



North Texas Real Estate Information Systems, Inc.

Commercial/Business Data Input Form

(Use Lots & Acreage for Vacant Commercial Land)

INFORMATION DEEMED RELIABLE BUT NOT GUARANTEED

Fields **REQUIRED** for Active status denoted in **BOLD BLUE WITH (*)**. *Italicized fields will be auto filled from public records, if available.*

MLS Information

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>* Range Pricing <input type="checkbox"/> Yes <input type="checkbox"/> No (Defaults to No)</p> | | <p>* Property Type <input type="checkbox"/> Lease <input type="checkbox"/> Sale/Lease (Either) <input type="checkbox"/> Sale <input type="checkbox"/> Sale/Lease Back (Both)</p> | |
| <p>* List Price <input type="text"/></p> | <p>Low Price <input type="text"/> (Above Required if answered Y to Range Pricing)</p> | | <p>* Sub Area <input type="text"/></p> |
| <p>* Area <input type="text"/></p> | | | <p>* Parcel ID <input type="text"/></p> |
| <p>* County <input type="text"/></p> | | | |
| <p>* Map Book <input type="checkbox"/> Dallas <input type="checkbox"/> Ft. Worth <input type="checkbox"/> Other <input type="checkbox"/> Denton <input type="checkbox"/> Parker <input type="checkbox"/> Collin <input type="checkbox"/> Cooke <input type="checkbox"/> Hood/Wise <input type="checkbox"/> Grayson <input type="checkbox"/> Kaufman <input type="checkbox"/> Ellis/Johnson <input type="checkbox"/> Hunt <input type="checkbox"/> Hill/Rockwall <input type="checkbox"/> Rockwall</p> | | | |
| <p>* Map Page <input type="text"/></p> | | | <p>* Map Coord <input type="text"/></p> |
| <p>* Street/Box # <input type="text"/></p> | | | <p>Street Direction <input type="checkbox"/> E <input type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> S <input type="checkbox"/> SE <input type="checkbox"/> SW <input type="checkbox"/> W</p> |
| <p>* Street Name <input type="text"/></p> | | | <p>Street Type <input type="text"/></p> |
| <p>Street Directional Suffix <input type="checkbox"/> E <input type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> S <input type="checkbox"/> SE <input type="checkbox"/> SW <input type="checkbox"/> W</p> | | | <p>Unit # <input type="text"/></p> |
| <p>* City <input type="text"/></p> | | | <p>* Will Subdivide <input type="checkbox"/> Yes <input type="checkbox"/> No (Defaults to No)</p> |
| <p>* Zip Code <input type="text"/></p> | | | |
| <p>* Subdivision <input type="text"/></p> | | | <p>Planned Development <input type="text"/></p> |
| <p>Lot <input type="text"/></p> | | | <p>Block <input type="text"/></p> |
| <p>Multi Parcel ID <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | <p>Additional Legal <input type="text"/></p> |
| <p>* MUD District <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | |

Office Information

System will auto-fill Listing Office and Listing Agent information including Office Code, Office Name, Office Phone, Office Fax, Office Address, Agent ID, Agent Name, Agent Fax, Agent Email and Agent Website

| | |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Agent Other Phone <input type="text"/></p> | |
| <p>Listing Agent 2 <input type="text"/></p> | <p>Call for Appt <input type="checkbox"/> Agent <input type="checkbox"/> CSS <input type="checkbox"/> Owner <input type="checkbox"/> Builder <input type="checkbox"/> Office <input type="checkbox"/> Other</p> |
| <p>Appt Phone <input type="text"/></p> | <p>Appt Phone Ext <input type="text"/></p> |
| <p>* Sub Agency Commission <input type="text"/></p> | <p>* Buyers Agency Commission <input type="text"/></p> |

Office Information (continued)

* Listing Type Exclusive Right to Sell/Lease
 (Select One) Exclusive Agency
 ER w/Reservations
 EA w/Reservations
 Limited Service ER
 Limited Service EA

* Allow Internet Display Yes No

* Allow Comments/Reviews Yes No

* Listing Date

* Variable Fee Yes No

Listings will Appear on Members IDX Websites
 NTREIS Translator
 Realtor.com
 Syndicate Listing
 TexasRealEstate.com

* Allow Address Display Yes No

* Allow AVM Yes No

* Expire Date

Preferred Title Company

Preferred Title Co.

Title Co. Phone

Owner Permission to Video N/A Yes No

Title Co. Location

For Intra Office Information

* Owner Name

Owner Home Phone

Occupancy Owner Tenant Vacant

Occupant

Occupant Alt. Phone

* Seller Type (Select One) Builder Lender/REO
 Individual(s) Relo

Owner Alt. Phone

Occupant Home Phone

Showing Instructions -----

(150 character limit)

Secured Showing Instructions -----

(50 character limit)

* Keybox #

* Keybox Type AEII - Gray IBox - Blue Redisafe - Abilene
 Combo None

CBS Code

Combo

Shackle Code

Property Information

* # Stories

* Year Built

* # Units

* Construction Status New Construction - Complete Proposed
 New Construction - Incomplete Unknown
 Preowned
 (Select One - Defaults to Preowned)

* Building SqFt

* SqFt Source Appraiser Tax
 Building Plan Other Documentation
 Owner
 (Select One - Defaults to Tax)

* Gross SqFt

Appraiser's Name

\$/Gross SqFt **System Calculated**

* Zoning

* Multi Zoning Yes No

Lot Dimensions

Acres

* Lot SqFt

* Lot SqFt Source Appraiser Tax
 Building Plan Other
 (Select One - Defaults to Tax)

Road Frontage

Business Name

* Net Income

* Gross Income

* Gross Annual Expenses

Max Lease Rate (SF/MO)

Min. Lease Rate (SF/MO)

Average Monthly Lease

* Leaseable SqFt

Spaces Leased

Leasable Spaces

Occupancy Rate

Lease Expiration Date

* Include Slideshow Yes No

Financial Information

(All fields required if Assumable Non-Qualifying and Assumable Qualifying are entered as the Loan Type)

Unexempt Taxes

* Loan Type Assumable Non-Qualifying Treat as Clear
 Assumable Qualifying

Balance

Equity **System Calculated**

Mortgage Interest Rate

Payment

Payment Type Principal & Interest Principal, Int., & Ins.
 Principal, Interest & Taxes Principal, Int., Tax, Ins.
 Other
 (Select One)

Lender

Original Mtg. Date

* 2nd Mortgage Yes No

Possible Short Sale N/A Yes No

Remarks

* Directions to Property

(150 character limit)

*** Foundation**

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

*** Construction**

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

*** Roof**

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

*** Walls**

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

Freight Doors

- Dock/Grade
- Grade Level
- Rail
- Dock/High
- Grade/Rail
- Other

*** Street/Utilities**

- Aerobic Septic
- Gravel/Rock
- Private Road
- All Weather Road
- Individual Gas Meter
- Private Sewer
- Alley
- Individual Water Meter
- Private Water
- Asphalt
- Master Gas Meter
- Septic
- City Sewer
- Master Water Meter
- Sewer Tap Fee Paid
- City Water
- MUD Sewer
- Sidewalk
- Co-op Membership Included
- MUD Water
- Underground Utilities
- Co-op Water
- No City Services
- Unincorporated
- Community Mailbox
- No Sewer
- Water Tap Fee Paid
- Concrete
- No Water
- Well
- Curbs
- Outside City Limits
- Other
- Dirt
- Overhead Utilities

Property Association

- Association Dues Mandatory
- Association Dues Optional
- Parking Fees

*** Parking**

- Assigned Garage
- Fenced Open Lot
- Open & Unassigned Garage
- Assigned Lot
- Garage Under Building
- Other Parking/Garage
- Common Garage
- None
- Pay Parking Garage
- Common Lot
- On Street
- Pay Parking Lot
- Fenced Assigned Lot
- Open

*** Features**

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

Security

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

*** Ceiling Height/Type**

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

*** Flooring**

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

*** Heating/Cooling (2 Required)**

- | | | |
|---------------------------------------------------|-------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Addtl. Water Heaters | <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Space Heater |
| <input type="checkbox"/> Central Air-Elec | <input type="checkbox"/> Humidifier | <input type="checkbox"/> Two(+) Pipe (Condo) |
| <input type="checkbox"/> Central Air-Gas | <input type="checkbox"/> No Air | <input type="checkbox"/> Window Unit |
| <input type="checkbox"/> Central Heat-Elec | <input type="checkbox"/> No Heat | <input type="checkbox"/> Zoned |
| <input type="checkbox"/> Central Heat-Gas | <input type="checkbox"/> Panel/Floor/Wall | <input type="checkbox"/> Other |
| <input type="checkbox"/> Electrostatic Air Filter | <input type="checkbox"/> Propane | |
| <input type="checkbox"/> Gas Jets | <input type="checkbox"/> Solar | |

Energy Efficiency

- | | | |
|----------------------------------------------------|-------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> 12 inch+ Attic Insulation | <input type="checkbox"/> Foam Insulation | <input type="checkbox"/> Storm Door(s) |
| <input type="checkbox"/> 13-15 SEER AC | <input type="checkbox"/> Gas Water Heater | <input type="checkbox"/> Storm Window(s) |
| <input type="checkbox"/> 16+ SEER AC | <input type="checkbox"/> High Efficiency Water Heater | <input type="checkbox"/> Tankless Water Heater |
| <input type="checkbox"/> 90% Efficient Furnace | <input type="checkbox"/> Insulated Doors | <input type="checkbox"/> Thermo Windows |
| <input type="checkbox"/> Attic Fan | <input type="checkbox"/> Low E Windows | <input type="checkbox"/> Tinted Windows |
| <input type="checkbox"/> Ceiling Fan(s) | <input type="checkbox"/> Programmable Thermostat | <input type="checkbox"/> Turbines |
| <input type="checkbox"/> Dehumidifier | <input type="checkbox"/> Radiant Barrier | <input type="checkbox"/> Variable Speed HVAC |
| <input type="checkbox"/> Double Pane Windows | <input type="checkbox"/> Smart Electric Meter | <input type="checkbox"/> Ventilator |
| <input type="checkbox"/> Electric Water Heater | <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Other |
| <input type="checkbox"/> Energy Star Appliances | <input type="checkbox"/> Solar Screens | |

Green Certification

- | | | |
|------------------------------------------------|-----------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Energy Star Certified | <input type="checkbox"/> HERS 101+ | <input type="checkbox"/> LEED Platinum |
| <input type="checkbox"/> Green Built N. TX | <input type="checkbox"/> HERS Rated | <input type="checkbox"/> LEED Silver |
| <input type="checkbox"/> HERS 0-85 | <input type="checkbox"/> LEED Certified | <input type="checkbox"/> NGBP-National Green |
| <input type="checkbox"/> HERS 86-100 | <input type="checkbox"/> LEED Gold | |

Green Features

- | | | |
|-----------------------------------------------------|-----------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Drought Tolerant Plants | <input type="checkbox"/> Low Flow Commode | <input type="checkbox"/> Recirculating Hot Water |
| <input type="checkbox"/> Energy Recovery Ventilator | <input type="checkbox"/> Low Flow Fixtures | <input type="checkbox"/> Solar Electric System |
| <input type="checkbox"/> Enhanced Air Filtration | <input type="checkbox"/> Mechanical Fresh Air | <input type="checkbox"/> Solar Hot Water |
| <input type="checkbox"/> ET Irrigation Control | <input type="checkbox"/> Rain/Freeze Sensors | <input type="checkbox"/> Wind Power |
| <input type="checkbox"/> Geo-thermal HVAC | <input type="checkbox"/> Rain Water Catchment | |

*** Tenant Pays**

- | | | |
|--------------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Common Area | <input type="checkbox"/> Lawn Care | <input type="checkbox"/> Trash |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Water |
| <input type="checkbox"/> Gas | <input type="checkbox"/> None | <input type="checkbox"/> Other |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Parking | |

Owner Pays

- | | | |
|-------------------------------------------|-----------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Accounting/Legal | <input type="checkbox"/> License/Permit | <input type="checkbox"/> Pool Service |
| <input type="checkbox"/> Common Area | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Reserves |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Management | <input type="checkbox"/> Supplies |
| <input type="checkbox"/> Gas | <input type="checkbox"/> None | <input type="checkbox"/> Taxes |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Parking | <input type="checkbox"/> Water/Sewer/Trash |
| <input type="checkbox"/> Lawn Care | <input type="checkbox"/> Payroll | <input type="checkbox"/> Other |

Total Annual Expenses Inc

- | | | |
|-------------------------------------------|-----------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Accounting/Legal | <input type="checkbox"/> License/Permit | <input type="checkbox"/> Pool Service |
| <input type="checkbox"/> Common Area | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Reserves |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Management | <input type="checkbox"/> Supplies |
| <input type="checkbox"/> Gas | <input type="checkbox"/> None | <input type="checkbox"/> Taxes |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Parking | <input type="checkbox"/> Water/Sewer/Trash |
| <input type="checkbox"/> Lawn Care | <input type="checkbox"/> Payroll | <input type="checkbox"/> Other |

Income/Expense Source

- | | | |
|----------------------------------------------|---------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Accountant | <input type="checkbox"/> Owner | <input type="checkbox"/> Utility Company |
| <input type="checkbox"/> Limited Information | <input type="checkbox"/> ProForma/Projected | <input type="checkbox"/> Other |
| <input type="checkbox"/> None | <input type="checkbox"/> Tax Return | |

Lease Length

- | | | |
|-----------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> 2 - 3 Years | <input type="checkbox"/> Optional |
| <input type="checkbox"/> 6 months | <input type="checkbox"/> 3 - 5 Years | <input type="checkbox"/> Other |
| <input type="checkbox"/> 1 Year | <input type="checkbox"/> Over 5 Years | |

Special Notes

- | | | |
|-----------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> 1 st Right of Refusal | <input type="checkbox"/> Highline | <input type="checkbox"/> Pipeline |
| <input type="checkbox"/> Aerial Photo | <input type="checkbox"/> Historical | <input type="checkbox"/> Senior/Adult Living Community |
| <input type="checkbox"/> Build to Suit | <input type="checkbox"/> Inland/Wetland Restrictions | <input type="checkbox"/> Special Contracts/Prov. |
| <input type="checkbox"/> Deed Restrictions | <input type="checkbox"/> Meets ADA Guidelines | <input type="checkbox"/> Survey Available |
| <input type="checkbox"/> Deep Hole Test | <input type="checkbox"/> Owner/Agent | <input type="checkbox"/> Utility Easement |
| <input type="checkbox"/> Environmental Study Complete | <input type="checkbox"/> Perc Test | <input type="checkbox"/> Verify Flood Insurance |
| <input type="checkbox"/> Feasibility Study | <input type="checkbox"/> Phase I Complete | <input type="checkbox"/> Verify Tax Exemptions |
| <input type="checkbox"/> Flood Plain | <input type="checkbox"/> Phase II Complete | <input type="checkbox"/> Other |
| <input type="checkbox"/> Flowage Easement | | |

Proposed Financing

- | | | |
|-------------------------------------------------|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Assumable Loan | <input type="checkbox"/> FHA Assumable | <input type="checkbox"/> Texas Vet |
| <input type="checkbox"/> Bond Money | <input type="checkbox"/> Fixed | <input type="checkbox"/> Trade/Exchange |
| <input type="checkbox"/> Cash | <input type="checkbox"/> FMHA | <input type="checkbox"/> TX Vet Assumable |
| <input type="checkbox"/> Contact Agent | <input type="checkbox"/> Lease Purchase | <input type="checkbox"/> VA |
| <input type="checkbox"/> Conventional | <input type="checkbox"/> Not Assumable | <input type="checkbox"/> VA Assumable |
| <input type="checkbox"/> Conventional Assumable | <input type="checkbox"/> Owner Carry First | <input type="checkbox"/> VA Reinstatement Req. |
| <input type="checkbox"/> Escalating | <input type="checkbox"/> Owner Carry Second | <input type="checkbox"/> Other |
| <input type="checkbox"/> Federal Land Bank | <input type="checkbox"/> Private Assumable | |
| <input type="checkbox"/> FHA | <input type="checkbox"/> Release Liability Req. | |

*** Possession**

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

*** Showing**

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

Owner(s) have examined the information contained in this profile sheet and warrant that the 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 _____



Notice of Change to Seller's Internet Display Options

Addendum to Listing Input Form

The purpose of this form is to provide the seller with the option to limit internet display of his/her property listing. For each option, the MLS will automatically default to "yes" unless otherwise noted below. A detailed explanation of these options can be found on page 2 of this form.

MLS # (if applicable): _____

Property Address: _____

1. Allow Internet Display? Yes _____ No _____

If "no" is selected to option #1, consumers who conduct searches for listings on the internet will NOT see information about the property.

If "no" is selected in option #1, skip #2 through #4 and sign below. If "yes" is selected, please complete the following:

2. Allow Address Display? Yes _____ No _____

3. Allow Public Comments/Reviews? Yes _____ No _____

4. Allow AVM? Yes _____ No _____

Seller 1 Signature

Seller 2 Signature

Date: _____

Listing Agent/Broker Signature

Date: _____

Explanation of Seller's Internet Display Options:

1. Allow Internet Display

If "no" is selected, your listing will not be included in NTREIS MLS data feeds to internet websites that display property listing data, whether intended for advertising the property (IDX sites, Realtor.com, NTREIS Translator, etc.) or for providing online brokerage services (Virtual Office Websites "VOW"). *Please note that brokers do not have the option to opt-out of VOW but are able to make selections based on their preferences for IDX, Realtor.com and NTREIS Translator. This is done in NTREIS Listings by clicking on My Tools>My Page>Office Participation.)*

2. Allow Address Display

If "no" is selected, the address (street number and name) of your property will be hidden on websites receiving data feeds from NTREIS MLS that result in internet listing display, whether intended for advertising the property as noted in #1 or for providing online brokerage services (VOW).

3. Allow Public Comments/Reviews

Some websites that display MLS listing data may provide functionality that permits consumers to enter comments or reviews of the listing properties. If "no" is selected, the website may not collect or display comments or reviews of the listing or by hyperlink to such comments or reviews. Please note that the broker displaying the listing on his/her VOW may add commentary representing his/her professional judgment regarding the listing's value, etc.

4. Allow AVM

Some websites that display MLS listing data may provide an automated valuation model (AVM) function or service. An AVM uses statistical calculations to estimate the value of a listed property based on data from available public records, the MLS, and other sources and incorporating certain assumptions. The seller(s), by selecting "no," may prohibit display of an AVM of his/her listing adjacent to the listing display.