

# Regional MLS, Inc. Business Input Sheet

Agent Name: \_\_\_\_\_ Date Listed: \_\_\_\_\_ Listing #: \_\_\_\_\_

\*Category  ( \_\_\_\_\_ ) Status  ( \_\_\_\_\_ ) MLS #: ( \_\_\_\_\_ )

\*Area  ( \_\_\_\_\_ ) see Area Maps \*Listing Price  ( \_\_\_\_\_ )

\*County  ( \_\_\_\_\_ ) \*Parcel ID  ( \_\_\_\_\_ ) Tax ID number \_\_\_\_\_ RP  ( \_\_\_\_\_ ) Range Price \_\_\_\_\_

\*Address  ( \_\_\_\_\_ ) See Table at bottom of page Unit #  ( \_\_\_\_\_ )  
Street No. Street Dir Street Name Unit Number

\*City  ( \_\_\_\_\_ ) \*Zip  ( \_\_\_\_\_ ) Tax Map  ( \_\_\_\_\_ ) Book/Pg  ( \_\_\_\_\_ )  
Tax Map # O.R. Book & Page #

Dolph's Map Page  ( \_\_\_\_\_ ) \*Letter Coordinate  ( \_\_\_\_\_ ) \*Number Coordinate  ( \_\_\_\_\_ )

\*LO  ( \_\_\_\_\_ ) Listing Office ID ( \_\_\_\_\_ ) Listing Office Name Office Phone  ( \_\_\_\_\_ ) X  ( \_\_\_\_\_ ) Fx:  ( \_\_\_\_\_ )  
Agent Ph ext Office Fax

\*LA  ( \_\_\_\_\_ ) Listing Agent ID # ( \_\_\_\_\_ ) Listing Agent Name Listing Agent Home Phone 2<sup>nd</sup> Phone #  ( \_\_\_\_\_ ) Phone Type  ( \_\_\_\_\_ )  
Additional Phone # H-Home, V-Voice, P-Pager, C-Cellular

Co-List Off:  ( \_\_\_\_\_ ) Phone # ( \_\_\_\_\_ ) \*Listing Date  ( \_\_\_\_\_ )

Co-List Agt:  ( \_\_\_\_\_ ) Phone # ( \_\_\_\_\_ ) \*Expire Date  ( \_\_\_\_\_ )

Listing Agent Email:  ( \_\_\_\_\_ ) Listing Agent Email Address Public Internet  ( \_\_\_\_\_ )  
advertising (Y/N)

\*Owner Name  ( \_\_\_\_\_ ) Owner Phone  ( \_\_\_\_\_ )

Comm/ Non-Rep  ( \_\_\_\_\_ ) Fee to Non-Representative (% or \$) Comm/Buyer Agent  ( \_\_\_\_\_ ) Fee to Buyer Agent (% or \$) Comm/TransBrk  ( \_\_\_\_\_ ) Fee to transaction Broker (% or \$) Bonus (Y/N)  ( \_\_\_\_\_ )  
Terms in Broker Remarks

\*List Type:  ( \_\_\_\_\_ ) \*List Off Agency:  ( \_\_\_\_\_ ) \*Var/Dual Rate  ( \_\_\_\_\_ )  
**ER-Ex Rt** **ER EX-Ex Rt w/ Ex** **ER LS- Ex Rt w/Limit Svc** **SNGAGT, TRANBK** - Transaction Broker (Y/N)  
**EB-Ex Brk** **EB EX-Ex Brk w/Ex** **EB LS - Ex Brk w/Limit Svc** **NONREP** - Non Representative

Photo Instructions  ( \_\_\_\_\_ )

\*Business Name  ( \_\_\_\_\_ )

\*Business Type  ( \_\_\_\_\_ ) See Table at Bottom of Form \*Year Established  ( \_\_\_\_\_ )

Additional Business  ( \_\_\_\_\_ ) Annual Base Rent  ( \_\_\_\_\_ )

Lease Expires  ( \_\_\_\_\_ ) Renew Option  ( \_\_\_\_\_ )

Tax Year  ( \_\_\_\_\_ ) Real Estate Taxes  ( \_\_\_\_\_ )

\*Short Sale Y/N  \*Short Sale Addendum Y/N  Multiple (Y/N)  Hardship Package  ( \_\_\_\_\_ )  
Offers Will Be Accepted I-Incomplete, C-Complete, S=Submitted

\*Year Built  ( \_\_\_\_\_ ) Year Built Desc  ( \_\_\_\_\_ ) Zoning  ( \_\_\_\_\_ ) SqFt Included  ( \_\_\_\_\_ )  
(New, UNK-Unknown, UC-Und Const, RSL-Resale)

# of Stories  ( \_\_\_\_\_ ) # of Offices  ( \_\_\_\_\_ ) SqFt Occupied  ( \_\_\_\_\_ )

Max Ceiling Height  ( \_\_\_\_\_ ) % Air Conditioned  ( \_\_\_\_\_ ) \* # of Employees  ( \_\_\_\_\_ )

# of Toilets  ( \_\_\_\_\_ ) Seating Capacity  ( \_\_\_\_\_ ) Bar Stools  ( \_\_\_\_\_ )

Door Height  ( \_\_\_\_\_ ) # of Loading Docks  ( \_\_\_\_\_ ) # of Bays  ( \_\_\_\_\_ )

Parking Spaces  ( \_\_\_\_\_ ) Training Available  (Y/N)

Miles to Expressway  ( \_\_\_\_\_ ) Miles to Beach  ( \_\_\_\_\_ ) Waterfront  (Y/N)

Legal Desc  ( \_\_\_\_\_ )

Directions  ( \_\_\_\_\_ )

Assumable Chattel Balance  ( \_\_\_\_\_ )

Total Assumable Loans  ( \_\_\_\_\_ ) Total Mortgage Balance  ( \_\_\_\_\_ )

\*Annual Gross Income  ( \_\_\_\_\_ ) \*Cost of Sales  ( \_\_\_\_\_ )

\*Gross Operating Income  ( \_\_\_\_\_ ) \*Other Income  ( \_\_\_\_\_ )

\*Total Expenses  ( \_\_\_\_\_ ) \*Net Operating Income  ( \_\_\_\_\_ )

\*Inc/Exp Statement Period  ( \_\_\_\_\_ ) Source of Expenses  ( \_\_\_\_\_ )  
(TaxReturn, Accountnt, Books, Limited, Owner, Proforma, Audit, Other)

Inventory  ( \_\_\_\_\_ ) Fixtures/Equipment  ( \_\_\_\_\_ )

Insurance  ( \_\_\_\_\_ )

Remarks (These three lines of Remarks will be seen by members of the Public. No contact information)

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\_\_\_\_\_

Broker Only Remarks (These three lines will be seen by all subscribers to RMLS)

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Internal Office Remarks (1 line- will only be seen by Listing Office)

\_\_\_\_\_

*LOCATION (5)	*AVAIL DOCS (4)	MISC 2 (17)	*ROAD (8)	*SHOWING INSTR (3)
A..... Agricultural Residential B..... Subdivision C..... Golf Course D..... Beach Area E..... City F..... County G..... Anchor Center H..... Central Business District I..... Commerce Park J..... Shopping Center K..... Industrial Park L..... Airport Access M..... Other	A..... Survey B..... Occupational License C..... Aerial D..... Appraisal E..... Deed Restrictions F..... Abstract G..... Previous Title H..... Environmental Audit-PH1 I..... Environmental Audit-PH2 J..... Environmental Audit-PH3 K..... None	A..... Median Cut B..... Meeting Room C..... Manager on Premises D..... No Drainage E..... No Lawn Sprinkler F..... Office G..... Open Storage H..... Outside Storage I..... Overhead Crane J..... Overhead Doors K..... Paneling L..... Med Plumbing M..... Pool N..... Private Restroom O..... Public Restroom P..... Rear Access Q..... Reception Area R..... Restaurant S..... Water Retention T..... Room Pool U..... Railroad Siding V..... Separate Office Area W..... Separate Warehouse Area X..... Showroom Y..... Storm Sewers Z..... Spray Booth 0..... Storage 1..... Termite Bond 2..... Traffic Auto 3..... Traffic Heavy 4..... Traffic Light 5..... Traffic Medium 6..... Traffic Pedestrian 7..... Water Tower	A..... Public B..... Private C..... State Road D..... U.S. Highway E..... Interstate F..... Interchange G..... Mainthru H..... County Road I..... City / County Maint J..... Country K..... Legal Access Road L..... No Access Road M..... Dirt N..... Gravel / Lime O..... Paved P..... Other	A..... Lockbox – Call LO B..... Electric Lockbox - Show C..... Call LO D..... Appointment Only E..... Call Owner F..... Call Tenant G..... 24 Hr Notice H..... Courtesy Key I..... Vacant J..... Owner Occupied K..... Tenant Occupied L..... Pet on Premises M..... Key in LO N..... Keysafe O..... LA – Accompany P..... LO – Accompany Q..... Notify Guard R..... Call LA S..... Schedule Online (Showing Assist)
<b>TYPE OF BUILDING (8)</b>	<b>LEASE TRM REM (3)</b>	<b>UTILITIES (6)</b>	<b>ROOF (4)</b>	<b>PHOTO</b>
A..... Anchor Center B..... Automotive C..... Building Trades D..... Commercial Condo E..... Commercial F..... Condo G..... Free Standing H..... Hotel / Motel I..... Industrial / Manufacturing J..... Industrial K..... Lounge L..... Mall Enclosed M..... Manufacturing-Heavy N..... Manufacturing-Light O..... Marina P..... Medical Q..... Mini Warehouse R..... Mobil/RV S..... Office/Retail T..... Office/Warehouse U..... Office Space V..... Other W..... Professional X..... Recreation Facilities Y..... Residential Multi-Family Z..... Residential Single Family 0..... Restaurant 1..... Retail 2..... Service 3..... Shopping Center 4..... Special Purchase 5..... Storage 6..... Strip Store 7..... Tavern Bar 8..... Home	A..... 1 – 3 Years B..... 4 – 6 Years C..... 7 – 10 Years D..... Month to Month E..... Options Available F..... Vacant G..... None	A..... 1-100 Amp B..... 101-200 Amp C..... 201+ Amp D..... 3 Phase E..... 110 F..... 220 G..... 440 H..... Generator I..... Separate Meter J..... Public Water K..... Well Water L..... Water Available M..... Public Sewer N..... Septic O..... Cable P..... Gas, Bottled Q..... Gas, Natural R..... Oil S..... Underground T..... No Telephone U..... Lake Worth Drainage District V..... Other W..... Municipal Water	A..... Concrete Tile B..... Comp. Shingle C..... Wood Shake D..... S-Tile E..... Barrel F..... Mixed G..... Mansard H..... Tar Gravel I..... Metal J..... Built-Up K..... Aluminum L..... Bahama M..... Fiberglass N..... Manufactured O..... Rolled P..... Roofover Q..... Slate R..... Wood Truss/Raft S..... Wood Joist T..... Steel Joist U..... Pre-Stressed V..... Other	A..... \$30-Front Exterior photo B..... Add \$69 – 8 Interior Photographs
<b>*LICENSE (5)</b>	<b>OWNERSHIP (2)</b>	<b>FIRE PROTECT (3)</b>	<b>SECURITY (3)</b>	Seller Signature _____ Date _____
A..... City Occupational B..... County Occupational C..... Professional D..... Trade E..... Beer & Wine F..... Liquor G..... None	A..... Corporation B..... Joint Venture C..... Limited Partner D..... Partner E..... Sole Proprietor F..... Sub-S Corporation G..... Assigned	A..... Smoke Alarm B..... Smoke Detector C..... Sprinkler D..... None	A..... Burglar Alarm B..... Security Syst Leased C..... Security Syst Owned D..... Motion Detector E..... Entry Card F..... Entry Phone G..... Gate – Manned H..... Gate – Unmanned I..... Security Patrol J..... Private Guard K..... Doorman L..... Lobby M..... TV Camera N..... Security Light O..... Fence P..... Full Fence	Seller Signature _____ Date _____
<b>*SALE INCLUDES (5)</b>	<b>*SPECIAL INFO (6)</b>	<b>CEILING (3)</b>	<b>MAINT FEE INCL (6)</b>	Seller Signature _____ Date _____
A..... Building Only B..... Building & Land C..... Equipment D..... Fixtures E..... Furniture F..... Franchise G..... Inventory H..... Land Only I..... License J..... Machinery K..... Signs L..... Tools M..... Trade Name N..... Business & Building O..... Business, Building & Land P..... Business Only	A..... Sold As-Is B..... Handyman C..... Home Warranty D..... Bank Owned E..... Foreclosure F..... Owner Agent G..... Corporate Owned H..... Institution Owned I..... Foreign Seller J..... Disclosure K..... Deed Restrictions L..... Title Insurance M..... Survey N..... Abstract O..... Non-Conforming Use P..... Any Broker Advertise Q..... None	A..... Suspended B..... Plaster C..... Insulated D..... Acoustic E..... Sheet Rock F..... Wood Panel G..... Exposed H..... Heat Varies	A..... Sewer B..... Water C..... Exterior Maintenance D..... Lawn Care E..... Exterior Electric F..... Grounds / Plants G..... Building Insurance H..... Interior Insurance I..... Management Fees J..... Signs K..... Trash Removal L..... Real Estate Tax M..... Air/Heat Maintenance N..... Assessment Fees O..... Interior Electric P..... Fire / Liability Insurance Q..... Gas / Oil R..... Impact Fees S..... Janitorial T..... Interior Maintenance U..... Telephone V..... Other Tenant Pays W..... Sales Tax X..... Water Treatment	
<b>*EXPENSES INCL (12)</b>	<b>COOLING (3)</b>	<b>CONSTRUCTION (3)</b>	<b>PARKING (7)</b>	<b>*TERMS CONSID (5)</b>
A..... Accounting – Legal B..... Advertising C..... License & Permit D..... Payroll E..... Personal Property Tax F..... Property Insurance G..... Property Management H..... Rent I..... Repair & Maintenance J..... Reserve K..... Real Estate Tax L..... Supply M..... Trash Removal N..... Utility – Telephone O..... Other P..... None	A..... Central B..... Wall-Win A/C C..... Central Building D..... Central Individual E..... Zoned F..... AtticFan G..... Ceiling Fan H..... Gas I..... Electric J..... Reverse Cycle K..... Exhaust L..... Humidstat M..... Air Purifier N..... Paddle Fans O..... Ridge Vent P..... Thermal Fan Q..... Other R..... None	A..... CBS B..... Frame C..... Frame/Stucco D..... Concrete E..... Pre-cast F..... Brick G..... Mixed H..... Modular I..... Manufactured J..... Woodside K..... Aluminum Siding L..... Metal M..... Stone N..... Block O..... Pre-Fab P..... Elevated Q..... Hollow Tile R..... Log S..... Piling T..... Other	A..... Common B..... Covered C..... Free D..... Handicap E..... Load Spaces F..... No Onsite Parking G..... Offsite H..... Shared I..... Street J..... Valet	A..... Cash B..... Conventional C..... Seller Pay Closng Csts D..... Assumable Non Qual E..... Assumable with Qual F..... Owner G..... Owner 2 <sup>nd</sup> H..... Lease Option I..... Lease Purchase J..... Contract for Deed K..... Exchange L..... Leaseback available M..... Other
<b>*AVAIL INFO (4)</b>	<b>HEATING (5)</b>	<b>FLOORING (5)</b>	<b>POSSESSION (4)</b>	
A..... Appraisal B..... Additional Assessment C..... Books & Records D..... By-Laws & Docs E..... Contracts F..... Deed G..... Drawings H..... Environmental Study I..... Equipment Inventory J..... Full Financials K..... Investment Analysis L..... Inventory M..... Copies of Lease N..... Owner Managed O..... Personal Property Inventory P..... Photos Q..... Soil Test R..... Stock Inventory S..... Existing Survey T..... Tax Return U..... Title / Abstract V..... Training Program W..... Accounting X..... None	A..... Central B..... Window/Wall C..... Wall Furnace D..... Central Building E..... Central Individual F..... Zoned G..... No Heat H..... Electric I..... Gas J..... Solar K..... Radiant L..... Oil M..... Heat Strip N..... Heat Pump-Reverse O..... Space P..... Other	A..... Carpet B..... Ceramic Tile C..... Vinyl Tile D..... Linoleum E..... Parquet F..... Terrazzo G..... Wood H..... Marble I..... Slate J..... Concrete K..... Other	A..... At Closing B..... Funding C..... Before Closing D..... Quick Closing E..... Long Closing F..... Subject to Lease G..... Negotiable	