



INFORMATION DEEMED RELIABLE BUT NOT GUARANTEED  
 Fields **REQUIRED** for Active status denoted in **BOLD WITH (\*)**.  
*Italicized fields will be auto-filled from public records, if available.*

North Texas Real Estate Information Systems, Inc.

### Commercial Data Input Form

#### LISTING INFORMATION

**\* Property Type**

- COM - Lease
- COM - Sale
- COM - Sale or Lease (Either)
- COM - Sale/Leaseback (Both)

**\* Listing Type**

- EA with Reservations
- ER with Reservations
- Exclusive Agency
- Exclusive Right to Sell/Lease

**\* Building Use**

- Automotive
- Bar/Taverns
- Beauty/Barber
- Building Services
- Church
- Designed Historical Bldg.
- Food Service
- Historical District
- Hotel/Motel
- Industrial
- Laundromat
- Medical
- Office
- Office/Warehouse
- Other
- Restaurant
- Retail
- Schools
- Storage Warehouse
- Wholesale

**\* # Units**

**\* Multiple Zoning**

- Yes
- No

**\* Multi Parcel ID**

- Yes
- No

**\* Inclusions**

- Building Only
- Business
- Franchise
- Furniture
- Inventory
- Land & Improvements
- Land Only
- Machinery
- Other

**\* Stories**

**\* Zoning**

**\* Will Subdivide**

- No
- Subdivided
- Yes

**Lease Length**

**\* Construction Status**

- New Construction - Complete
- New Construction - Incomplete
- Preowned
- Proposed
- Unknown

**Construction**

- Block
- Brick
- Common Wall
- Concrete
- Fiber Cement
- Frame/Brick Trim
- Glass
- Log
- Metal
- Other
- Rock/Stone
- Siding
- Steel
- Stucco
- Tilt Wall
- Vinyl Siding
- Wood

**\* Building Sqft**

**\* Building Sqft Source**

- Appraiser
- Building Plan
- Other Documentation
- Owner
- Tax

**Business Name**

**\* List Price**

**Low Price**

**\* List Date**

**\* Expire Date**

**\* Year Built**

**\* Gross Sqft**

**\* Parcel ID**

#### LOCATION INFORMATION

**\* Street/Box Number**

**Street Direction**

**\* Street Name**

**Street Type**

**Street Directional Suffix**

**\* County**

**\* City**

**\* State**

**\* Zip**

**Zip + 4**

**Lot**

**Block**

**\* Subdivision**

**Lake Name**

**Unit #**

**\* Area**

**Planned Development**

**\* SubArea**

**Additional Legal**

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### Features

#### Property Association

- Assoc. Dues Mandatory  
 Association Dues Optional  
 Parking Fees

#### Freight Doors

- Dock/Grade  
 Dock/High  
 Grade Level  
 Grade/Rail  
 Loading Dock  
 No Dock  
 Other  
 Pit Dock  
 Rail  
 Ramp Dock  
 Slip

#### \* Roof

- Built-Up  
 Composition  
 Concrete  
 Fiber Cement  
 Metal  
 Other  
 Overlay  
 Shake Metal  
 Tar/Gravel  
 Tile/Slate  
 Wood Shake  
 Wood Shingle

#### Security Features

- Burglar  
 Carbon Monoxide Detector  
 Exterior Security Light(s)  
 Fire Sprinkler System  
 Fire/Smoke  
 Firewall(s)  
 Leased  
 Monitored  
 Other  
 Owned  
 Pre-Wired  
 Smoke Detector  
 Unknown  
 Wireless

#### Owner Pays

- Accounting/Legal  
 Common Area  
 Electric  
 Gas  
 Insurance  
 Lawn Care  
 License/Permits  
 Maintenance  
 Management  
 None  
 Other  
 Parking  
 Payroll  
 Pool Service  
 Reserves  
 Supplies  
 Taxes  
 Water/Sewer/Trash

#### \* Walls

- Brick  
 Cement  
 Cement Block  
 Metal  
 Other  
 Paneling  
 Papered  
 Plaster  
 Textured  
 Unfinished

#### \* Flooring

- Brick/Adobe  
 Carpet  
 Ceramic Tile  
 Concrete  
 Laminated  
 Marble  
 Other  
 Parquet  
 Slate  
 Stone  
 Terrazzo  
 Vinyl  
 Wood  
 Wood Under Carpet

#### \* Features

- Columns  
 Computer Ready  
 Cooler/Freezer  
 Elevator  
 Escalator  
 Fenced Outside Storage  
 Fire Alarm  
 Fire Sprinklers  
 Firewalls  
 Floor Drains  
 Freight Elevator  
 Inside Storage  
 Living Areas  
 Loading Dock  
 Multi-User  
 Open Span  
 Other  
 Outside Storage  
 Rail Served  
 Security Lighting  
 Security System  
 Shelving  
 Single User  
 Smart Building  
 Telephone  
 Truck Bay  
 Yard Sprinklers

#### \* Tenant Pays

- Alarm Monitor Fee  
 All Utilities  
 Electric  
 Gas  
 HOA User Fees  
 Maintenance Room  
 Other  
 Pool/Spa Service  
 Renters Insurance  
 Sewer  
 Water  
 Yard Care

#### Topography

- Bottom  
 Brush  
 Cedar  
 Cleared  
 Flood Plain  
 Gullies  
 Hilly  
 Level  
 Mesquite  
 Need Fill  
 Oak  
 Other  
 Pine  
 Rolling  
 Rugged  
 Shinnery  
 Sloped  
 Steep  
 Varied

#### \* Foundation

- Basement  
 Bois D'Arc Post  
 Other  
 Pier & Beam  
 Pier & Beam Slab  
 Pilings  
 Slab

#### \* Ceiling Height

- 11 to 14 Feet  
 15 to 20 Feet  
 8 to 10 Feet  
 Less than 8 Ft  
 More than 20 Feet  
 Other  
 Suspended

#### \* Parking Features

- Area Assigned  
 Assigned Garage  
 Assigned Spaces  
 Attached  
 Circle Drive  
 Common Garage  
 Common Lot  
 Covered  
 Detached  
 Fenced Assigned Lot  
 Fenced Open Lot  
 Front  
 Garage  
 Garage Conversion  
 Garage Door Opener  
 Garage Under Building  
 Golf Cart Garage  
 Has Sink in Garage  
 Individual Carport  
 None  
 On Street  
 Open  
 Open and Unassigned Garage  
 Opener  
 Other  
 Other Parking/Garage

- Outside Entry  
 Oversized  
 Pay Parking Garage  
 Pay Parking Lot  
 Porte-Cochere  
 Rear  
 Shared Carport  
 Shared Garage  
 Side  
 Swing Drive  
 Tandem Style  
 Unassigned Spaces  
 Uncovered  
 Workbench

#### Road Frontage Desc

- Asphalt  
 City  
 Concrete  
 County  
 Curbs/Gutters  
 Dirt  
 FM Road  
 Gravel/Rock  
 Interest  
 Interstate  
 None  
 Oil & Screen  
 Other  
 Private  
 Road Easement  
 Sidewalk  
 State  
 Storm Sewer  
 U.S. Highway

#### Special Notes

- Aerial Photo  
 Affordable Housing  
 Build to Suit  
 Deed Restrictions  
 Deep Hole Test  
 Environ. Stud Complete  
 Feasibility Study Available  
 Flood Plain  
 Flowage Easement  
 Highline  
 Historical  
 HUD  
 Inland/Wetland Restrictions  
 Meets ADA Guidelines  
 Other  
 Owner/Agent  
 Perc Test  
 Phase I Complete  
 Phase II Complete  
 Pipeline  
 Res. Service Contract  
 Right of First Refusal  
 Section 8 Qualified  
 Senior/Adult Living Community  
 Special Assessments  
 Special Contracts/Provisions  
 Survey Available  
 Utility Easement  
 Verify Flood Insurance  
 Verify Rollback Tax  
 Verify Tax Exemptions



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### Commercial Data Input Form

#### LOT INFORMATION

Lot Size <input type="text"/> <b>* Lot Size Source</b> <input type="checkbox"/> Appraiser <input type="checkbox"/> Building Plan <input type="checkbox"/> Other Documentation <input type="checkbox"/> Tax	Lot Size Units <input type="checkbox"/> Acres <input type="checkbox"/> Sq Ft	Lot Dimensions <input type="text"/> Road Frontage <input type="text"/>	<b>Lot Size/Acreage</b> <input type="checkbox"/> Less Than .5 Acre (not Zero) <input type="checkbox"/> .5 Acre to .99 Acre <input type="checkbox"/> 1 Acre to 2.99 Acres <input type="checkbox"/> 3 Acres to 4.99 Acres <input type="checkbox"/> 5 Acres to 9.99 Acres <input type="checkbox"/> 10 Acres to 49.99 Acres <input type="checkbox"/> 50 Acres to 99.99 Acres <input type="checkbox"/> 100+ Acres <input type="checkbox"/> Condo/Townhome Lot <input type="checkbox"/> Zero Lot
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#### UTILITY INFORMATION

<b>* Street/Utilities</b> <input type="checkbox"/> Aerobic Septic <input type="checkbox"/> All Weather Road <input type="checkbox"/> Alley <input type="checkbox"/> Asphalt <input type="checkbox"/> City Sewer <input type="checkbox"/> City Water <input type="checkbox"/> Co-op Membership Included <input type="checkbox"/> Co-op Water <input type="checkbox"/> Community Mailbox <input type="checkbox"/> Concrete <input type="checkbox"/> Curbs <input type="checkbox"/> Dirt <input type="checkbox"/> Gravel/Rock <input type="checkbox"/> Individual Gas Meter <input type="checkbox"/> Individual Water Meter <input type="checkbox"/> Master Gas Meter <input type="checkbox"/> Master Water Meter <input type="checkbox"/> MUD Sewer	<input type="checkbox"/> MUD Water <input type="checkbox"/> No City Services <input type="checkbox"/> No Sewer <input type="checkbox"/> No Water <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Outside City Limits <input type="checkbox"/> Overhead Utilities <input type="checkbox"/> Private Road <input type="checkbox"/> Private Sewer <input type="checkbox"/> Private Water <input type="checkbox"/> Septic <input type="checkbox"/> Sewer Tap Fee Paid <input type="checkbox"/> Sidewalk <input type="checkbox"/> Underground Utilities <input type="checkbox"/> Unincorporated <input type="checkbox"/> Water Tap Fee Paid <input type="checkbox"/> Well	<b>* Heating/Cooling</b> <input type="checkbox"/> Additional Water Heater(s) <input type="checkbox"/> Central Air-Electric <input type="checkbox"/> Central Air-Gas <input type="checkbox"/> Central Heat-Electric <input type="checkbox"/> Central Heat-Gas <input type="checkbox"/> Direct Vent <input type="checkbox"/> Electrostatic Air Filter <input type="checkbox"/> Evaporation <input type="checkbox"/> Gas Jets <input type="checkbox"/> Geotherm <input type="checkbox"/> Heat Pump <input type="checkbox"/> Humidifier <input type="checkbox"/> No Air <input type="checkbox"/> No Heat <input type="checkbox"/> Other <input type="checkbox"/> Panel/Floor/Wall <input type="checkbox"/> Propane <input type="checkbox"/> Solar <input type="checkbox"/> Space Heater <input type="checkbox"/> Two (+) Pipe (Condo) <input type="checkbox"/> Window Unit <input type="checkbox"/> Zoned	<b>* MUD District</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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#### ENVIRONMENT INFORMATION

<b>Energy Efficiency</b> <input type="checkbox"/> Drought Tolerant Plants <input type="checkbox"/> Energy Recovery Ventilator <input type="checkbox"/> Enhanced Air Filtration <input type="checkbox"/> ET Irrigation Control <input type="checkbox"/> Geo-thermal HVAC <input type="checkbox"/> Low Flow Commode <input type="checkbox"/> Low Flow Fixtures <input type="checkbox"/> Mechanical Fresh Air <input type="checkbox"/> Rain/Freeze Sensors <input type="checkbox"/> Rain Water Catchment <input type="checkbox"/> Recirculating Hot Water <input type="checkbox"/> Solar Electric System <input type="checkbox"/> Solar Hot Water <input type="checkbox"/> Wind Power	<b>Green Certification</b> <input type="checkbox"/> Energy Star Certified <input type="checkbox"/> Green Built N. TX <input type="checkbox"/> HERS 0-85 <input type="checkbox"/> HERS 101+ <input type="checkbox"/> HERS 86-100 <input type="checkbox"/> HERS Rated <input type="checkbox"/> LEED Certified <input type="checkbox"/> LEED Gold <input type="checkbox"/> LEED Platinum <input type="checkbox"/> LEED Silver <input type="checkbox"/> NGBP-National Green	<b>Green Features</b> <input type="checkbox"/> 12 inch+ Attic Insulation <input type="checkbox"/> 13-15 SEER AC <input type="checkbox"/> 16+ SEER AC <input type="checkbox"/> 90% Efficient Furnace <input type="checkbox"/> Attic Fan <input type="checkbox"/> Ceiling Fans <input type="checkbox"/> Dehumidifier <input type="checkbox"/> Double Pane Windows <input type="checkbox"/> Electric Water Heater <input type="checkbox"/> Energy Star Appliances <input type="checkbox"/> Foam Insulation <input type="checkbox"/> Gas Water Heater <input type="checkbox"/> High Efficiency Water Heater <input type="checkbox"/> Insulated Doors <input type="checkbox"/> Low E Windows <input type="checkbox"/> Other <input type="checkbox"/> Programmable Thermostat <input type="checkbox"/> Radiant Barrier <input type="checkbox"/> Smart Electric Meter <input type="checkbox"/> Solar Panels <input type="checkbox"/> Solar Screens <input type="checkbox"/> Solar Door(s) <input type="checkbox"/> Storm Window(s) <input type="checkbox"/> Tankless Water Heater <input type="checkbox"/> Thermo Windows <input type="checkbox"/> Tinted Windows <input type="checkbox"/> Turbines <input type="checkbox"/> Variable Speed HVAC <input type="checkbox"/> Ventilator
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#### FINANCIAL INFORMATION

**Proposed Financing**

- Assumable Loan
- Bond Money
- Cash
- Contact Agent
- Conventional
- Conventional Assumable
- Escalating
- Federal Land Bank
- FHA
- FHA Assumable
- Fixed
- FMHA
- Lease Purchase
- Not Assumable
- Other
- Owner Carry First
- Owner Carry Second
- Private Assumable
- Release Liability Req'd
- Texas Vet
- Trade/Exchange
- TX VET Assumable
- VA
- VA Assumable
- VA Reinstatement Req'd

**\* Gross Income**

**\* Net Income**

**\* Annual Expenses**

**Tot Annual Exp Inc**

- Accounting/Legal
- Common Area
- Electric
- Gas
- Insurance
- Lawn Care
- License/Permits
- Maintenance
- Management
- None
- Other
- Parking
- Payroll
- Pool Service
- Reserves
- Supplies
- Taxes
- Water/Sewer/Trash

**\* Possession**

- 30-60 Days
- 60-90 Days
- Closing/Funding
- Lease Outstanding
- Negotiable
- Other
- Specific Date
- Subject to Lease
- Upon Completion

**Income/Expense Src**

- Accountant
- Limited Information
- None
- Other
- Owner
- ProForma/Projected
- Tax Return
- Utility Company

**Possible Short Sale**

- Yes
- No

**\* Loan Type**

- Assumable Non Qualifying
- Assumable Qualifying
- Treat as Clear

**Payment Type**

- Other
- Principal & Interest
- Principal, Int. & Ins.
- Principal, Inc. & Taxes
- Principal, Int. Taxes & Ins.

**Payment**

**Balance**

**Mortgage Interest Rate**

**Orig Mtg Date**

**\* 2nd Mortgage**

- Yes
- No

**Preferred Title Company**

**Title Co Phone**

**Title Company Location**

**Lender**

**Appraiser's Name**

**Unexempt Taxes**

#### LEASE INFORMATION

**Min Lease Rate (SF / MO)**

**\* Leaseable Sqft**

**Leaseable Spaces**

**Lease Expiration Date**

**Max Lease Rate (SF / MO)**

**Average Monthly Lease**

**Spaces Leased**

**Occupancy Rate**



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#### AGENT & OFFICE INFORMATION

Find an Agent

**\* List Agent MLS ID**

Agent Information

Office Information

Find an Agent

List Agent 2 MLS ID

Agent Information

Office Information

Office Supervisor

#### COMPENSATION AND SHOWING INFORMATION

**\* Variable Fee**

Yes  No

**\* Buyers Agency Commission**

**\* SubAgency Commission**

CBS Code

**\* Keybox Type**

- Blue iBox
- Combo
- Gray AEII
- None
- Redisafe
- SentriLock

**\* Keybox #**

**Shackle Code**

Keybox Combination Code

**\* Seller Type**

- Builder
- Individual(s)
- Lender/REO
- Relo

**\* Owner Name**

Owner Home Phone

Owner Alt Phone

**\* Showing**

- Agent or Owner Present
- Appointment (Appt Svc only)
- Appointment Service
- Call-Key Box
- Centralized Showing Service
- Combo Lock Box
- Contact Agent
- Courtesy Call (Appt Svc Only)
- Go (Appt Svc Only)
- Go - Key Box
- Go Show - No Appt. Necessary
- Key in Office
- No Lock Box
- No Sign on Lot
- Special

Occupancy

- Owner
- Tenant
- Vacant

Occupant

Occupant Home Phone

Occupant Alt Phone

Owner Permission to Video

Yes  No

Call for Appt

- Agent
- Builder
- CSS
- Office
- Other
- Owner

Appt Phone

Appt Phone Ext

Show Instr

Characters Remaining: 150

Secured Showing Instr

Characters Remaining: 50



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### Commercial Data Input Form

#### REMARKS

Listing will Appear on

- Members IDX Websites
- Realtors Property Resource
- NTREIS Translator
- REALTOR.com
- Syndicate Listing
- TexasRealEstate.com
- Zillow

**\* Allow Address Display**

- Yes
- No

**\* Allow Comments/Reviews**

- Yes
- No

**\* Allow AVM**

- Yes
- No

**\* Allow Internet Display**

- Yes
- No

**\* Public Driving Directions**

Characters Remaining: 150

Property Description

Characters Remaining: 450

Excludes

Characters Remaining: 110

Private Remarks

Characters Remaining: 300

Intra Office Remarks

Characters Remaining: 225



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Owner(s) have examined the information contained in this profile sheet and warrant that information contained herein is true and correct to the best of their knowledge.

Owner's Signature \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Signed the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

NOTE: Any information changes and/or status changes should be made on a separate listing modification form and entered into the Multiple Listing Service within the time specified in the Multiple Listing Service Rules & Regulations. I certify that a written listing agreement has been executed on the above property and that it complies with the Rules & Regulations of the Multiple Listing Service.

Participant/Subscriber for Participant \_\_\_\_\_