

# Commercial/Industrial/Business Data Entry Form

\* = Required Data Entry

Listing Number \_\_\_\_\_



## ADDRESS PAGE

\*Street Number \_\_\_\_\_ \*Street Name \_\_\_\_\_ Unit # \_\_\_\_\_

Select Street Type

- Avenue  Blvd  Circle  Court  Drive  Highway  Lane  Other  Path  
 Place  Road  Route  Square  Street  Way

\*City/Town \_\_\_\_\_ \*County \_\_\_\_\_

\*Village \_\_\_\_\_ \*Zip Code \_\_\_\_\_

## LISTING PAGE

\*Type of Business

- Retail  Industrial  Professional  Business Only  Business with Real Estate

\*Listing Type

- Exclusive Right to Sell  Exclusive Agency

\*List Price \_\_\_\_\_ \*Owners Name \_\_\_\_\_ \*Listing Office \_\_\_\_\_

\*Listing Agent \_\_\_\_\_ \*List Date \_\_\_\_\_ \*Expiration Date \_\_\_\_\_

\*Sub Agent Comm. \_\_\_\_\_ %/\$ \*Buyer Agent Comm. \_\_\_\_\_ %/\$ \*Dis. Dual Agent Comm. \_\_\_\_\_ %/\$

\*Showing Instructions

- Temp Unavailable  Appointment Only  Call Listing Office  Go Direct  Leave Card/Sign  
 Pet (remarks)  Tenant  Yard Sign  Electric Lock Box  Lock Box

## GENERAL PAGE

\*Zoning \_\_\_\_\_ \*Number of Units \_\_\_\_\_

Additional Units

- None  Commercial  Industrial  Office  Apartment  Apartments  House

\*Levels \_\_\_\_\_

Seating Capacity

- 25 or Less  26-50  51-75  76-100  100 or More

\*Condo  Yes  No

Building Name \_\_\_\_\_ Mall/Park Name \_\_\_\_\_

Business Name \_\_\_\_\_ \*Business Operating  Yes  No

\*Present Use

- Antique Shop  Automotive  Food Services  Gift Shop  Marina  Restaurant/Lounge  
 Other-Retail  Professional  Wholesale  Warehouse  Combination  Other-Remarks

\*Business Includes

- Business Name  Inventory  Goodwill  Corporation  Partnership  
 DBA-Sole Proprietor  Owner Training  Other-See Remarks  None

Structures

- Yes  No  Build 2 Suit  Will Subdivide  Build Out

Year Established \_\_\_\_\_

\*Conforming Use  Yes  No

\*Year Built \_\_\_\_\_

\*Year Built Description

- Actual  Approx.  Cert. Historic  New  Renovated  To be built  Under Constr.  Unknown/mxd

\*Building Square Foot \_\_\_\_\_

\*Lot Size (Acres) \_\_\_\_\_

Topography/Lot Description

- Wooded  Level  Sloping  Steep Slopes  Corner  Interior  View  
 Cleared  Marsh  Pond  Stream  Fenced/Enclosed  Fill Needed

Road Frontage \_\_\_\_\_ Lot Depth \_\_\_\_\_

\*Association  YES  NO  Unknown Membership Required  YES  NO  Unknown

Annual Association Fee \_\_\_\_\_ Fee Year \_\_\_\_\_

Association Fee Includes/Amenities

- Beach  Dock  Golf Course  Pool  Tennis  Road Maintenance  Child Play Area/Playground  
 Clubhouse  Common Area  Community Room  Elevator  Exercise Room  
 Extra Storage  Guard Security  Landscaping  Laundry Facility  Lifeguard  
 Putting Green  Rubbish Removal  Sauna  Shuffle Board  Snow Removal

MLS LISTING Number \_\_\_\_\_

GENERAL PAGE (Cont.)

Optional Services

- Beach, Dock, Golf Course, Pool, Tennis, Road Maintenance, Child Play Area/Playground, Clubhouse, Common Area, Community Room, Elevator, Exercise Room, Extra Storage, Guard Security, Landscaping, Laundry Facility, Lifeguard, Putting Green, Rubbish Removal, Sauna, Shuffle Board, Snow Removal

\*Parking

- Assigned Spaces, Guest, Space Rental, Paved Driveway, Improved Driveway, Unpaved Driveway, Other-Remarks, No Parking

\*Parking Spaces \_\_\_\_\_

\*Waterfront

- Fresh, Salt, None

Waterfront Description

- Beach, Ocean, Bay, Lake/Pond, Canal, Creek, Marsh, River, Private, Public, Deep Water Access, Marina

\*Water view

- Fresh, Salt, None

Water view Description

- Beach, Ocean, Bay, Lake/Pond, Canal, Creek, Marsh, River, Private, Public, Deep Water Access, Marina

Water Access

- Beach, Marina, Mooring, Ramp, Deep Water Access, Private, Public, Ocean, Bay, Lake/Pond, Canal, Creek, Marsh, River

\*Beach Description

- Bay, Ocean, Lake/Pond, Harbor, Creek, River, Other - Remarks, None

\*Beach Ownership

- Public, Private, Deeded Rights, Association, Other - Remarks, None

\*Miles to Beach

- Beachfront, 0-.1, .1 to .3, .3 to .5, .5 to 1, 1 to 2, 2+ Miles

Beach/Lake/Pond Name \_\_\_\_\_

Convenient To

- Marina, Shopping, Conservation Area, Major Highway, Golf Course, School, Bike Path, Public Tennis, Church, Medical Facility, In Town Location, Horse Trail

INTERIOR PAGE

Office Square Feet \_\_\_\_\_ Retail Square Feet \_\_\_\_\_

Industrial Square Feet \_\_\_\_\_ Warehouse Square Feet \_\_\_\_\_

Total Leasable Square Feet \_\_\_\_\_ Total Leased Square Feet \_\_\_\_\_

Minimum Square Footage Available \_\_\_\_\_ Maximum Square Footage Available \_\_\_\_\_

Minimum Ceiling Height Feet \_\_\_\_\_ Inches \_\_\_\_\_

Maximum Ceiling Height Feet \_\_\_\_\_ Inches \_\_\_\_\_

\*Basement

- Full, Partial, Cape Cod, Crawl Space, Slab, Finished, Walk-Out, Bulkhead Access, Interior Access, Garage Access, Other-Remarks, Dirt, Locked Storage, Tenant Access, Tenant Storage, No Basement

\*Walls

- Paneled, Sheet Rock, Concrete Block, Plaster, Metal, Wood, Unfinished, Other-Remarks

\*Interior Features

- Handicap Access, Auto Bay, Escalator, Fire Alarm, Florescent Lights, Freight Elevator, Incandescent Light, Passenger Elevator, Secure System, Sprinkler System

Baths/Lavatories  No Baths/Lavatories  One  Two  Three or More  Shared

Flooring  Concrete Slab  Tile  Wood  Wall to Wall Carpet  Dirt  Heavy Duty  Other-Remarks

MLS LISTING # \_\_\_\_\_

EXTERIOR PAGE

\*Exterior Features

- Handicapped Access  Auto bay  Boat Dock  Curb Cuts  Display Window
- Dock Height Windows  Fenced  Fire Escape  Florescent Lights  Gas Pump (s)
- Grade Loading  Halide Lights  Loading Dock (s)  Mercury Light  Out Storage
- Overhead Door  Rear Entrance  Security System  Shelving  Truck Scales  Sign  Spot Light

\*Roof Description ,

- Flat  Pitched  Asphalt  Wood Shingle  Metal  Slate  Tar/Gravel  Tile  Asbestos  Concrete

\*Siding Description

- Shingle  Clapboard  Vertical Siding  Barn board  Stucco  Brick
- Vinyl-Alum.  Stone  Other-remarks

\*Construction

- Wood Frame  Brick  Stone  Pour Concrete  Concrete Block  Pre-cast Concrete
- Metal Fabric  All Block  Other-remarks

\*Foundation

- Concrete  Block  Brick  Stone  Pilings

MECHANICAL PAGE

\*Heating/Cooling Description

- Propane Gas  Natural Gas  Radiant Electric  Electric  Oil  Hot Water  Hot Air  Space
- Floor Furnace  Furnace  Solar Energy  Heat Pump  Gravity  Steam  Wood Stove Assisted
- 2 Zone Heat  3+ Zone Heat  Unheated  Extra Flue  Unheated  AC-Central  AC-Other

\*Hot Water

- Oil  Natural Gas  Electric  Propane Gas  Solar  Tank  Tank less  Separate  Leased Heat

\*Electric

- 110 Volts  220 Volts  Under 100 Amp  100-150 Amps  200 Amps  3 Phase Wired

\*Water

- Private Water on Site  Private Water at Street  Well Needed  On Site Well  Shared Well Prop.

\*Sewer

- Public Sewer  Private Sewer  Private Sewer Proposed  Shared Sewer

\*Gas

- On Site  At Street  No Gas

ADVERTISING PAGE

Public Internet Comments (REMARKS) \_\_\_\_\_

Public Internet Header \_\_\_\_\_

All-Office Remarks \_\_\_\_\_

In-Office Remarks \_\_\_\_\_

Driving Directions \_\_\_\_\_

MLS LISTING # \_\_\_\_\_

ADVERTISING PAGE (Cont.)

\*Display Advertising on the Internet  YES  NO

Virtual Tour Address Http://www.\_\_\_\_\_

LEGAL/TAX PAGE

\*Annual Tax \_\_\_\_\_ \*Tax Year \_\_\_\_\_ \*Land Assessments \_\_\_\_\_

\*Improvement Assessments \_\_\_\_\_ Total Assessments \_\_\_\_\_

\*Annual Betterment \_\_\_\_\_ Unpaid Betterment \_\_\_\_\_

\*To Be Assessed  YES  NO  UNKNOWN Special Assessment Pending  YES  NO  UNKNOWN

\*Assessors Map \_\_\_\_\_ \*Assessors Parcel \_\_\_\_\_ \*Mass Use Code \_\_\_\_\_

Leased  YES  NO Lease Expires \_\_\_\_\_

For Lease  YES  NO Lease Price Per Sq. Ft. \_\_\_\_\_

Lease Includes

Nothing  Heat  Hot Water  Electric  Gas  Taxes  Insurance  Water  Other-Remarks

For Sale  YES  NO

Type of Mortgage

No Mortgage  Conventional  VA Assumable  Farmers Home Assumable

Private  Conv. Special  FNMA  SBA  Chattel  Other-Remarks

First Mortgage Amount \_\_\_\_\_ Special Financing \_\_\_\_\_ Gross Operating Income \_\_\_\_\_

Utility Expense \_\_\_\_\_ Real Estate Tax Expense \_\_\_\_\_ Annual Lease Expense \_\_\_\_\_

Common Area Maintenance Expense \_\_\_\_\_ Insurance Expense \_\_\_\_\_

Repair/Maintenance Expense \_\_\_\_\_ Management Expense \_\_\_\_\_

Other Expense — Description \_\_\_\_\_ Price \_\_\_\_\_

Wages Expense \_\_\_\_\_ Total Expense \_\_\_\_\_ Net Operating Income \_\_\_\_\_

\*Title Reference—Book \_\_\_\_\_ \*Page \_\_\_\_\_ \*Land Court Cert # \_\_\_\_\_

\*Underground Fuel Tank  YES  NO  UNKNOWN \*Lead Paint  Yes  No  Certified Treated  Unknown

\*UFFI  YES  NO Asbestos  YES  NO  UNKNOWN

\*Documents on File

- No Documents  Perc Test  Building Permit  Site Plan  Subdivision Plan  Variance  21 E Soil Test
- Septic Design  Deed Restrict  Aerial Photo  Appraisal  Bound Survey  Building Plans
- Engineering Plan  Environmental Study  Financial Details  Fixture List  Furnishings List
- Inventory List  Lease (s)  Legal Description/Deed  Operating Statement  Potable Water Test
- Recorded Plan  Survey  Tax Returns  Topography Map  Traffic Study

\*Licenses/Registration

- All Alcohol Seasonal  All Alcohol Year Round  Beer Wine-Seasonal  Beer Wine-Year Round
- Common Victualar  Inn Keepers  Fuel Storage  Franchise  Occupied Restricted
- Other-Remarks  Town Restricted  Village Restricted  Seasonal Restricted

\*Flood Zone

- A-Still Water Hit  V-Velocity Zone  250 Year Flood  500 Year Flood
- Not in Flood Plain  Unknown