

*Denotes required fields

Box around field name requires numerical input

Do not use dollar signs or commas for dollar entries

Regional MLS, Inc. Commercial Input Sheet

Agent Name: _____ Date Listed: _____ Listing #: _____

*Category (_____) Status (_____) MLS #: (_____)

*Area (_____) see Area Maps *Listing Price (_____)

*County (_____) See Table at bottom of page *Parcel ID (_____) Tax ID number (_____) RP (_____) Range Price (_____)

*Address (_____) Street No. (_____) Street Dir (_____) Street Name (_____) Unit # (_____) Unit Number (_____)

*City (_____) *Zip (_____) Tax Map (_____) Book/PG (_____) Tax Map # (_____) O.R. Book & Page # (_____)

Dolph's Map Page (_____) *Letter Coordinate (_____) *Number Coordinate (_____)

*LO (_____) Listing Office ID (_____) Listing Office Name (_____) Office Phone (_____) / (_____) / (_____) Fx: (_____) Agent Ph ext (_____) Office Fax (_____)

*LA (_____) Listing Agent ID # (_____) Listing Agent Name (_____) Listing Agent Home Phone (_____) 2nd Phone # (_____) Additional Phone # (_____) Phone Type (_____) H-Home, V-Voice, P-Pager, C-Cellular

Co-List Off: (_____) Phone # (_____) *Listing Date (____/____/____)

Co-List Agt: (_____) Phone # (_____) *Expire Date (____/____/____)

Listing Agent Email: (_____) Listing Agent Email Address (_____) Public Internet advertising (Y/N)

*Owner Name (_____) Owner Phone (_____)

Comm/ Non-Rep (_____) Fee to Non-Representative (% or \$) (_____) Comm/Buyer Agent (_____) Fee to Buyer Agent (% or \$) (_____) Comm/TransBrk (_____) Fee to transaction Broker (% or \$) (_____) Bonus (Y/N) (_____) Terms in Broker Remarks (_____)

*List Type: (_____) *List Off Agency: (_____) *Var/Dual Rate (_____) *Take Photo (_____)
ER-Ex Rt (_____) ER EX-Ex Rt w/ Ex (_____) ER LS- Ex Rt w/Limit Svc (_____) SNGAGT, TRANBK - Transaction Broker (Y/N) (_____)
EB-Ex Brk (_____) EB EX-Ex Brk w/Ex (_____) EB LS - Ex Brk w/Limit Svc (_____) NONREP - Non Representative (Y, N) (_____)

Photo Instructions (_____)

*For Sale (Y/N) *For Lease (Y/N) Lease Price (_____) SqFt/Yr (_____) Min Lease Months (_____)

*Prop Desc (_____)

Subdivision (_____)

*Zoning (_____) *Year Built (_____) (New, UC-Und Const, RSL-Resale) *Total Building SqFt (_____)

* # of Stories (_____) # of Offices (_____) Total Units (_____)

* Max Ceiling Height (_____) Interior Ceiling Height (_____) Seating Capacity (_____)

*Number of Toilets (_____) *Number of Tenants (_____) Number of Bays (_____)

Door Height (_____) Number Load Docks (_____) *Number of Meters (_____)

*Parking Spaces (_____) *Acres (_____) * % Air Conditioned (_____)

Miles to Expressway (_____) Miles to Beach (_____) * Waterfront (Y/N)

*Legal Description (_____)

*Tax Year (_____) * Real Estate Taxes (_____) Annual Assn/Condo Dues (_____)

Total Assumable Loans (_____) Total Mortgage Balance (_____)

Gross Scheduled Income (_____) Vacancy Rate (_____)

Gross Operating Income (_____) Other Income (_____)

Total Expenses (_____) Net Operating Income (_____)

Inc/Exp Statement Period (_____) Source of Expenses (_____)

(TaxReturn, Accountnt, Books, Limited, Owner, Proforma, Audit, Other)

Management (_____) Accounting & Legal (_____)

Advertising (_____) Insurance (_____)

R.E. Taxes (_____) Service (_____)

Trash (_____) Supplies (_____)

Utilities (_____) Maint & Repairs (_____)

Miscellaneous (_____) Common Ar Maint (_____)

Total Expens (_____)

Unit Desc (_____) # Units (_____) FB (_____) HB (_____) Furn (_____) Ann Rent (_____) Seasnl Rent (_____) OffSeas Rent (_____) Rent Period (_____)

1Br,2Br,3Br,4Br,5Br,Conven Full Bth Half Bth Y/N D-Day, W-Wk, M-Mon

Direct (_____)

Remarks (These three lines of Remarks will be seen by members of the Public. No contact information)

Broker Only Remarks (2 lines)

Internal Office Remarks (1 line- will only be seen by Listing Office)

County table: PALM BEACH, ST LUCIE, MARTIN, INDIAN RIVER, DADE, BROWARD, HENDRY, MONROE, OKEECHOBEE, OTHER FL CTY, OUT OF STATE, OUT OF CNTRY

*USE (3)	*AVAIL DOCS (4)	*COOLING (3)	WATERFRONT (5)	*LEASE (7)
A..... Mobile Home Park B..... Retail C..... Industrial D..... Income E..... Hotel / Motel F..... Professional Office G..... Mixed H..... Other	A..... Survey B..... Occupational License C..... Aerial D..... Appraisal E..... Deed Restrictions F..... Abstract G..... Previous Title H..... Environmental Audit-PH1 I..... Environmental Audit-PH2 J..... Environmental Audit-PH3 K..... None	A..... Central B..... Wall-Win A/C C..... Central Building D..... Central Individual E..... Zoned F..... Attic Fan G..... Ceiling Fan H..... Gas I..... Electric J..... Reverse Cycle K..... Exhaust L..... Humidistat M..... Air Purifier N..... Paddle Fans O..... Ridge Vent P..... Thermal Fan Q..... Other R..... None	A..... Intracoastal B..... Oceanfront C..... Interior Canal D..... Lagoon E..... Lake F..... Mangrove G..... Bay H..... Creek I..... Pond J..... River K..... Fixed Bridges L..... No Fixed Bridges M..... Navigable N..... Seawall O..... Riprap P..... Pointlot Q..... Ocean Access R..... One Bridge S..... Canal Width 121+ T..... Canal Width 1-80 U..... Canal Width 81-120	A..... 1 – 3 Years B..... 4 – 6 Years C..... 7 – 10 Years D..... 11+ Years E..... Annual F..... Month to Month G..... Net Rent H..... Option Available I..... Renewal J..... Triple Net K..... Gross Rent L..... Land Lease M..... Long Term N..... Subject to Lease O..... None
*TYPE OF BUILDING (8)	*AVAIL INFO (11)	*HEATING (5)	SECURITY (5)	*POSSESSION (2)
A..... Anchor Center B..... Automotive C..... Building Trades D..... Commercial Condo E..... Commercial F..... Condo G..... Free Standing H..... Hotel / Motel I..... Income J..... Industrial / Manufacturing K..... Industrial L..... Lounge M..... Mall Enclosed N..... Manufacturing –Heavy O..... Manufacturing –Light P..... Marina Q..... Medical R..... Mini Warehouse S..... Mobil / RV T..... Not Improved U..... Office/Professional V..... Office / Warehouse W..... Office / Retail X..... Office Space Y..... Other Z..... Recreation Facilities 0..... Residential Multi-Family 1..... Residential Single Family 2..... Restaurant 3..... Retail 4..... Shopping Center 5..... Special Purpose 6..... Storage / Warehouse 7..... Strip Store 8..... Tavern Bar 9..... Warehouse	A..... Appraisal B..... Additional Assessments C..... Books & Records D..... By-Laws & Docs E..... Contracts F..... Deed G..... Drawings H..... Environmental Study I..... Equipment Inventory J..... Full Financials K..... Investment Analysis L..... Inventory M..... Copies of Lease N..... Owner Managed O..... Personal Property Inventory P..... Photos Q..... Soil Test R..... Stock Inventory S..... Existing Survey T..... Tax Return U..... Title / Abstract V..... Training Program W..... None	A..... Central B..... Window/Wall C..... Wall Furnace D..... Central Building E..... Central Individual F..... Zoned G..... No Heat H..... Electric I..... Gas J..... Solar K..... Radiant L..... Oil M..... Heat Strip N..... Heat Pump-Reverse O..... Space P..... Other	A..... Burglar Alarm B..... Security Syst Owned C..... Security Syst Owned D..... Motion Detector E..... Entry Card F..... Entry Phone G..... Gate – Manned H..... Gate – Unmanned I..... Security Patrol J..... Private Guard K..... Doorman L..... Lobby M..... TV Camera N..... Security Light O..... Fence P..... Wall Q..... None	A..... At Closing B..... Funding C..... Before Closing D..... Quick Closing E..... Long Closing F..... Subject to Lease G..... Negotiable
LAND INCOME (2)	MISC 1 (17)	*FIRE PROTECT (3)	MAINT FEE INCL (6)	PHOTOS
A..... Income (Farm) B..... Income (Groves) C..... Income (Livestock) D..... Income (Nursery) E..... Income (Other Land) F..... Income (Recreation) G..... Income (Timber)	A..... Clearing Required B..... Clearing Span C..... Coffee Shop D..... Columns E..... Compressor F..... Computer Wired G..... Conveyor H..... Elevator I..... Entertain J..... Fenced K..... Fill Required L..... Freight Elevator M..... Fuel Pump N..... Furniture Leased O..... Gas Compressor P..... Handicapped Q..... Interior Corridors R..... Janitorial Service S..... Kitchen Facilities T..... Landscaped U..... Laundry V..... Lobby W..... Lounge X..... Dryer Lease Y..... TV Lease Z..... Washer Lease 0..... Sprinkler City 1..... Sprinkler Lake 2..... Sprinkler Water 3..... No Lawn Sprinkler	A..... Smoke Alarm B..... Smoke Detector C..... Sprinkler D..... None	A..... Sewer B..... Water C..... Exterior Maintenance D..... Lawn Care E..... Exterior Electric F..... Grounds / Plants G..... Building Insurance H..... Interior Insurance I..... Management Fees J..... Signs K..... Trash Removal L..... Real Estate Tax M..... Air/Heat Maintenance N..... Assessment Fees O..... Interior Electric P..... Fire / Liability Insurance Q..... Gas / Oil R..... Impact Fees S..... Janitorial T..... Interior Maintenance U..... Telephone V..... Other Tenant Pays W..... Sales Tax X..... Water Treatment	A..... 1 Take (\$30) B..... Mult. Takes (\$30 each)) C..... 1 Glossy (incl in take) D..... 2 Glossy (Incl in take) E..... Appointment (\$20 + cost of take)
CONSTRUCTION (3)	MISC 2 (17)	*TENANT PAYS (4)	*ROOF (4)	COMM DESC (1)
A..... CBS B..... Frame C..... Frame/Stucco D..... Concrete E..... Pre-cast F..... Brick G..... Mixed H..... Modular I..... Manufactured J..... Woodside K..... Aluminum Siding L..... Metal M..... Stone N..... Block O..... Pre-Fab P..... Elevated Q..... Hollow Tile R..... Log S..... Piling T..... Other	A..... Median Cut B..... Meeting Room C..... Manager on Premises D..... No Drainage E..... Office F..... Open Storage G..... Outside Storage H..... Overhead Crane I..... Overhead Doors J..... Paneling K..... Med Plumbing L..... Pool M..... Private Restroom N..... Public Restroom O..... Rear Access P..... Reception Area Q..... Restaurant R..... Water Retention S..... Room Pool T..... Railroad Siding U..... Separate Office Area V..... Separate Warehouse Area W..... Showroom X..... Storm Sewers Y..... Spray Booth Z..... Storage 0..... Termite Bond 1..... Traffic Auto 2..... Traffic Heavy 3..... Traffic Light 4..... Traffic Medium 5..... Traffic Pedestrian 6..... Water Tower	A..... Electric B..... Water C..... Gas D..... Sewer E..... Cable F..... Common Area Maintenance G..... Repairs H..... Janitorial I..... Taxes J..... Insurance K..... None	A..... Concrete Tile B..... Comp. Shingle C..... Wood Shake D..... S-Tile E..... Barrel F..... Mixed G..... Mansard H..... Tar Gravel I..... Metal J..... Built-Up K..... Aluminum L..... Bahama M..... Fiberglass N..... Manufactured O..... Rolled P..... Roofover Q..... Slate R..... Wood Truss/Raft S..... Wood Joist T..... Steel Joist U..... Pre-Stressed V..... Other	A..... 2+ Year Commission B..... Renewal Commission
CEILING (3)	*FLOORING (4)	*UTILITIES (6)	*TERMS CONSID (5)	*SHOWING INSTR (3)
A..... Suspended B..... Plaster C..... Insulated D..... Acoustic E..... Sheet Rock F..... Wood Panel G..... Exposed H..... Height Varies	A..... Carpet B..... Ceramic Tile C..... Vinyl Tile D..... Linoleum E..... Parquet F..... Terrazzo G..... Wood H..... Marble I..... Slate J..... Concrete K..... Other	A..... 1-100 Amp B..... 101-200 Amp C..... 201+ Amp D..... 3 Phase E..... 110 F..... 220 G..... 440 H..... Generator I..... Separate Meter J..... Public Water K..... Well Water L..... Municipal Water M..... Water Available N..... Public Sewer O..... Septic P..... Cable Q..... Gas, Bottled R..... Gas, Natural S..... Oil T..... Underground U..... No Telephone V..... Lake Worth Drainage District W..... Other	A..... Cash B..... Conventional C..... FHA-VA D..... FHA-VA Approval E..... Seller Pay Closng Csts F..... Assumable Non Qual G..... Assumable with Qual H..... Owner I..... Owner 2 nd J..... Lease Option K..... Lease Purchase L..... Contract for Deed M..... Exchange N..... Will Rent O..... Leaseback Available P..... Other	A..... Lockbox – Call LO B..... Electric Lockbox -Show C..... Call LO D..... Appointment Only E..... Call Owner F..... Call Tenant G..... 24 Hr Notice H..... Courtesy Key I..... Vacant J..... Owner Occupied K..... Tenant Occupied L..... Pet on Premises M..... Key in LO N..... Keysafe O..... LA – Accompany P..... LO – Accompany Q..... Notify Guard R..... Call LA S..... Schedule Online (Showing Assist)
*LOCATION (5)				Seller Signature _____ Date
A..... Agricultural Residential B..... Subdivision C..... Golf Course D..... Beach Area E..... City F..... County G..... Anchor Center H..... Central Business District I..... Commerce Park J..... Shopping Center K..... Industrial Park L..... Airport Access M..... Other				Seller Signature _____ Date
*SALE INCLUDES (11)				
A..... Building Only B..... Building and Land C..... Equipment D..... Fixtures E..... Furniture F..... Franchise G..... Inventory H..... Land Only I..... License J..... Machinery K..... Signs L..... Tools M..... Trade Name N..... None				