



## Business For Sale Data Input

\* = Required Field

### Listing Contract Information

*Parcel ID No: _____	*Service Type	*Listing Contract Type
*Listing Date: _____	<input type="checkbox"/> Full Service	<input type="checkbox"/> Exc. Right to Sell/Lease
*Expiration Date: _____	<input type="checkbox"/> Limited Service	<input type="checkbox"/> Exc. Agency to Sell/Lease
*Listing Price (\$): _____	<input type="checkbox"/> Entry Only	<input type="checkbox"/> Exc. Right to Sell/Lease w/ Reserved Prospect
		<input type="checkbox"/> Exc. Agency w/ Reserved Prospect
		<input type="checkbox"/> Exc. Right to Sell/Lease w/ Variable Rate Comp
		<input type="checkbox"/> Exc. Agency w/ Variable Rate Comp

Items not included in sale: \_\_\_\_\_

### Commission/Compensation

*Compensation Type	Compensation Notes <small>(150 characters)</small>
<input type="checkbox"/> Percentage % <input type="checkbox"/> Dollar Amount \$	
Amount: _____	

### Agent & Office Information

\*List Agent ID \_\_\_\_\_ List Agent \_\_\_\_\_

List Agent Office \_\_\_\_\_

Co-List Agent ID \_\_\_\_\_ Co-List Agent \_\_\_\_\_

Co-List Agent Office \_\_\_\_\_

### Listing Address Information

Street # _____	Pre-Direction _____	*Street Name _____	Street Type _____	Post Direction _____	Unit # _____
*State _____	*County _____	*City _____	*Zip _____		
*Neighborhood _____					

### Tax Information

\*Property Tax \$ \_\_\_\_\_ \*Assessment \$ \_\_\_\_\_

\*Mil Rate \_\_\_\_\_ \*Tax Year \_\_\_\_\_ District Tax \$ \_\_\_\_\_

### Business Information

Business Name: \_\_\_\_\_

Present Use: \_\_\_\_\_

Potential Use: \_\_\_\_\_

<b>Conforming Use</b>	<b>Real Estate Included</b>	Business Age (Years): _____
<input type="checkbox"/> Yes	<input type="checkbox"/> Business Only (No Real Estate)	Number of Employees: _____
<input type="checkbox"/> No	<input type="checkbox"/> Business with Real Estate	Seating Capacity: _____
<input type="checkbox"/> Unknown	<input type="checkbox"/> Business with Real Estate Possibility	Licenses Included: _____

### Income & Expense Information

Gross Annual Income \$ \_\_\_\_\_ Gross Annual Expense \$ \_\_\_\_\_ Net operating Income \$ \_\_\_\_\_

### Equipment & Inventory Information

Equipment Included: (250 Characters)

Equipment Value \$ \_\_\_\_\_ Inventory Included in Sale  Yes  No Inventory Value \$ \_\_\_\_\_

### Lease Information

\*Space is Leased  Yes  No Monthly Lease \$ \_\_\_\_\_ Years Remaining on Lease: \_\_\_\_\_

Security Deposit Info: (50 Characters)

#### Landlord Options

- Possible Ability to Sublet
- Possible First Right of Refusal
- Possible Lease Purchase
- Possible Option to Purchase

#### Landlord Requirements

- Credit Check
- References Required
- Security Deposit
- Lease Required
- Lease Restrictions
- Net-Net-Net Lease
- Vacate Clause
- Other
- Annual Increase
- N/A

#### Tenant Responsibility (13 Max)

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Air Conditioning        | <input type="checkbox"/> Exterior Maintenance | <input type="checkbox"/> Maintenance/Repairs | <input type="checkbox"/> Sewer                  |
| <input type="checkbox"/> All Utilities           | <input type="checkbox"/> Garage Space         | <input type="checkbox"/> Mechanicals         | <input type="checkbox"/> Snow Removal           |
| <input type="checkbox"/> Cable TV                | <input type="checkbox"/> Grounds Maintenance  | <input type="checkbox"/> Parking             | <input type="checkbox"/> Structural Maintenance |
| <input type="checkbox"/> Capital Improvements    | <input type="checkbox"/> Heat                 | <input type="checkbox"/> Property Management | <input type="checkbox"/> Taxes Over Base        |
| <input type="checkbox"/> Common Area Maintenance | <input type="checkbox"/> Hot Water            | <input type="checkbox"/> Real Estate Taxes   | <input type="checkbox"/> Trash Service          |
| <input type="checkbox"/> Credit Check            | <input type="checkbox"/> Insurance            | <input type="checkbox"/> Recreation Fees     | <input type="checkbox"/> Water                  |
| <input type="checkbox"/> Electricity             | <input type="checkbox"/> Janitorial Service   | <input type="checkbox"/> Roof Maintenance    | <input type="checkbox"/> Not Applicable         |
| <input type="checkbox"/> Expenses Over Base      | <input type="checkbox"/> Liability Insurance  | <input type="checkbox"/> Security System     |   |

#### Landlord Responsibility (13 Max)

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Air Conditioning        | <input type="checkbox"/> Exterior Maintenance | <input type="checkbox"/> Maintenance/Repairs | <input type="checkbox"/> Sewer                  |
| <input type="checkbox"/> All Utilities           | <input type="checkbox"/> Garage Space         | <input type="checkbox"/> Mechanicals         | <input type="checkbox"/> Snow Removal           |
| <input type="checkbox"/> Cable TV                | <input type="checkbox"/> Grounds Maintenance  | <input type="checkbox"/> Parking             | <input type="checkbox"/> Structural Maintenance |
| <input type="checkbox"/> Capital Improvements    | <input type="checkbox"/> Heat                 | <input type="checkbox"/> Property Management | <input type="checkbox"/> Taxes Over Base        |
| <input type="checkbox"/> Common Area Maintenance | <input type="checkbox"/> Hot Water            | <input type="checkbox"/> Real Estate Taxes   | <input type="checkbox"/> Trash Service          |
| <input type="checkbox"/> Credit Check            | <input type="checkbox"/> Insurance            | <input type="checkbox"/> Recreation Fees     | <input type="checkbox"/> Water                  |
| <input type="checkbox"/> Electricity             | <input type="checkbox"/> Janitorial Service   | <input type="checkbox"/> Roof Maintenance    | <input type="checkbox"/> Not Applicable         |
| <input type="checkbox"/> Expenses Over Base      | <input type="checkbox"/> Liability Insurance  | <input type="checkbox"/> Security System     |   |

### Structural/Exterior Information

Year Built: \_\_\_\_\_ SqFt: \_\_\_\_\_ Additional Space Avail  Yes  No

Space is Subdividable  Yes  No  Unknown SqFt Source \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Ceiling Height: \_\_\_\_\_  Approximate Number of Restrooms: \_\_\_\_\_

Number of Loading Docks: \_\_\_\_\_  Owner ADA Compliant  Yes  No

Public Records Number of Overhead Doors: \_\_\_\_\_

#### Commercial Features (16 Max)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Elevator                | <input type="checkbox"/> Hoists                 | <input type="checkbox"/> Loading - Rail Height |
| <input type="checkbox"/> Employee Lounge         | <input type="checkbox"/> Intercom               | <input type="checkbox"/> Loading - Waterfront  |
| <input type="checkbox"/> Fire Suppression System | <input type="checkbox"/> Living Space Available | <input type="checkbox"/> Public Restrooms      |
| <input type="checkbox"/> Freight Elevator        | <input type="checkbox"/> Loading - Dock Height  | <input type="checkbox"/> Security System       |
| <input type="checkbox"/> Handicap Design         | <input type="checkbox"/> Loading - Grade        | <input type="checkbox"/> Window Display        |

## Structural/Exterior Information (continued)

**\*Construction** (3 Max)

- |                                |                                   |                                   |                                  |                                |
|--------------------------------|-----------------------------------|-----------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> Frame | <input type="checkbox"/> Stone    | <input type="checkbox"/> Block    | <input type="checkbox"/> Masonry | <input type="checkbox"/> Steel |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Aluminum | <input type="checkbox"/> Concrete | <input type="checkbox"/> Metal   | <input type="checkbox"/> Other |

**Flooring** (9 Max)

- |                                       |                                  |                                |  |                               |
|---------------------------------------|----------------------------------|--------------------------------|--|-------------------------------|
| <input type="checkbox"/> Ceramic Tile | <input type="checkbox"/> Parquet | <input type="checkbox"/> Slate | <input type="checkbox"/> Vinyl               | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Concrete     | <input type="checkbox"/> Plywood | <input type="checkbox"/> Tile  | <input type="checkbox"/> Wall-to-Wall Carpet |                               |

Covered Parking Space: \_\_\_\_\_ Uncovered Parking Space: \_\_\_\_\_ Total Parking Spaces: \_\_\_\_\_ Parking Spaces per 1000sqft: \_\_\_\_\_

**Exterior Features** (20 Max)

- |   |  |   |   |  |
|---|--|---|---|--|
| <input type="checkbox"/> Awnings          | <input type="checkbox"/> Doors - 20+ ft      | <input type="checkbox"/> Levelers           | <input type="checkbox"/> Outside Storage Area | <input type="checkbox"/> Storage Building      |
| <input type="checkbox"/> Door Sign        | <input type="checkbox"/> Doors - under 10 ft | <input type="checkbox"/> Lighting           | <input type="checkbox"/> Pole Sign            | <input type="checkbox"/> Underground Sprinkler |
| <input type="checkbox"/> Doors - 10-15 ft | <input type="checkbox"/> Gutters             | <input type="checkbox"/> Loading Dock/Grade | <input type="checkbox"/> Roof Sign            | <input type="checkbox"/> Underground Utilities |
| <input type="checkbox"/> Doors - 16-20 ft | <input type="checkbox"/> Incinerator         | <input type="checkbox"/> Loading Dock/Well  | <input type="checkbox"/> Sidewalk             | <input type="checkbox"/> None                  |

**Handicap Features** (7 Max)

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> 32" Minimum Door Widths      | <input type="checkbox"/> Exterior Curb Cuts       | <input type="checkbox"/> Low Cabinetry          | <input type="checkbox"/> Ramps                   |
| <input type="checkbox"/> 60" Turning Radius           | <input type="checkbox"/> Hallways 36+ Inches Wide | <input type="checkbox"/> Low Counters           | <input type="checkbox"/> Remote Devices          |
| <input type="checkbox"/> Accessible Bath              | <input type="checkbox"/> Handicap Parking         | <input type="checkbox"/> Modified Range         | <input type="checkbox"/> Roll-In Shower          |
| <input type="checkbox"/> Appliances are Low/Secure    | <input type="checkbox"/> Hard/Low Nap Floors      | <input type="checkbox"/> Multiple Entries/Exits | <input type="checkbox"/> Roll-under Sink(s)      |
| <input type="checkbox"/> Bath Grab Bars               | <input type="checkbox"/> Lever Door Handles       | <input type="checkbox"/> Raised Dishwasher      | <input type="checkbox"/> Scald Control Faucets   |
| <input type="checkbox"/> Chair Lift                   | <input type="checkbox"/> Lever Faucets            | <input type="checkbox"/> Raised Toilet          | <input type="checkbox"/> Special Needs Transport |
| <input type="checkbox"/> Closet Bars 15-48" Off Floor |   |   |  |

**\*Foundation** (2 Max)

- |                                |                                   |                                 |                                |                               |
|--------------------------------|-----------------------------------|---------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Block | <input type="checkbox"/> Concrete | <input type="checkbox"/> None   | <input type="checkbox"/> Slab  | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Masonry  | <input type="checkbox"/> Piling | <input type="checkbox"/> Stone |                               |

**\*Roof** (2 Max)

- |   |                                   |  |                                   |                                     |   |
|---|-----------------------------------|--|-----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Asphalt Shingle    | <input type="checkbox"/> Shake    | <input type="checkbox"/> Composition     | <input type="checkbox"/> Flat     | <input type="checkbox"/> Rubber     | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Fiberglass Shingle | <input type="checkbox"/> Slate    | <input type="checkbox"/> Concrete        | <input type="checkbox"/> Membrane | <input type="checkbox"/> Tar/Gravel | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Wood Shingle       | <input type="checkbox"/> Built Up | <input type="checkbox"/> EPDM Syn.Rubber | <input type="checkbox"/> Metal    | <input type="checkbox"/> Tile       |   |

**\*Garage/Parking Info** (3 Max)

- |  |   |   |   |                                |
|--|---|---|---|--------------------------------|
| <input type="checkbox"/> Attached Garage | <input type="checkbox"/> Covered Garage | <input type="checkbox"/> Unassigned         | <input type="checkbox"/> Parking Garage | <input type="checkbox"/> Other |
| <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Unpaved        | <input type="checkbox"/> Driveway           | <input type="checkbox"/> Parking Lot    | <input type="checkbox"/> None  |
| <input type="checkbox"/> Unit Garage     | <input type="checkbox"/> Paved          | <input type="checkbox"/> On Street Parking  | <input type="checkbox"/> Security       |                                |
| <input type="checkbox"/> Carport         | <input type="checkbox"/> Assigned       | <input type="checkbox"/> Off Street Parking |   |                                |

## Lot & Location Information

<b>Acres:</b> _____	<b>Zoning:</b> _____	<b>In Flood Zone</b>	<b>Elevation Certificate</b>
<b>Traffic Count:</b> _____	<b>Road Frontage FT:</b> _____	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
		<input type="checkbox"/> No	<input type="checkbox"/> No

**\*Location** (5 Max)

- |   |                                   |  |  |
|---|-----------------------------------|--|--|
| <input type="checkbox"/> Highway Access | <input type="checkbox"/> Suburban | <input type="checkbox"/> Historic Area   | <input type="checkbox"/> Shopping Mall |
| <input type="checkbox"/> Downtown       | <input type="checkbox"/> Rural    | <input type="checkbox"/> Industrial Park | <input type="checkbox"/> Strip Mall    |
| <input type="checkbox"/> Urban          | <input type="checkbox"/> Park     | <input type="checkbox"/> Office Park     | <input type="checkbox"/> Other         |

**\*Road Frontage Description** (3 Max)

- |   |   |                                       |   |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Interstate Highway | <input type="checkbox"/> Municipal Street | <input type="checkbox"/> Cul-De-Sac   | <input type="checkbox"/> Dirt/Gravel Road |
| <input type="checkbox"/> U.S. Highway       | <input type="checkbox"/> Private Road     | <input type="checkbox"/> Paved Road   | <input type="checkbox"/> Unimproved Road  |
| <input type="checkbox"/> State Road         | <input type="checkbox"/> Right of Way     | <input type="checkbox"/> Unpaved Road | <input type="checkbox"/> None             |

## Lot & Location Information (continued)

**Lot Description** (6 Max)

- |  |   |   |                                      |
|--|---|---|--------------------------------------|
| <input type="checkbox"/> On Cul-De-Sac | <input type="checkbox"/> Additional Land Avail. | <input type="checkbox"/> Corner Lot           | <input type="checkbox"/> Sloping Lot |
| <input type="checkbox"/> Farm Land     | <input type="checkbox"/> Some Wetlands          | <input type="checkbox"/> Golf Course Frontage | <input type="checkbox"/> Treed       |
| <input type="checkbox"/> Zero Lot Line | <input type="checkbox"/> Dry                    | <input type="checkbox"/> Level Lot            | <input type="checkbox"/> N/A         |

**Available Documents** (10 Max)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Appraisal                            | <input type="checkbox"/> Flood Elevation Certificate | <input type="checkbox"/> Soil Survey          |
| <input type="checkbox"/> Brochure                             | <input type="checkbox"/> Lead Disclosure             | <input type="checkbox"/> Subdivision Approval |
| <input type="checkbox"/> Demographic Data                     | <input type="checkbox"/> Legal Description           | <input type="checkbox"/> Topographical Survey |
| <input type="checkbox"/> Environmental Site Assess.           | <input type="checkbox"/> Mechanical Drawing          | <input type="checkbox"/> Zoning Approval      |
| <input type="checkbox"/> Environmental Site Assess. (Phase 1) | <input type="checkbox"/> Photo/Survey                | <input type="checkbox"/> Other                |
| <input type="checkbox"/> Environmental Site Assess. (Phase 2) | <input type="checkbox"/> Plot Plan/Survey            | <input type="checkbox"/> None                 |

## Utility Information

**\*Heat Type** (4 Max)

- |                                     |                                    |                                       |  |
|-------------------------------------|------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Baseboard  | <input type="checkbox"/> Hydro Air | <input type="checkbox"/> Space Heater | <input type="checkbox"/> Wood/Coal Stove |
| <input type="checkbox"/> Gas on Gas | <input type="checkbox"/> Radiant   | <input type="checkbox"/> Steam        | <input type="checkbox"/> Zoned           |
| <input type="checkbox"/> Heat Pump  | <input type="checkbox"/> Radiator  | <input type="checkbox"/> Wall Unit    | <input type="checkbox"/> Other           |
| <input type="checkbox"/> Hot Air    | <input type="checkbox"/> Solar     | <input type="checkbox"/> Warm Air     | <input type="checkbox"/> No Heat         |
| <input type="checkbox"/> Hot Water  |                                    |                                       |  |

**Heat Fuel** (4 Max)

- |                                     |                                     |                                      |                                  |                                  |                                |
|-------------------------------------|-------------------------------------|--------------------------------------|----------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> Bottle Gas | <input type="checkbox"/> Electric   | <input type="checkbox"/> Kerosene    | <input type="checkbox"/> No Fuel | <input type="checkbox"/> Other   | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Coal       | <input type="checkbox"/> Geothermal | <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Oil     | <input type="checkbox"/> Propane | <input type="checkbox"/> Wood  |

**\*Available Utilities** (6 Max)

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Electric           | <input type="checkbox"/> Gas Available   | <input type="checkbox"/> Cable                | <input type="checkbox"/> Fire Suppression System |
| <input type="checkbox"/> Electric Available | <input type="checkbox"/> Telephone       | <input type="checkbox"/> Cable Available      | <input type="checkbox"/> None/Unknown            |
| <input type="checkbox"/> Gas                | <input type="checkbox"/> Phone Available | <input type="checkbox"/> Underground Required |  |

Electrical Voltage: \_\_\_\_\_ Electrical Amperage: \_\_\_\_\_ Electrical Phases: \_\_\_\_\_ # of Electrical Services: \_\_\_\_\_

**Water Source**

- |   |   |  |                                |
|---|---|--|--------------------------------|
| <input type="checkbox"/> Public Water Connected | <input type="checkbox"/> Private Water System | <input type="checkbox"/> Shared Well   | <input type="checkbox"/> Other |
| <input type="checkbox"/> Public Water In Street | <input type="checkbox"/> Private Well         | <input type="checkbox"/> Well Required | <input type="checkbox"/> None  |

**\*Cooling** (4 Max)

- |                                       |                                    |  |                                |
|---------------------------------------|------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Attic Fan    | <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Whole House Fan | <input type="checkbox"/> Zoned |
| <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Wall Unit | <input type="checkbox"/> Window Unit     | <input type="checkbox"/> None  |
| <input type="checkbox"/> Central Air  |                                    |  |                                |

**Sewage System**

- |   |  |  |                                |
|---|--|--|--------------------------------|
| <input type="checkbox"/> Public Sewer Connected | <input type="checkbox"/> Septic        | <input type="checkbox"/> Cesspool        | <input type="checkbox"/> Other |
| <input type="checkbox"/> Public Sewer In Street | <input type="checkbox"/> Shared Septic | <input type="checkbox"/> Septic Required | <input type="checkbox"/> None  |

**Annual Sewer Usage Fee** \_\_\_\_\_ **Sewer Assessment Info** \_\_\_\_\_

## Association Information

Property Manager: \_\_\_\_\_  
 Property Management's Phone \_\_\_\_\_  
 Property Management's Email \_\_\_\_\_

## Additional Information/ShowingTime

**Acceptable Financing**

- Assumable     Owner
- CHFA     FHA     VA

**\*Where My Listings Go**

- Homes.com                       Homesnap
- IDX                                       None
- Realtor.com

**\*Display Property Address on Internet?**

- Yes     No

**\*Showing Instructions** (Limit: 125 Characters)

**ShowingTime Instructions** (Limit: 300 Characters)

**\*Directions** (Limit: 255 Characters)

**\*Lockbox Description**

- SmartMLS Elec.
- Non-Compatible Elec
- ECAR-SentriLock
- Combo
- Call List Office
- None

**Lockbox Location:** \_\_\_\_\_

**\*Possession/Occupancy:** \_\_\_\_\_

**\*Owner:** \_\_\_\_\_

**Owner Phone:** \_\_\_\_\_

**\*Sign**     Yes     No

**Occupied By:**     Owner     Tenant     Vacant

**Related MLS #** \_\_\_\_\_

**\*Bank Owned (REO)**     Yes     No

## Remarks

**Public Remarks** (Limit: 1500 Characters)

## Remarks/Directions

**\*Public Remarks (Addendum)** (Limit: 2400 Characters)

**Agent Remarks** (Limit: 500 Characters)

## Agreement/Disclosure

### VALID LISTING AGREEMENT STATEMENT

I, the undersigned Broker or Authorized Agent, represent to the SmartMLS Inc, its members and cooperating agents, that I have a valid and legally enforceable: (1.) "Exclusive Right to Sell" listing agreement; or (2.) "Exclusive Agency" listing agreement; or (3.) "Exclusive Right to Lease" agreement, with the owners of the above entitled property. The information contained in the data information sheet is, to the best of my knowledge and belief, true and accurate.

**Listing Broker or Authorized Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### AUTHORIZATION TO USE THE MULTIPLE LISTING SERVICE AND DISCLAIMER

The Undersigned Owner(s) authorize and instruct(s) the Broker to submit the information contained herein to the SmartMLS Inc, for the purpose of offering the property for sale or lease through its participants during the period specified. This information has been furnished by the Seller and/or other sources and is not guaranteed by the Broker. Owner(s) agree that the information herein is true and correct to his/her/their knowledge. It is understood that there is no contractual relationship between the Owner(s) and the SmartMLS Inc. Receipt of a copy of this Property Data Form is Acknowledged by Owner(s).

**Listing Broker or Authorized Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Seller's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Seller's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_