

**Property Data Form For Use By Members Only**

All Underlined Fields Must be Completed = Required Fields

Agent Name \_\_\_\_\_ Date Entered \_\_\_\_/\_\_\_\_/\_\_\_\_ Listing # \_\_\_\_\_

**GENERAL INFORMATION**

Auction Yes No Auction Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Listing Price \$ \_\_\_\_\_ List Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Street # \_\_\_\_\_ Street Direction \_\_\_\_\_ Street Name \_\_\_\_\_  
 Street Type \_\_\_\_\_ Unit # \_\_\_\_\_ Zip Code \_\_\_\_\_ Zip +4 \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_  
(Avenue, Court, Lane, etc)  
 City \_\_\_\_\_ Township \_\_\_\_\_ Area \_\_\_\_\_ Parcel ID# \_\_\_\_\_  
 Zoning \_\_\_\_\_ Pub. On Internet Yes No Broker Recip. Yes No VOW Include Yes No VOW Address Yes No  
 Allow VOW AVM Yes No Allow VOW Comments Yes No

**LISTING INFORMATION**

Occupied by Owner Tenant Vacant Listing Type EA - Exclusive Agency ER - Exclusive Right to Sell  
 Subagent \_\_\_\_\_ (\$/%) Buyer Agent \_\_\_\_\_ (\$/%) Dual Rate Yes No Comm Desc \_\_\_\_\_  
 Less Lot \$ \_\_\_\_\_ Named Exceptions Yes No Service Restrictions EA - Entry Only LS - Limited Service  
 N/A - Not Applicable Property Disclosure Yes No Lead Base Paint Disclosure Yes No

**AGENT INFORMATION**

Listing Agent ID \_\_\_\_\_ (Select Find an Agent in Listing Load) List Agent Name \_\_\_\_\_ (All other fields will populate in the listing load)  
 Co-List Agent ID \_\_\_\_\_ (Select Find an Agent in Listing Load) Co-List Agent Name \_\_\_\_\_ (All other fields will populate in the listing load)

**BUILDING INFORMATION**

Number of Stories \_\_\_\_\_ Year Built \_\_\_\_\_ Year Built Description \_\_\_\_\_ New Construction \_\_\_\_\_ Unknown \_\_\_\_\_ Est. Completion  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Office SqFt \_\_\_\_\_ Approx SqFt \_\_\_\_\_ Accessibility Features Yes No  
 Features Available (Select up to 3): Accessibility Form Curbless Shower Doors 32+ Grab Bars Hallways 32"+  
 Handrails Lever Handles Wheel Chair Ramp  
 Building 1 Length \_\_\_\_\_ Building 1 Width \_\_\_\_\_ Annual Operating Income \_\_\_\_\_  
 Building 2 Length \_\_\_\_\_ Building 2 Width \_\_\_\_\_ Annual Operating Expense \_\_\_\_\_  
 Building 3 Length \_\_\_\_\_ Building 3 Width \_\_\_\_\_ Current Use \_\_\_\_\_

**PROPERTY INFORMATION**

Lot Size \_\_\_\_\_ Acres \_\_\_\_\_ Legal Description \_\_\_\_\_  
 School District \_\_\_\_\_ Elementary School \_\_\_\_\_ High School \_\_\_\_\_  
 Construction Assessment \$ \_\_\_\_\_ Balance of Construction \$ \_\_\_\_\_ Assessment Type \_\_\_\_\_  
 Tax Description \_\_\_\_\_ 6 Mos. General Tax \$ \_\_\_\_\_ 6 Mos. Special Tax \$ \_\_\_\_\_  
 Homestead Exempt Yes No Present Mortgage Balance \$ \_\_\_\_\_ Annual Total Income \$ \_\_\_\_\_  
 Total Annual Expense \$ \_\_\_\_\_

All Underlined Fields are Required

## FEATURES

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| <p>1. <b><u>\$ Includes (Limit 4)</u></b><br/>         Business<br/>         Business / Real Estate<br/>         Fixtures<br/>         Inventory<br/>         License<br/>         Other<br/>         Real Estate</p> <p>2. <b><u>Type (Limit 1)</u></b><br/>         Commercial<br/>         Heavy Industrial<br/>         Investment<br/>         Light Industrial<br/>         Office<br/>         Other<br/>         Recreation<br/>         Retail</p> <p>3. <b><u>Business Type (Limit 1)</u></b><br/>         Bar<br/>         Manufacturing<br/>         Other<br/>         Restaurant<br/>         Retail<br/>         Service<br/>         Warehouse<br/>         Wholesale</p> <p>4. <b><u>Location (Limit 1)</u></b><br/>         Commercial Park<br/>         Corner<br/>         Free<br/>         Industrial<br/>         Mall<br/>         Office Park<br/>         Other<br/>         Outside<br/>         Strip</p> <p>5. <b><u>Construction (Limit 1)</u></b><br/>         Concrete<br/>         Masonary<br/>         Metal<br/>         Other<br/>         Pre-Fabricated<br/>         Precast<br/>         Steel<br/>         Wood</p> <p>6. <b><u>Foundation (Limit 1)</u></b><br/>         Basement<br/>         Crawl<br/>         Slab</p> <p>7. <b><u>Roof (Limit 2)</u></b><br/>         Asphalt<br/>         Composite<br/>         Flat<br/>         Metal<br/>         Other<br/>         Shingle<br/>         Slate<br/>         Tile<br/>         Wood</p> | <p>8. <b><u>Parking (Limit 2)</u></b><br/>         1 – 5 Spaces<br/>         6 – 10 Spaces<br/>         11 – 30 Spaces<br/>         31+ Spaces<br/>         Metered<br/>         None<br/>         Other<br/>         Parking Lot<br/>         Structure</p> <p>9. <b><u>Ceiling Height (Limit 2)</u></b><br/>         0 – 10 Feet<br/>         11 – 15 Feet<br/>         16 – 20 Feet<br/>         21+ Feet<br/>         Beampost<br/>         Clear<br/>         Other</p> <p>10. <b><u>Loading (Limit 7)</u></b><br/>         Alley<br/>         Conveyor<br/>         Delivery Area<br/>         Delivery Door<br/>         Dock Door<br/>         Drive-In<br/>         Freight<br/>         Freight Drive<br/>         None<br/>         Off Street<br/>         Other<br/>         Overhead<br/>         Overhead Crane<br/>         Passenger<br/>         Railroad<br/>         Truck</p> <p>11. <b><u>Flooring (Limit 6)</u></b><br/>         Carpet<br/>         Concrete<br/>         Other<br/>         Sheet<br/>         Tile<br/>         Wood</p> <p>12. <b><u>Miscellaneous (Limit 17)</u></b><br/>         1 Restroom<br/>         2 Restrooms<br/>         3 Restrooms<br/>         4+ Restrooms<br/>         Alarm<br/>         Cafeteria<br/>         Fence<br/>         Fire Alarm<br/>         Fire Detector<br/>         Floor Drain<br/>         Intercom<br/>         Lockers<br/>         LQ Attached<br/>         LQ Detached<br/>         LQ Other<br/>         None<br/>         Other</p> | <p>PA system<br/>         Pond<br/>         Sec Light<br/>         Smoke Detector<br/>         Sprinkler<br/>         Volt 220<br/>         Volt 440<br/>         Waterfront</p> <p>13. <b><u>Owner Exp (Limit 7)</u></b><br/>         Electric<br/>         Gas<br/>         Insurance<br/>         Maintenance<br/>         None<br/>         Other<br/>         Refuse<br/>         Sewer<br/>         Taxes<br/>         Water</p> <p>14. <b><u>Tenant Exp (Limit 7)</u></b><br/>         Electric<br/>         Gas<br/>         Insurance<br/>         Maintenance<br/>         None<br/>         Other<br/>         Refuse<br/>         Sewer<br/>         Taxes<br/>         Water</p> <p>15. <b><u>Doc Available (Limit 7)</u></b><br/>         Drawing<br/>         Environment<br/>         EQ Lease<br/>         Financial<br/>         Leases<br/>         Legal<br/>         None<br/>         Other<br/>         Survey</p> <p>16. <b><u>Lease Info (Limit 5)</u></b><br/>         1 Year<br/>         1+ Years<br/>         Monthly<br/>         None<br/>         Other<br/>         Renewal</p> <p>17. <b><u>License Req (Limit 3)</u></b><br/>         Local<br/>         None<br/>         Other<br/>         State</p> <p>18. <b><u>Heating (Limit 2)</u></b><br/>         Forced Air<br/>         Geothermal<br/>         Gravity<br/>         Heat Pump<br/>         Hot Water<br/>         None<br/>         Other</p> | <p>Radiant<br/>         Radiator</p> <p>19. <b><u>Heat Fuel (Limit 2)</u></b><br/>         Electric<br/>         Natural Gas<br/>         Oil<br/>         Other<br/>         Propane<br/>         Solar<br/>         Wood / Coal</p> <p>20. <b><u>Cooling (Limit 2)</u></b><br/>         Central Air<br/>         None<br/>         Other<br/>         Wall<br/>         Window</p> <p>21. <b><u>Water Heat (Limit 2)</u></b><br/>         Electric<br/>         Gas<br/>         Oil<br/>         Other<br/>         Propane<br/>         Solar</p> <p>22. <b><u>Water (Limit 3)</u></b><br/>         Holding<br/>         Other<br/>         Pond<br/>         Private<br/>         Public<br/>         Well</p> <p>23. <b><u>Sewer (Limit 3)</u></b><br/>         Other<br/>         Sanitary<br/>         Septic<br/>         Storm(s)</p> <p>24. <b><u>Terms (Limit 5)</u></b><br/>         Assume<br/>         Bond<br/>         Cash<br/>         Conventional<br/>         Exchange<br/>         Land Contract<br/>         Lease<br/>         Lease Option<br/>         Lease Purchase<br/>         Other<br/>         Seller Assist</p> <p>25. <b><u>Possession (Limit 2)</u></b><br/>         30 DAC<br/>         At Close<br/>         Negotiable<br/>         Other<br/>         Ten Right</p> <p>26. <b><u>Owner Status (Limit 1)</u></b><br/>         Agent Owned<br/>         Corporate Owned<br/>         HUD Owned<br/>         Lender Owned</p> |
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