



# Business for Sale Data Input

**\* = Required Fields**

## Listing Agent/Team/Office Information

\*List Agent MLS ID: \_\_\_\_\_ CoList Agent MLS ID: \_\_\_\_\_  
 \*List Office MLS ID: \_\_\_\_\_ CoList Office MLS ID: \_\_\_\_\_  
 List Team MLS ID: \_\_\_\_\_ CoList Team MLS ID: \_\_\_\_\_  
 Photographer MLS ID: \_\_\_\_\_ Office/Studio Name: \_\_\_\_\_

## Location Information

Street # \_\_\_\_\_ Street Dir Prefix \_\_\_\_\_ \*Street Name \_\_\_\_\_ Street Type \_\_\_\_\_ Street Dir Suffix \_\_\_\_\_ Unit # \_\_\_\_\_  
 \*State: \_\_\_\_\_ \*County: \_\_\_\_\_ \*City: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_ Zip+4: \_\_\_\_\_  
 \*Neighborhood: \_\_\_\_\_

## Listing Contract Information

\*Parcel ID: \_\_\_\_\_ \*List Type:  Full Service  Limited Service  Entry Only  
 \*Listing Contract Date: \_\_\_\_\_ \*Listing Contract Type:  Exc. Right to Sell  Exc. Agency to Sell  
 \*Expiration Date: \_\_\_\_\_ \*Property Owner has a Reserved Prospect:  Yes  No  
 \*List Price (\$): \_\_\_\_\_

Items Excluded From Listing (Limit 150 Characters): \_\_\_\_\_

## Property Taxes

Asses. Value: \_\_\_\_\_ Mil Rate: \_\_\_\_\_ Tax Year: \_\_\_\_\_ Assoc. District Tax (\$): \_\_\_\_\_

## Business Info

Business Name: \_\_\_\_\_ Year Business Established: \_\_\_\_\_ # of Employees: \_\_\_\_\_

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

**Conforming Use:**  Yes  No  Unknown

Seating Capacity: \_\_\_\_\_ Business Licenses: \_\_\_\_\_

**Land Included:**  Business Only (No Real Estate)  Business w/ Real Estate  Business w/ Real Estate Possibility

## Equipment & Inventory Information

Equipment Included (Limit 250 Characters): \_\_\_\_\_

Equipment Value Est. (\$): \_\_\_\_\_ Inventory Included:  Yes  No **\*(If Yes):** Inventory Value Est. (\$): \_\_\_\_\_

## Income & Expense Information

Gross Annual Income (\$): \_\_\_\_\_ Gross Annual Expense(\$): \_\_\_\_\_ Net Operating Income (\$): \_\_\_\_\_

## Lease Info

\*Space Is Leased YN: Yes No

Monthly Lease (\$): \_\_\_\_\_ Lease Yrs Remaining: \_\_\_\_\_ Build Out Allowance Available: Yes No Negotiable

Security Deposit Details (Limit 50 Characters): \_\_\_\_\_

### Landlord Options: (5 Max)

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

### Landlord Requirements: (7 Max)

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

### Landlord Responsibilities: (13 Max)

Air Conditioning Electricity Insurance Property Management Snow Removal  
All Utilites Expenses Over Base Janitorial Service Real Estate Taxes Structural Maintenance  
Cable TV Exterior Maintenance Liability Insurance Recreation Fees Taxes Over Base  
Capital Improvements Grounds Maintenance Maintenance/Repairs Roof Maintenance Trash Service  
Common Area Maintenance Heat Mechanicals Security System Water  
Credit Check Hot Water Parking Sewer N/A

### Tenant Responsibilities: (13 Max)

Air Conditioning Electricity Insurance Parking Sewer N/A  
All Utilites Expenses Over Base Janitorial Service Property Management Snow Removal  
Cable TV Exterior Maintenance Liability Insurance Real Estate Taxes Structural Maintenance  
Capital Improvements Grounds Maintenance Maintenance/Repairs Recreation Fees Taxes Over Base  
Common Area Maintenance Heat Mechanicals Roof Maintenance Trash Service  
Credit Check Hot Water Move-In/Out Fee Security System Water

## Structural/Exterior Info

Year Built: \_\_\_\_\_ SQFT Total: \_\_\_\_\_ SQFT Source: Approximate Owner Public Records

## Building Characteristics

### Construction Description: (3 max)

Frame Stone Block Masonry Steel  
Brick Aluminum Concrete Metal Other

### Foundation Type: (2 max)

Block Concrete Piling Stone None  
Brick Masonry Slab Wood

### Roof Information: (2 max)

Asphalt Shingles Shake Composition Flat Rubber Other  
Fiberglass Shingle Slate Concrete Membrane Tar/Gravel N/A  
Wood Shingle Built Up EPDM Synthetic Rubber Metal Tile

### Exterior Features: (9 max)

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

## Building Characteristics (continued)

\*Garage: # of Garage Spaces: \_\_\_\_\_

\*(If Garage Space is Greater Than "0") Garage Type: (3 max)

Attached Garage  Detached Garage  Covered Garage  Unit Garage  Parking Garage  Carport

Parking SPCS Covered: \_\_\_\_\_ Parking SPCS Uncovered: \_\_\_\_\_ Parking Total SPCS: \_\_\_\_\_ Parking SPCS/ 1000 SQFT: \_\_\_\_\_

\*(If "Parking Total Spaces" is Greater Than "0") Parking Space Detail: (3 max)

Driveway  Unpaved  On Street Parking  Assigned Parking  Security  None  
 Paved  Off Street Parking  Parking Lot  Unassigned Parking  Other

Commercial Features: (16 max)

Elevator  Handicap Design  Loading - Dock Height  Loading - Van Height Dock  
 Employee Lounge  Hoists  Loading - Grade  Public Restrooms  
 Fire Suppression System  Intercom  Loading - Rail Height  Security System  
 Freight Elevator  Living Space Available  Loading - Waterfront  Window Display

Handicap Features: (7 max)

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

Flooring: (9 max)

Ceramic Tile  Concrete  Parquet  Plywood  Slate  Tile  Vinyl  Wall-to-Wall Carpet  Wood

Additional Space Available YN:  Yes  No Ceiling Height: \_\_\_\_\_ # of Stories: \_\_\_\_\_

ADA Complaint YN:  Yes  No # of Loading Docks: \_\_\_\_\_ # of Restrooms: \_\_\_\_\_ # of Overhead Doors: \_\_\_\_\_

## Lot & Location

Acres: \_\_\_\_\_ Subdividable YNU:  Yes  No  Unknown Zoning: \_\_\_\_\_ In Flood Zone:  Yes  No

\*(If "Yes" for Flood Zone) Elevation Certificate YN:  Yes  No

Lot Description: (6 max)

On Cul-De-Sac  Zero Lot Line  Some Wetlands  Cleared  Golf Course Frontage  Sloping Lot  N/A  
 Farm Land  Additional Land Avail  Dry  Corner Lot  Level Lot  Treed

\*Location: (5 max)

Highway Access  Urban  Rural  Historic Area  Office Park  Strip Mall  Other  
 Downtown  Suburban  Park  Industrial Park  Shopping Mall  Retail Corridor

Road Frontage Feet Approx.: \_\_\_\_\_

\*Road Frontage Description: (3 max)

Interstate Highway  State Road  Private Road  Cul-De-Sac  Unpaved Road  Unimproved Road  
 U.S. Highway  Municipal Street  Right of Way  Paved Road  Dirt/Gravel Road  None

Traffic Count: \_\_\_\_\_

Documents Available: (10 max)

Appraisal  Envir. Site Assess (Phase 1)  Legal Description  Site Plan Approval  Zoning Approval  
 Brochure  Envir. Site Assess (Phase 2)  Mechanical Drawing  Soil Survey  Other  
 Demographic Data  Flood Elevation Certificate  Photo/Survey  Subdivision Approval  None  
 Envir. Site Assess  Lead Disclosure  Plot Plan/Survey  Topographical Survey

## Utilities

**\*Utilities Available:** (4 max)

- Electric       Gas       Telephone       Cable       Underground Required       None/Unknown  
 Electric Available       Gas Available       Phone Available       Cable Available       Fire Suppression System

**\*Heat Type:** (4 max)

- Baseboard       Hot Air       Hydro Air       Solar       Wall Unit       Other  
 Gas on Gas       Gravity Warm Air       Radiant       Space Heater       Wood/Coal Stove       None  
 Heat Pump       Hot Water       Radiator       Steam       Zoned

**\*Heat Fuel Type:** (4 max)

- Bottle Gas       Electric       Geothermal       Natural Gas       Propane       Passive Solar       Other  
 Coal       Gas In Street       Kerosene       Oil       Solar       Wood       None

**\*Cooling System:** (4 max)

- Attic Fan       Central Air       Heat Pump       Wall Unit       Window Unit       None  
 Ceiling Fans       Ductless       Split System       Whole House Fan       Zoned

**\*Water Source:** (2 max)

- Public Water Connected       Private Water System       Shared Well       Other  
 Public Water In Street       Private Well       Well Required       None

**\*Sewage System:** (3 max)

- Public Sewer Connected       Septic       Shared Septic       Other  
 Public Sewer In Street       Septic Required       Cesspool       None

**\*(If "Sewer" Option Selected):**

Annual Sewer Usage Fee (\$): \_\_\_\_\_

Sewer Asmt Descript: \_\_\_\_\_

## Electric

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

## Association Info

**Property Management Type:**  Professional-Off Site     Professional On-Site     Unit Owners Association

\*Property Mgt Company Name: \_\_\_\_\_      Management Co. Phone:( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Property Manager Name: \_\_\_\_\_      Property Manager Phone:( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Property Manager Email: \_\_\_\_\_

## Additional Info/ ShowingTime

**Acceptable Financing** (5 Max):  Assumable     FHA     VA     CHFA     Owner Financing

\***Web Distribution Authorizations** (2 Max):  IDX Sites     Realtor.com     None      \***Internet Address Display YN:**  Yes     No

\***Display AVMs with this listing YN:**  Yes     No      \***Internet Consumer Comments Allowed YN:**  Yes     No

**Showing Information:** Live Streaming Options Available YN:  Yes     No

\***Showing Instructions** (Limit 300 Characters):  
\_\_\_\_\_  
\_\_\_\_\_  
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## Remarks (continued)

Confidential Agent Only Remarks (Limit 500 Characters):

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## 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 date 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:** \_\_\_\_\_