CBBRICK ☐ FRAME ☐ NEWCONST ☐ SIDEASBT ☐ WOODSIDE

**ROOF:** Roof Desc (1 REQ'D, CHECK UP TO 2)
☐ BARREL ☐ METAL ☐ SHINGLE ☐ TILE
☐ BUILT-UP ☐ OTHER ☐ SLATE ☐ VARIOUS
☐ COMPROLL ☐ PRESTRES ☐ STLJOIST ☐ WDJOIST
☐ CONCRETE ☐ SHAKE ☐ TARGRAVL ☐ WDTRUSS

**COL:** Column Desc (CHECK 1) ☐ 10-15 ☐ 16-20 ☐ 21-28 ☐ 29-40 ☐ 41+ ☐ UNK ☐ VARY

**WTRFR:** Waterfront (REQ'D WHEN STYL=HWF,HNO INO,INC) Y/N (1REQ'D IF WTRFR="Y", CHECK UP TO 4)
☐ BAY ☐ CANAL ☐ CREEK ☐ CW1-80 ☐ CW81-120
☐ CW121+ ☐ FIXBRIDG ☐ INTCANAL ☐ INTRACST ☐ LAGOON
☐ LAKE ☐ LAKEACC ☐ MANGROVE ☐ NAVIGABL ☐ NOFIXBRI
☐ OCNACCES ☐ OCNFRONT ☐ ONEBRIDG ☐ OTHER ☐ POINTLOT
☐ POND ☐ RIPRAP ☐ RIVER ☐ SEAWALL

**FLOOR:** Flooring (1 REQ'D, CHECK UP TO 3)
☐ CARPET ☐ MARBL-SL ☐ TERRAZZO
☐ CERAMIC ☐ OTHER ☐ TILE
☐ CLAY ☐ PARQUET ☐ VINYL
☐ CONCRETE ☐ SLATE ☐ WOOD

**ELEC:** Electric Service (1 REQ'D, CHECK UP TO 4)
☐ 0-100AMP ☐ 201+AMPS ☐ 440 ☐ PVTPOWER
☐ 101-200A ☐ 220 ☐ GENERATR ☐ SEPMETER
☐ 110 ☐ 3PHASE ☐ OTHER ☐ UTILUNDG

**FIRE:** Fire Protection (CHECK UP TO 3)
☐ NONE ☐ SMOKEDET
☐ OTHER ☐ SPRNKLER
☐ SMOKEALM

**PARK:** Parking (REQ'D) # Parking Spaces (1 REQ'D WHEN #SPACES>0, OR STYL=HWF,HNO;CHECK UP TO 3)
☐ ASSIGNED ☐ COVERED ☐ GUEST ☐ NOGUEST ☐ OFFSITE ☐ STREET
☐ ASSISTED ☐ FREE ☐ HANDICAP ☐ NONE ☐ OTHER ☐ VALET
☐ AWNING ☐ GARGNDLV ☐ LOADSPC ☐ NORV ☐ SECURITY
☐ COMMON ☐ GARUNBLD ☐ NOBOATS ☐ NOTRKTRL ☐ SHARED

**SECUR:** Security (CHECK UP TO 3)
☐ FENCE ☐ SECGRILL ☐ SECLIGHT
☐ MOTIONDT ☐ SECGUARD ☐ SECSYSTM
☐ SECGATE

**ACRE#:** **AC:** Acre Desc (CHECK 1) ☐ 1/4<AC ☐ 1/4-1/2A ☐ 1/2-3/4A ☐ 3/4-1AC ☐ 1-2AC ☐ 2-3AC ☐ 3-4AC ☐ 4-5AC ☐ 5-10AC ☐ 10+AC **SF/FF:** Property Sq Ft **LT:** Approx Lot Size **YR-ADD:** Year of Addition

**LF:** Lot Frontage **MXCL:** Maximum Ceiling Height **CEIL:** Ceiling (CHECK 1) ☐ ACOUSTIC ☐ EXPOSED ☐ HTVARIES ☐ INSULATD ☐ OTHER ☐ PLASTER ☐ SHEETRCK ☐ SUSPEND ☐ WOODPANL **ICIEL:** Interior Ceiling Height **DRHT:** (CHECK 1) ☐ 0-8' ☐ 8-10' ☐ 10-12 ☐ 12+ **EAVE:** Eave Height **OC%:** Occupancy Percentage

**REM:** Remarks 510 characters maximum (including spaces and punctuation) to specify any other additional information about the listing.

**DKHT:** Dock Height

**IHGT:** (1 REQ'D) ☐ 1ST ☐ OTH ☐ 2ST ☐ S10 ☐ 3ST ☐ S15 ☐ 4ST ☐ S19 ☐ 5ST ☐ S26 ☐ 6-9

**2EXP:**

**DIR:** Directions 255 characters maximum (including spaces and punctuation) to specify any other additional information about the listing.

**2BCH:**

**#TEN:**

**#MTR:** (REQ'D IF STYL=INO,INC

**#TLT:**

**AC%:**

**BRK-REM:** Broker Remarks 150 characters maximum (including spaces and punctuation) to specify any other additional information about the listing.

## ADDITIONAL INFORMATION

**COM**

UNITS------------------------------------#UN-------------------FUR--------RENT(S)---------------------------------------------- UNITS---------------------------------#UN-----------------FUR----------RENT(S)---------------------------

(ENTER ONE OF THE FOLLOWING VALUES FOR UNIT TYPE: 1BEDRM,2BEDRM,3BEDRM,4BEDRM,5BEDRM,CONVTN,EFFIC,HOTEL,MTGRMS,SHOPS,SUITES)
UNIT TYPE AND RENTAL AMOUNT INFO ARE REQ'D IF STYL=HWF,HNO

1 |___|___|___|___|___|___|___| |___|___|___|* |__|* Y/N |__|__|__|__|__|/|__| |__|__|__|__|__|__|/|__|  2 |___|___|___|___|___|___|___| |___|___|___|* |__|* Y/N |__|__|__|__|__|/|__| |__|__|__|__|__|__|/|__|

3 |___|___|___|___|___|___|___| |___|___|___|* |__|* Y/N |__|__|__|__|__|/|__| |__|__|__|__|__|__|/|__|  4 |___|___|___|___|___|___|___| |___|___|___|* |__|* Y/N |__|__|__|__|__|/|__| |__|__|__|__|__|__|/|__|

5 |___|___|___|___|___|___|___| |___|___|___|* |__|* Y/N |__|__|__|__|__|/|__| |__|__|__|__|__|__|/|__|  6 |___|___|___|___|___|___|___| |___|___|___|* |__|* Y/N |__|__|__|__|__|/|__| |__|__|__|__|__|__|/|__|

7 |___|___|___|___|___|___|___| |___|___|___|* |__|* Y/N |__|__|__|__|__|/|__| |__|__|__|__|__|__|/|__|

**TENPAY :** Tenant Pays (CHECK UP TO 6)
☐ AC-MAINT ☐ ELEC-INT ☐ IMPCTFEE ☐ LAWNCARE ☐ OTHER ☐ SEWER ☐ WATER
☐ ASSESFEE ☐ FIRE-INS ☐ INSUR-IN ☐ MGMTFEES ☐ PHONE ☐ SIGNS ☐ WTRTREAT
☐ CAM ☐ GAS-OIL ☐ INSUR-OT ☐ MNT-EXTR ☐ RE-TAX ☐ TRASHREM
☐ ELEC-EXT ☐ GROUNDS ☐ JANITOR ☐ MNT-INTR ☐ SALESTAX

**RDFRT :** Road Frontage (CHECK UP TO 2)
☐ CITY ☐ I-STATE ☐ STATE
☐ COUNTY ☐ PRIVATE ☐ US-HWY

**RAIL :** (CHECK 1)
☐ MAINLINE ☐ SIDING
☐ NONE ☐ SPUR

**REIMB SF :** $|___|___|___| • |___|___|
Reimbursement SqFt Amount

**CAMINC :** CAM Includes (1 REQ'D IF THERE IS A CAM AMOUNT, CHECK UP TO 6)
☐ AC-MAINT ☐ ELEC-INT ☐ GROUNDS ☐ INSUR-OT ☐ MGMTFEES ☐ NONE ☐ RE-TAX ☐ SIGNS ☐ WATER
☐ ASSESFEE ☐ FIRE-INS ☐ IMPCTFEE ☐ JANITOR ☐ MNT-EXTR ☐ OTHER ☐ SALESTAX ☐ TRASHREM ☐ WTRTREAT
☐ ELEC-EXT ☐ GAS-OIL ☐ INSUR-IN ☐ LAWNCARE ☐ MNT-INTR ☐ PHONE ☐ SEWER

**CAM SF :** $|___|___|___|___|___| • |___|___|
Common Area Maintenance Amount

**INFO :** Information Available (1REQ'D, CHECK UP TO 8)
☐ AERPHOTO ☐ BK&RECRD ☐ DEED ☐ EQUIPINV ☐ INV-ANAL ☐ OTHER ☐ PHOTOS ☐ SOILTEST ☐ TAXRETRN ☐ TOPOGRAP
☐ APPRAIS ☐ BYLW-DOC ☐ DRAWINGS ☐ FINANCST ☐ INVENTOR ☐ OWNRMGMT ☐ RENTROLL ☐ STOCKINV ☐ TITL-ABS ☐ TRAINPRG
☐ ASSESSMT ☐ CONTRACT ☐ ENVSTUDY ☐ FULLAPOD ☐ LEASES ☐ PERSPROP ☐ SITEPLAN ☐ SURVEY

**LSETRM :** Lease Term /Info (CHECK UP TO 4)
☐ 1-3YRS ☐ 11+YRS ☐ LANDLSE ☐ NETRENT ☐ RENEWAL ☐ SUBLEAS
☐ 4-6YRS ☐ ANNUAL ☐ LONGTERM ☐ OPTSAVAL ☐ SUBJLEAS ☐ TRIPLNET
☐ 7-10YRS ☐ GROSSRNT ☐ MO-MO ☐ OTHER

**DEP :** Deposit Includes (CHECK UP TO 3)
☐ FMO
☐ LMO
☐ SEC

**LEASESF:** |___|___|___|___|___|___|___|___|*
Lease SqFt

**MISC :** Miscellaneous Information (CHECK UP TO 8)
☐ AIRPTACC ☐ COLUMNS ☐ FILLREQ ☐ HOTTUB ☐ LICOCCUP ☐ LSEWASHR ☐ NOSPRNK ☐ PANELING ☐ RETENT ☐ SPRAYBTH ☐ TRAFLGHT
☐ AWNHURCV ☐ COMPRESR ☐ FIREPLAC ☐ INSCORR ☐ LICPROF ☐ LSPRNKCI ☐ OFFICE ☐ PLAYAREA ☐ ROOMPOOL ☐ STORAGE ☐ TRAFMED
☐ BALCONY ☐ COMPUWIR ☐ FRGHELEV ☐ ITEMLSED ☐ LICSTATE ☐ LSPRNKCL ☐ OPNSTORG ☐ PLUM-MED ☐ SAUNA ☐ STORMSWR ☐ TRAFPED
☐ BARBEQUE ☐ CONVEYOR ☐ FUELPUMP ☐ JANITSVC ☐ LICTRADE ☐ LSPRNKWE ☐ OTHER ☐ POOL ☐ SEPOFCAR ☐ TENNISCT ☐ TRASHCHT
☐ CENTVANT ☐ ELEVATOR ☐ FURNLSED ☐ KITCHFAC ☐ LOADDOCK ☐ LWNSPRINK ☐ OTHLIC ☐ PRVRESTR ☐ SEPWHSAR ☐ TERMITBD ☐ WELLPUMP
☐ CLEARREQ ☐ ENTERTAN ☐ GASBOTTL ☐ LANDSCAP ☐ LOBBY ☐ MEDIAN ☐ OUTSTORG ☐ PUBRESTR ☐ SHOWROOM ☐ TRAFAUTO ☐ WTRTOWER
☐ CLEARSPN ☐ EXERCISE ☐ GASCMPRS ☐ LAUNDRY ☐ LOUNGE ☐ MEETROOM ☐ OVERCRAN ☐ REARACCS ☐ SIDING ☐ TRAFHVY
☐ CLUBHSE ☐ EXTLIGHT ☐ GASNATUR ☐ LICCITY ☐ LSEDRYER ☐ MGRPREM ☐ OVERHDDR ☐ RECEPAR ☐ SKYLIGHT
☐ COFFESHP ☐ FENCED ☐ HANDICAP ☐ LICCNTY ☐ LSETV ☐ NODRAIN ☐ OWNRHELP ☐ RESTAUR

## UTILITY INFORMATION

**HEAT :** Heating (CHECK UP TO 4)
☐ CENELEC ☐ CENTBLDG ☐ EXHAUST ☐ NONE ☐ REVERSE ☐ SPACEGAS ☐ WALL/WNDW
☐ CENGAS ☐ CENTINDV ☐ FLRFURN ☐ OTHER ☐ SOLAR ☐ SPACEOIL ☐ WALLFURN

**WTR :** (CHECK UP TO 2)
☐ OTHER ☐ WELL
☐ PUBLIC

**COOL :** Cooling (CHECK UP TO4)
☐ CENTBLDG ☐ EXHAUST ☐ OTHER ☐ WALL/WNDW
☐ CENTINDV ☐ NONE ☐ REVERSE

**SWR :** Sewer (CHECK UP TO 3)
☐ OTHER ☐ SEPTIC
☐ PUBLIC ☐ TREATMNT

## FINANCIAL INFORMATION

**ASSUME :** |___| Y/N

**TRMSCONS :** Terms Considered (CHECK UP TO 4)
☐ ASSUMPT ☐ CONVREF ☐ LSEOPT ☐ OTHER ☐ SECOND
☐ CASH ☐ EXCHANGE ☐ LSEPURC ☐ OWNER

**DAV/SOH :** $ |___|___|___|___|___|___|___|___|___|___|
Dade-Assess Value
Brow-Save Our Home Value

**TAL :** $ |__|__|__|__|__|__|__|__|__|* Total Assumeable Loan

**TAX :** $ |__|__|__|__|__|__|__|__|__|* Tax Amount

**TXYR :** |___|___|* Tax Year

**FEE :** $ |___|___|___|___|___|___| / Association Fee

(CHECK 1) ☐ M ☐ S ☐ N ☐ Y ☐ Q

**DMV/ASV :** $ |___|___|___|___|___|___|___|___|___|___|
Dade-Market Value
Brow-Assess Value

**TM :** $ |___|___|___|___|___|___|___|___|___|___| Total Mortgage

**MI :** $ |___|___|___|___|___|___|___|___|* Move in Dollars

**MGMT:** $ |___|___|___|___|___|___|___|* Management Expense

**TRASH :** $ |___|___|___|___|___|___|___|* Trash Expense

**ACT-LEG :** $ |___|___|___|___|___|___|___|* Accounting & Legal Expenses

**GSI :** $ |___|___|___|___|___|___|___|___|___|* Gross Scheduled Income

**GOI :** $ |___|___|___|___|___|___|___|___|___|* Gross Oper Income

**SUPPL :** $ |___|___|___|___|___|___|___|* Supplies Expense

**ADVERT:** $ |___|___|___|___|___|___|___|* Advertising Expenses

**UTILS :** $ |___|___|___|___|___|___|___|* Utilities Expenses

**OTH :** $ |___|___|___|___|___|___|___|___|___|* Other Income Expense

**VAC:** |___|___|___|%* Vacancy Rate

**INSUR :** $ |___|___|___|___|___|___|___|* Insurance Expense

**MNT-RE :** $ |___|___|___|___|___|___|___|* Maintenance & Repair Expense

**SERVIC :** $ |___|___|___|___|___|___|___|* Service Expense

**EXP :** $ |___|___|___|___|___|___|___|___|___|* Expense Amount

**NOI :** $ |___|___|___|___|___|___|___|___|___|___|* Net Operating Income

**RETAX :** $ |___|___|___|___|___|___|___|* Real Estate Taxes

**MISCEL :** $ |___|___|___|___|___|___|___|* Miscellaneous Expense

**TOTEXP :** $ |___|___|___|___|___|___|___|* Total Expenses

**PERIOD :** |___|___|___|___|___|___|___|___|___|___| Inc/Exp Statement period

**SOURCE :** Source of Expenses (CHECK UP TO 4)
☐ ACCNTANT ☐ BOOKS ☐ OTHER ☐ PROFORM
☐ AUDIT ☐ INFO-LTD ☐ OWNER ☐ TAXRETRN

**IDX:** Internet Data Exchange |___| Y/N

**SPEC :** Special Information (CHECK UP TO 2)
☐ BANKOWNED ☐ CORPOWNED ☐ EASEMENT ☐ FOREIGNSEL ☐ LEASED ☐ OWNERAGT ☐ TITEINS
☐ CITYJURIS ☐ DEEDREST ☐ ENV-RESTRC ☐ HANDY ☐ LSEBACKAVAL ☐ PLANAPPREQ ☐ WHLCHAIR
☐ CNTYJURIS ☐ DEEDREST ☐ FLOODZONE ☐ INSTOWNED ☐ NOSURVEY ☐ REZONEREQ
☐ CONFORMS ☐ DISCLOSURE ☐ FORECLOSE ☐ LEASED ☐ OTHER ☐ SUBJ-IMPAC

**POSS :** Possession (1REQ'D, CHECK UP TO 2)
☐ B4CLOSE ☐ NEGOT
☐ FUNDING ☐ OTHER
☐ LONGCLOSE ☐ SUBJLEASE

## OFFICE INFORMATION

**LPID :** |___|___|___|___|___|___|___|___|___| Listing Agent's Public Id

**LS :** |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___| Listing Agent's Name (First Name First) (System Assigned)

**APH :** |___|___|___|-|___|___|___|-|___|___|___|___| (Area Code) Agent Phone #

**OPH :** |___|___|___|-|___|___|___|-|___|___|___|___|-|___|___|___|___| (Area Code) Listing Office Phone (Sys.Assg.) (EXT)

**2PID:** |___|___|___|___|___|___|___|___|___| Co-Listing Agent's Public Id

**2A :** |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___| (Co-Listing) Agent Name (System Assigned)

**2AG :** |___|___|___|-|___|___|___|-|___|___|___|___| (Area Code) Co Agent Phone #

**FAX# :** |___|___|___|-|___|___|___|-|___|___|___|___| (Area Code) Office Fax #

**LTY :** Listing Type (1REQ'D, CHECK 1)
☐ EA ☐ ER ☐ LS
☐ EE ☐ EV

**ON :** |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___| Owner's Name (Last Name First)

**ON# :** |___|___|___|-|___|___|___|-|___|___|___|___| (Area Code) Owner Phone #

**2PH :** |___|___|___|-|___|___|___|-|___|___|___|___| (Area Code) Listing Agent 2nd Phone

**PHOTO :** Photo Instructions (1 REQ'D, CHECK 1)
☐ 1PLUS

**URL :** |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|

**EMAILA :** |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|

**COTB :** | | | • | | | CompensationTo Transaction Broker $ or %

**COBA :** |___|___| • |___|___|___| CompensationTo Buyer's Agent $ or %

**CONR :** |___|___| • |___|___|___| CompensationTo Non-Representatives $ or %

**VAR :** |___| Variable / Y/N Dual Rate Commission

**JA :** |___| Y/N Joint Agency Listing

**OK :** |___| Y/N OK to Advertise

**OCCUP :** Occupancy Information (1 REQ'D)
☐ CLLAGT
☐ OWNER
☐ TENANT
☐ VACANT

**SHOW :** Showing Instructions (1REQ'D, CHECK UP TO 2)
☐ 24HRNOTICE ☐ CALL-OWN ☐ ELBX-NOAPT ☐ LBX-CLA ☐ NOTIFGUARD
☐ ALARMON ☐ CALL-TEN ☐ ELBX-OWN ☐ LBX-CLO ☐ OTHER
☐ APPT-ONLY ☐ COURTESY ☐ GATECODE ☐ LBX-NOAPPT ☐ PETPREMISE
☐ CALL-LA ☐ ELBX-CLA ☐ KEYIN-LO ☐ MODEL-CLO ☐ SHOWASSIST
☐ CALL-LO ☐ ELBX-CLO ☐ LA-ACCOMP ☐ NOSIGN ☐ BRKR-RMRKS

**LD :** |___|___|/|___|___|/|___|___| MM DD YY Effective Listing Date

**XD :** |___|___|/|___|___|/|___|___| MM DD YY Expiration Date

***VOW FIELDS ARE REQUIRED IF INET = Y***

**INET :** |___|

**ADD :** |___| Address on the Internet Y/N

**AVM :** |___| Automated Validation Model Y/N

**BLOGGING :** |___| Blogging Y/N

Internet Remarks ________________________________________________

________________________________________________

**VT: Virtual Tour** |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|

***** INFORMATION IS BELIEVIED ACCURATE BUT IS NOT WARRANTED *****

**The undersigned has verified the noted information and warrants it to be accurate to the best of his/her (their) knowledge.**

______________________________ ______________________________ **Date** ______________________

**Listing Agent** **Owner**