

# Hotel/Motel Data Entry Form

\* = Required Data Entry

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



## ADDRESS PAGE

\*Street Number \_\_\_\_\_ \*Street Name \_\_\_\_\_

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 Building

- Cottage Colony  Hotel  Motel  Inn  Bed & Breakfast  Apartments  Guests  Other

\*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 \_\_\_\_\_ \* Number of Buildings \_\_\_\_\_

\*Miscellaneous

- CATV-All  CATV-Some  Dining Area-All  Dining Area-Some  Handicap Equipped-All  
 Handicap Equipped-Some  Insulated Windows-All  Insulated Windows-Some  
 Phone-All  TV-All  TV-Some  Deck-All  Deck-Some  Patio-All  Patio-Some  
 Insulated Doors-All  Insulated Doors-Some  Security Alarm-All  Security Alarm-Some  
 Storm Doors-All  Storm Doors-Some  Storm Windows-All  Storm Windows-Some  
 Screens-All  Screens-Some  Other  None

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

\* Financing Available

- Private  2nd  Commercial  Seller  Assumable  None

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

\*Year Built Description

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

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

Topography/Lot Description

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

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

\*Parking

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

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

\*Seasonal

- Year Round  Spring  Summer  Fall  Winter

\*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

General Page Continued

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

\*Owner Living Quarters

- No  Yes-Separate  Yes-Attached  Summer  Year Round  Studio
- 1 Bedroom  2 Bedrooms  2 Bedrooms +  1 Bath  2 Bath  2 Bath +

Kitchen

- Elect Stove  Gas Stove  Counter (s)  Microwave  Cook-top  Kitchen Sink
- Full Refrigerator  Small Refrigerator  Shared  Individual  Some Units  All Units

Bathroom

- Full-All  Full-some  Half-Some  Individual  Shared

Laundry

- Hookup-Washer  Hookup-Gas Dryer  Hookup-Electric Dryer  Washer  Dryer-Gas
- Dryer-Elect  Some Units  All Units  Shared  Individual

Furnished

- Yes  No  Full  Partial

EXTERIOR PAGE

\*Common Features

- Pool  Lifeguard  Tennis  Dock  Common Area  Clubhouse  Golf Course
- Putting Green  Shuffleboard  Ch. Play Area  Community Room  Exercise Room  Sauna
- Elevator  Insulated Storage  Outside Storage  Restaurant  Lounge  Meeting Room
- Rec. Area  Maintenance Facility  Guard House  Handicap Access

\*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

MECHANICAL PAGE

\*Heat

- Propane Gas  Natural Gas  Radiant Electric  Electric  Oil  Hot Water
- Hot Air  Space  Floor Furnace  Furnace  Solar Energy  Heat Pump
- Wood Stove Asst.  Individual  Shared  Unheated  Other-Remarks

\*Cooling

- Natural Gas  Electric  Central  Wall  Window  Individual  Shared  None  Other-Remarks

\*Water/Sewer/Utilities

- Septic/Cesspool Individual  Septic/Cesspool Shared  Town Sewer  Town Water
- Well Individual  Well Shared  Inspection Required.  Other-Remarks

**ADVERTISING PAGE**

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\*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 \_\_\_\_\_

\*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  Master Deed  Unit Deed  Field Card  Deed

\*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