

LISTING INFORMATION

Listing Contract Date*	Expiration Date*	Listing Service Type* Full Service Limited Service	Commercial Transaction Terms Annual Rate Increase Improvement Allowance No Smoking Pre-Leasing Sub-Leasing	
Lease Price*	Lease Price Unit* Total Monthly Amount Per Square Foot	Lease Amount Frequency* Annually Monthly		
Listing Type* Exclusive Agency Exclusive Right to Lease Exclusive Right with Exception Exclusion/Variable Commission				Representation Seller Represented Seller Not Represented
Lease Term* 12 Months 24 Months 3 to 5 Years 6+ Years Month to Month				

ADDRESS

Street Number*	Street Dir Pre	Street Name*	Street Type	Street Dir Post
Unit Number	No Unit #	City*	State*	Zip* Zip + 4
County*	Country*	Development	Levels Multi/Split One Two Three or More	Total # of Floors

FINANCIAL INFORMATION

Owner Pays*	Terms of Lease*				
Cable TV Electricity Gas	Absolute (Triple) Net	Gross Lease	Gross Percentages		
Grounds Care Internet Laundry	Ground Lease	Lease Option	Modified Gross		
None Other Pest Control	Net Lease	Net Net	Other		
Pool Maintenance Recreational Security	Pass Throughs	Purchase Option	Renewal Option		
Sewer Telephone Trash Collection	Sale-Leaseback	Seasonal	Special Available (CLO)		
Water	Varied Terms				

Tenant Pays

Association Fees Common Area Maint. Electricity Condominium Fees Capital Expenses	Number of Tenants	
Liability Insurance Parking Fee Pro-Rated Property Insurance Property Taxes	2-3 Tenants 4-8 Tenants	
Sewer Trash Collection Water Reserves Other - See Remarks	8 or More Tenants Single User	

EXTERIOR INFORMATION

Property Style* Agriculture Assembly Building Business Five or More Hotel/Motel Industrial Mixed Use Office Retail Restaurant Warehouse	Use Code
New Construction* Yes No	Property Condition Completed Fixer Pre-Construction Under-Construction Under-Renovation
	Proj. Completion Date

Door Height	Door Width	Eaves Height	Road Frontage Feet	Garage Door Height
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Front Exposure

East	North	Northeast	Northwest	South
Southeast	Southwest	West	Undetermined	

Easements

All Sides	East Side	Electric Lines	Environmental	Ingress/Egress
Less Easement	North Side	Other	Pipelines	Prescriptive Right of Way
Preservation	South Side	Subject to Easement	Water Rights	West Side

STELLAR MLS COMMERCIAL LEASE DATA ENTRY FORM

Indicates Multiple Choice Indicates Single Choice * Indicates Required Field

Road Frontage*

Business District	City Street	County Road	Divided Highway	Easement
Highway	Interchange	Interstate	Main Thoroughfare	None
Other	Private Road	State Road	Turn Lanes	Alley
Rail	Access Road			

EXTERIOR INFORMATION

Road Surface Type*

Asphalt	Brick	Chip And Seal	Concrete	Dirt
Gravel	Limerock	Other	Paved	Unimproved

Road Responsibility

Private Maintained Road	Public Maintained Road	Road Maintenance Agreement
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Signage

Directory	None	On Building	Other	Street Signage
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Adjoining Property

Airport	Church	Commercial	Hotel/Motel	Industrial
Multi-Family	Natural State	Professional Office	Railroad	Residential
School	Undeveloped	Vacant	Waterway	

Other Structures

Airplane Hangar	Annex	Containers	Garage(s)	Maintenance
Other	Security Trailer	Storage	Workshop	

Other Equipment

Compressor	Conveyor System	Dehumidifier	Feeding Stations	Fuel Tank(s)
Grease Trap	Intercom	Irrigation Equipment	Livestock Equipment	Loading Pens
Overhead Crane	Satellite Dish			

Vegetation

Bamboo	Fruit Trees	Mature Landscaping	Oak Trees	Trees/Landscaped	Wooded
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Lot Features

Central Business District	Corner Lot	Cul-De-Sac	Curb and Gutters	Drainage Canal
Fire Hydrant	Flood Insurance Required	Flood Zone	Historic District	In City Limits
Industrial Condo	Industrial Park	Interior Lot	Landscaped	Near Golf Course
Near Public Transit	Near Railroad Siding	Neighborhood	Other	Out Parcel
Oversized Lot	Railroad	Retail Condo	Retention Areas	Retention Pond
Riparian Rights	Rolling Slope	Rural	Seaport	Shopping Center
Sidewalks	Sloped	Special Taxing District	Street Lights	Street Paved
Suburb	Turn Around	Undeveloped	Waterfront	Wooded
Zoned For Horses				

Exterior Construction*

Asbestos	Block	Brick	Cedar	Cement Siding
Concrete	HardiPlank Type	ICFs (Insulated Concrete Forms)	Log	Metal Frame
Metal Siding	Other	SIP (Structurally Insulated Panel)	Stone	Stucco
Tilt Up Walls	Vinyl Siding	Wood Frame	Wood Frame (FSC)	Wood Siding

Roof

Built-Up	Cement	Concrete	Membrane	Metal	Other
Roof Over	Shake	Shingle	Slate	Tile	

STELLAR MLS COMMERCIAL LEASE DATA ENTRY FORM

Indicates Multiple Choice Indicates Single Choice * Indicates Required Field

Building Features

Bathrooms	Clear Span	Columns	Common Lighting	Drive-Through
Dumpsters	Elevator	Elevator - None	Extra Storage	Fencing
Fiber Optic	Freight Elevator	Furnished	High Bays	Janitorial Services
Kitchen Facility	Lit Sign on Site	Loading Dock	Loft	Medical Disposal
On Site Shower	Other Storage	Outside Storage	Overhead Doors	Ramp
Reception	Seating	Service Stations	Solid Surface Counter	Stone Counter
Trash Removal	Truck Doors	Truck Well	Waiting Room	

EXTERIOR INFORMATION

Garage/Parking Features

1 to 5 Spaces	6 to 12 Spaces	13 to 18 Spaces	19 to 30 Spaces	Airplane Hangar
Common	Curb Parking	Electric Vehicle Charging Station(s)	Ground Level	Lighted
None	Other	Over 30 Spaces	Secured	Under Building
Underground	Valet	Deeded		

Foundation*

Basement	Block	Brick/Mortar	Concrete Primeter	Crawlspace	Other	Pillar/Post/Pier	Slab	Stem Wall	Stilt/On Piling
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Basement

Bath/Stubbed	Crawl Space	Daylight	Exterior Entry	Finished
Full	Interior Entry	Other	Partial	Unfinished

LEGAL

Tax ID (Parcel Number)* Tax Year* Taxes (Annual Amount)* Year Built* Zoning

Additional Parcels* Total Number of Parcels Additional Tax IDs (Seperate additional Tax IDs with a comma)
 Yes No

Legal Description (1000 character limit)*

Section* Township* Range*

Plat Book/Page* Block/Parcel* Lot #* Alt Key/Folio

Complex/Development Name Subdivision #

Complex/Community Name Census Tract Census Block

Legal Subdivision Name

LOT AND BUILDING INFORMATION

Total Acreage*	Flood Zone Code*	Flood Zone Date	Flood Zone Panel
0 to less than 1/4	1/4 to less than 1/2		
1/2 to less than 1	1 to less than 2	Lot Dimensions	Lot Size Square Footage* Lot Size Acres*
2 to less than 5	5 to Less than 10		
10 to less than 20	20 to Less Than 50	Office/Retail Space SqFt	Flex Space SqFt Front Footage
50 to Less Than 100	100 to Less than 200		
200 to Less Than 500	500+ Acres		
Non-Applicable			

PARCEL

Total Units on Property

Total Number of Buildings*

Future Land Use

INTERIOR INFORMATION

SqFt Heated	SqFt Heated Source					Freezer Space	
	Appraisal	Builder	Measured	Owner provided	Public Records	Yes	No
SqFt Total*	SqFt Total Source					Converted Residence	
	Appraisal	Builder	Measured	Owner provided	Public Records	Yes	No
Net Leasable SqFt*	Ceiling Height						
	8 to 9 Feet	10 to 15 Feet	16 to 22 Feet	23+ Feet	Varied		

Appliances Included

Dishwasher	Dryer	Microwave	Refrigerator	Washer
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Utilities

BB/HS Internet Capable	Electrical Nearby	Electricity Available	Emergency Power	Natural Gas Available
Other	Phone Available	Private	Public	Sewer Nearby
Solar	Telephone Nearby	Water Connected	Water Nearby	

Sewer

Aerobic Septic	None	Other	Private Sewer	Public Sewer
Septic Needed	Septic Tank	PEP- Holding Tank		

Water

Canal/Lake for Irrigation	None	Private	Public	Well	Well Required
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Heating and Fuel

Baseboard	Central	Central Building	Central Individual	Electric
Exhaust Fans	Heat Pump	Heat Recovery Unit	Natural Gas	None
Oil	Other	Partial	Propane	Radiant Ceiling
Reverse Cycle	Solar	Space Heater	Wall Furnace	Wall/Window Units
Zoned				

Air Conditioning*

A/C - Office Only	Central Air	Humidity Control	Mini-Split Unit(s)	None
Other	Wall/Window Unit(s)	Zoned		

Electrical Service

100 Amp Service	150 Amp Service	200+ Amp Service	3 Phase	110 Volts
220 Volts	440 Volts	Generator	Generator Hook-Up	Other
Separate Meters				

Security Features

Closed Circuit Camera(s)	Fire Alarm	Fire Sprinkler System	Gated Community	Key Card Entry
Secured Garage/Parking	Security Gate	Security Lights	Security System	Security System Leased
Security System Owned	Smoke Detector(s)			

Accessibility Features

Accessible Approach	Accessible Bedroom	Accessible Living Area	Accessible Closets	Accessible Common Room
Accessible Doors	Accessible Elec. and Envir. Controls	Accessible Elevator Installed	Accessible Entrance	Accessible for Hearing-Impairment
Accessible Full Bath	Accessible Guest Bathroom	Accessible Hallway(s)	Accessible Kitchen	Accessible Kitchen Appliances
Accessible Stairway	Accessible Washer/Dryer	Ceiling Track for Chair Lift	Central Living Area	Customized Wheelchair Accessible
Enhanced Accessible	Exterior Wheelchair Lift	Grip-Accessible Features	Stair Lift	

INTERIOR INFORMATION

Floor Covering

Bamboo	Brick/Stone	Carpet	Ceramic Tile	Concrete
Cork	Engineered Hardwood	Epoxy	Forestry Stewardship Certified	Granite
Laminate	Linoleum	Luxury Vinyl	Marble	Other
Parquet	Porcelain Tile	Quarry Tile	Reclaimed Wood	Recycled/Composite Flooring
Slate	Terrazzo	Tile	Vinyl	

Ceiling Type

Acoustical	Drywall	Insulation/Vinyl	None	Plaster
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Window Features

Double Pane Windows	Display Windows	Tinted Windows	Impact Glass/Storm Windows	Aluminum Frames
Wood Frames	Blinds	Drapes	ENERGY STAR Qualified Windows	Insulated Windows
Low Emissivity Windows	Rods	Shades	Shutters	Solar Screens
Thermal Windows	Window Treatments			

SPACE

Class of Space	Space Type			# of Hotel/Motel Rooms	# of Conference/Meeting Rooms
	New	Re Let	Sub Let		
# of Restrooms	# of Bays (Dock High)			# of Bays (Grade Level)	# of Offices

OWNER

Management Type

Owner Manager Professional Off Site Professional On Site

Owner Name

Owner Phone

Property Manager

Property Mgr Phone

CONDO INFORMATION

Condo Environment	Condo Fees	Condo Fees Term			
		Yes	No	Annual	Monthly
				Quarterly	Semi Annual

Association / Manager Contact Name

Association / Manager Email

Association / Manager Contact Phone

Association / Manager Website Address

COMMUNITY/PETS

Community Features

Activity Core/Center	Airport/Runway	Beach Area	Curbs	Expressway
Sidewalk	Stream Seasonal			

Pets Allowed

Yes - See Condo Docs	No
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WATER INFORMATION

Water Access*

Yes No

Water Access

Bay/Harbor	Bayou	Beach - Access Deeded	Beach	Brackish Water
Canal - Brackish	Canal - Freshwater	Canal - Saltwater	Creek	Freshwater Canal w/ Lift to Saltwater Canal
Gulf/Ocean	Gulf/Ocean to Bay	Intracoastal Waterway	Lagoon/Estuary	Lake
Lake - Chain of Lakes	Limited Access	Marina	Pond	River

Water View*

Yes No

Water View

Bay/Harbor - Full	Bay/Harbor - Partial	Bayou	Beach	Canal
Creek	Gulf/Ocean - Full	Gulf/Ocean - Partial	Gulf/Ocean to Bay	Intracoastal Waterway
Lagoon/Estuary	Lake	Lake - Chain of Lakes	Marina	Pond
River				

Water Extras*

Yes No

Water Extras

Assigned Boat Slip	Boat Port	Boat Ramp - Private	Boathouse	Boats - None Allowed
Bridges - Fixed	Bridges-No Fixed Bridges	Davits	Dock - Composite	Dock - Concrete
Dock - Covered	Dock - Open	Dock - Slip 1st Come	Dock-Slip Deeded Off-Site	Dock-Slip Deeded On-Site
Dock - Wood	Dock w/Electric	Dock w/o Electric	Dock w/o Water Supply	Dock w/Water Supply
Fishing Pier	Lift	Lift - Covered	Lock	Minimum Wake Zone
No Wake Zone	Powerboats-None Allowed	Private Lake Dues Req	Riprap	Sailboat Water
Seawall - Concrete	Seawall - Other	Skiing Allowed		

Water Frontage*

Yes No

Water Frontage

Bay/Harbor	Footage	Bayou	Footage
Beach	Footage	Brackish Water	Footage
Canal - Brackish	Footage	Canal - Freshwater	Footage
Canal - Saltwater	Footage	Creek	Footage
Freshwater Canal w/ Lift to Saltwater Canal	Footage	Gulf/Ocean	Footage
Gulf/Ocean to Bay	Footage	Intracoastal Waterway	Footage
Lagoon/Estuary	Footage	Lake	Footage
Lake - Chain of Lakes	Footage	Marina	Footage
Pond	Footage	River	Footage

Water Name(s)

Additional Water Information

GREEN INFORMATION

Choices for Green Building Verification Type are below

Certified Passive House	EarthCraft House	ENERGY STAR Certified Homes	EnerPHit
EPA Indoor Air Quality Plus	FGBC Green Certified Building	FGBC Green Certified Home	FGBC Remodel
Florida Certified Yard	Florida Friendly Landscape	Florida Friendly Yard Recognition	Florida Green Lodging
Florida Water Star	FORTIFIED for Safer Living	Geothermal HVAC	HERS Index Score
Home Energy Score	Home Energy Upgrade Cert. of Energy Efficiency Improvements	Home Energy Upgrade Cert. of Energy Efficiency Performance	Home Performance w/ ENERGY STAR
LEED Certified Building	LEED For Homes	LEED Neighborhood Development	Living Building Challenge
Pearl Certification	PHIUS+	NAHB Certification	NGBS New Construction
NGBS Small Projects Remodel	NGBS Whole-Home Remodel	Other - Specify in Remarks	WaterSense
Zero Energy Ready			

Choices for Green Verification Source are below

Administrator	Assessor	Builder	Contractor or Installer	Other - See Remarks
Owner	Program Sponsor	Program Verifier	Public Records	

Choices for Green Verification Status are below

Complete	In Process
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Building Verification Type	Status	Year	Version	Body	Metric	Rating	Source	URL

Green Sustainability

Conserving Methods	Onsite Recycling Center	Recyclable Materials	Recycled Materials	Regionally-Sourced Materials
Renewable Materials	Salvaged Materials			

Green Energy Generation

Hydro Power	Solar	Wind
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Solar Panel Ownership

Leased/Assumable	Leased/Non-Assumable	Owned
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Green Energy Features

Appliances	Doors	Energy Monitoring System	HVAC	Insulation	Lighting
Pool	Roof	Thermostat	Water Heater	Windows	

Green Water Features

Drip Irrigation	Efficient Hot Water Distribution	Green Infrastructure	Gray Water System	Irrig. System-Drip/Microheads
Irrig. System-Rainwater from Ponds	Irrig. System-Reclaimed Water	Low-Flow Fixtures	Water-Smart Lanscaping	Water Recycling
Whole House Water Purification				

Disaster Mitigation

Above Flood Plain	Fire Resistant Exterior	Fire/Smoke Detection Integration	Hurricane Insur. Deduction Qual.
Hurricane Shutters / Windows	Lightning Protection System	Safe Room	

Indoor Air Quality

Air Filters MERV 10+	Containment Control	HVAC Cartridge/Media Filter	HVAC Filter MERV 8+
HVAC UV/Elec. Filtration	Integrated Pest Management	Janitor Closet Neg Pressurized	Moisture Control
No Smoking - Interior Bldg	No/Low VOC Cabinets/Counters	No/Low VOC Flooring	No/Low VOC Paint/Finish
Non-Toxic Pest Control	Sealed Combustion	Ventilation	Whole House Vacuum System

REALTOR INFORMATION

Realtor Information

3rd Party Approval Req	Applications in Process	Assoc Approval Required	Brochure Available	Confidentiality Letter Req
Currently Leased	Docs Available	Engineering Report	Environ. Report Available	Floodway
Floor Plan Available	In-Foreclosure	Lease Restrictions	List Agent is Owner	List Agent is Related to Owner
No Sign	Pre-Foreclosure	Remediation Accomplished	Remediation in Progress	Scrub Jay - Check w/County
See Attachments	Survey Available	Termite Bond/Warranty	Zoning Grandfathered In	

Realtor Information Confidential

Bonus to Lease Office	Copy of Lease Available	Go To Site	In-Foreclosure	Pre-Foreclosure
Tenant Approval				

Disclosures

Environmental Disclosure	Lead paint	None	Other
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Possession

Rental Agreement

AGENT/OFFICE

List Agent ID* Agent Name and Information*

Office Name and Information*

List Agent 2 ID Agent Name and Information

Office Name and Information

Team Name Interoffice Info

COMPENSATION

Single Agent Comp* Non Rep Comp* Trans Broker Comp*

Bonus Bonus Amount Bonus Expiration Date Dual/Variable Compensation*
 Yes No Yes No

SHOWING INFORMATION

Call Center Phone Number ShowingTime Secure Remarks

Occupant Type

Owner Tenant Vacant

STELLAR MLS COMMERCIAL LEASE DATA ENTRY FORM

Indicates Multiple Choice Indicates Single Choice * Indicates Required Field

Showing Instructions*

24 Hour Notice	Appointment Only	Call Agent 2	Call Before Showing	Call Listing Agent
Call Listing Office	Call Manager	Call Owner	Call Tenant	Combination Lock Box
Contact Call Center	Dangerous Farm Animals on Site	Do Not Contact Tenants	Farm Animals on Site	Gate Code Required
Gate Key in Listing Office	Gate Key in Lock Box	Go Direct	Guard Dog	Key In Office
Key/Agent	Listing Agent Must Accompany	Lock Box Coded	Lock Box Electronic	Lock Box Elec.-CBS Code Required
Lock Box No Call	Locked Gate	No Call Box	No Sign	Other
Pet on Premises	See Remarks	Under Construction	Use ShowingTime Button	

LISTING DISTRIBUTION

Internet*	IDX/VOW Display Comments*	IDX/VOW AVM*	Third Party*	Show Prop Address on Internet*
Yes No	Yes No	Yes No	Yes No	Yes No

MARKETING LINKS AND INFORMATION

Create Free Automatic Virtual Tour*	Virtual Tour Link 1	Web Link 1
Yes No		
Virtually Staged Listing Photos	Virtual Tour Link 2	Web Link 2

Public Remarks*

Realtor Only Remarks

Driving Directions*

The owner has reviewed the foregoing information contained in this Data Entry Form and acknowledges the information to be true and correct to the best knowledge of the owner. The owner agrees to indemnify and hold harmless the My Florida Regional MLS DBA Stellar MLS (Stellar MLS), the Originating Board, and their employees, the Listing Broker and licensees, the Selling Broker and licensees, and all other cooperating Brokers and licensees against any and all claims or liability (including attorney fees) arising from any breach of warranty by Owner or from any incorrect information supplied by the Owner or from any facts concerning the Property which was known or reasonably should have been known to Owner but not disclosed by Owner. At the request of the Listing Broker, unless otherwise properly indicated on this Data Entry Report form, Stellar MLS will electronically transmit information about the Owner's property to Internet web sites to aid in the marketing of the Property for sale. Stellar MLS shall retain and make available all such data and photographs to all its participants for an indefinite period. Stellar MLS assumes no responsibility or liability to Owner for errors or omissions on this Data Entry Form or in the Stellar MLS computer system. The Owner hereby authorizes Listing Broker to file this Data Entry report form with the Stellar MLS and the Owner will provide timely notice of all status changes.

Owner Signature* **Date***

Owner Signature* **Date***

Broker Signature* **Date***