



Multiple Listing Service of the OUTER BANKS ASSOCIATION OF REALTORS®

Commercial / Industrial Data Form

MLS #: _____

All fields marked with an asterisk () and Bold Text are required.

(Select One) *TYPE <input type="checkbox"/> Automotive <input type="checkbox"/> Condominium <input type="checkbox"/> Gas Station <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Industrial <input type="checkbox"/> Mini Storage <input type="checkbox"/> Multifamily +5 Units <input type="checkbox"/> Multi Unit <input type="checkbox"/> Office <input type="checkbox"/> Other <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Shopping Center <input type="checkbox"/> Warehouse	*Pin#: *Area: *Asking Price: \$ *Address: St. # St. Dir Street Name Address 2: St. # St. Dir Street Name Unit / Lot#: *City: State: Zip +4: *County: UC / SH Reason: Headline:	*Status <input type="checkbox"/> Active <input type="checkbox"/> Back on Market <input type="checkbox"/> Extended <input type="checkbox"/> UC / SH <input type="checkbox"/> Under Contract <input type="checkbox"/> Withdrawn <input type="checkbox"/> Sold In House <input type="checkbox"/> Sold CO-OP <input type="checkbox"/> Sold Non Member <input type="checkbox"/> Sold Non Member <input type="checkbox"/> Other
	*IDX <input type="checkbox"/> Yes <input type="checkbox"/> No	

*BUSINESS/REAL ESTATE	*GROSS INCOME RANGE	*WATERFRONT DESCRIPTION		*PROPERTY LOCATION
<input type="checkbox"/> Bldg / Land Simple <input type="checkbox"/> Bus / Bldg / LF Simple	<input type="checkbox"/> 0- \$30,000 <input type="checkbox"/> \$30,001 - \$60,000 <input type="checkbox"/> \$60,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$200,000 <input type="checkbox"/> \$200,001 - \$400,000 <input type="checkbox"/> \$400,001 - \$800,000 <input type="checkbox"/> \$800,001 - \$1.6 M <input type="checkbox"/> \$1.6 M - \$2.5 M <input type="checkbox"/> \$2.5 M+ <input type="checkbox"/> Call Agent	<input type="checkbox"/> Oceanfront <input type="checkbox"/> Soundfront <input type="checkbox"/> Harborfront <input type="checkbox"/> Lakefront <input type="checkbox"/> Pondfront <input type="checkbox"/> Riverfront <input type="checkbox"/> Canalfront <input type="checkbox"/> Creekfront <input type="checkbox"/> None	<input type="checkbox"/> Semi-Oceanfront (2 nd row) <input type="checkbox"/> 2 lots from Ocean (3 rd row) <input type="checkbox"/> 3 lots from Ocean (4 th row) <input type="checkbox"/> 4 lots from Ocean (5 th row) <input type="checkbox"/> More than 5 th row <input type="checkbox"/> Semi-Soundfront	<input type="checkbox"/> Primary Hwy <input type="checkbox"/> Secondary Hwy <input type="checkbox"/> Industrial Park <input type="checkbox"/> Waterfront <input type="checkbox"/> None

GENERAL INFORMATION	*List Agent/Office: _____ List Agent License No: _____ *Approx Lot Square Footage: _____ Second List Agent: _____ Co. File #: _____ *Potential Short Sale?: Yes / No (Circle One) *Bank Owned?: Yes / No (Circle One) *Comp BA%: _____ *Comp BA Fee / Bonus: \$ _____ *Comp SA%: _____ *Comp SA Fee / Bonus: _____ *Var Rate Comp: _____ *Owner 1: _____ Owner 2: _____ *List Date: ____/____/____ *Expire Date: ____/____/____ *Year Built: _____ *Listing Type: _____ Lot Size/Dimensions: _____ Water Frontage: _____ Street Frontage: _____ Lot Faces (N,S,E,W): _____ *Zoning: _____ *Subdivision: _____ Full Subdivision Name: _____ Current Use: _____ Permitted Use: _____ Block: _____ Section: _____ Phase: _____ Tract: _____ Unit L/#: _____ Ceiling Height: _____ *Deed Book: _____ *Pg#: _____ Average Leas per Sq. Ft: _____ # Of Units: _____ % Leased: _____ VOW Include: _____ VOW Address: _____ VOW Comment: _____ VOW AVM: _____ HOA Contact Name: _____ HOA Contact Info: _____ Limited Service: Y / N (Circle One)
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	Industrial Sq Ft: _____ Living Qtrs Sq Ft: _____ Warehouse Sq Ft : _____ Multifamily Sq Ft : _____ Directions: _____	Retail Sq Ft: _____ Shopping Center Sq Ft: _____ Restaurant Sq Ft: _____ Business Name: _____	Office Sq Ft: _____ Gas Station Sq Ft: _____ Hotel / Motel Sq Ft: _____
	*Taxes: _____ *Tax Year: _____ *Assoc. Fee (Y/N): _____ *Annual Fee : _____ Total Assessed Value: _____ *Ownership: (Does not own) / (<= 6 mo) / (>6 mo)		
REMARKS	Remarks (4000 Characters Only)		
BROKERS NOTES	Remarks (4000 Characters Only)		



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Land Data Form

MLS #: _____

A. LOT DESCRIPTION

- 1. AL Additional Land
2. AP Adj to Park Serv./Preserve
3. AC Adj. To Common Area
4. BF Beach Frontage
5. BH Bulkheaded
6. CA Common Area
7. CR Corner
8. CS Cul-de-sac
9. ES Easement(s)
10. GC Golf Course Frontage
11. IT Irregular Terrain
12. LV Level
13. WF Water Frontage
14. WD Wooded
15. ZL Zero Lot Line

B. VIEW DESCRIPTION

- 1. CN Canal
2. GC Golf Course
3. HR Harbor
4. L/R Lake/River
5. OC Ocean
6. P/P Park Serv./Preserve
7. PD Pond
8. SD Sound
9. SM Salt Marsh
10. CK Creek

C. PROPERTY FEATURES

- 1. <10' Doors <10'
2. 15' Doors 11-15'
3. 20' Doors 16-20'
4. >20' Doors >20'
5. DS Door Sign
6. DM Dumpster
7. FF Fully Fenced
8. GT Gutter(s)
9. IN Incinerator
10. L/G Load Dock/Grade
11. L/W Load Dock/Well
12. OS Outside Storage
13. PF Partially Fenced
14. PS Pole Sign
15. RS Roof Sign
16. SB Storage Building
17. US Underground Sprinkler
18. CS Clear Span

D. CONSTRUCTION

- 1. BL Block
2. FR Frame
3. LG Log
4. MS Masonry
5. MT Metal
6. M/P Mfg/Pre-Fab
7. MB Mobile
8. WD Wood

E. FOUNDATION

- 1. MS Masonry
2. PL Piling
3. SL Slab

F. ROOF

- 1. A/F Asphalt/Fiber Shingle
2. CN Concrete
3. MT Metal
4. RB Rubber
5. SL Slate
6. T/G Tar/Gravel
7. TL Tile
8. WS Wood Shingles
9. MB Modified Bitumen

G. PARKING/GARAGE

- 1. AT Attached
2. DT Detached
3. 1C 1 Car
4. 2C 2 Car
5. 3C 3 + Car
6. 1+ 1-25 Spaces
7. 26+ 26-50 Spaces
8. 51+ 51-100 Spaces
9. 101+ 101+ Spaces
10. CP Carport
11. GR Garage
12. LT Parking Lot
13. PG Parking Garage
14. PV Paved
15. RS Reserved
16. SC Security
17. ST Street
18. OS Off Street
19. UN Under
20. UG Unit Garage
21. UP Unpaved
22. NO None

H. ROADS

- 1. PV Paved
2. PR Private
3. PB Public
4. UN Unpaved
4. GR Gravel

I. FLOOR COVERING

- 1. CP Carpet
2. CT Ceramic Tile
3. CN Concrete
4. PR Parquet
5. PW Plywood
6. SL Slate
7. TL Tile
8. VN Vinyl
9. WD Wood
10. WL Wood Laminate
11. OT Other - See Remarks

J. INSULATION

- 1. YES Yes
2. CEL Ceiling
3. FLR Floor
4. WAL Wall
5. NON None
6. OT Other-See Remarks

K. HEATING

- 1. BB Baseboard
2. CN Central
3. EL Electric
4. FA Forced Air
5. GS Gas
6. GEO Geothermal
7. HP Heat Pump
8. HW Hot Water
9. OL Oil
10. PR Propane
11. RT Radiant
12. RD Radiator(s)
13. SL Solar
14. SH Space Heater(s)
15. ST Steam
16. WL Wall Unit(s)
17. WD Wood
18. ZN Zoned
19. NO None
20. OTH Other

Next Column

Next Column

Next Column

L. AIR CONDITIONING

- 1. CN Central
- 2. HP Heat Pump
- 3. WU Wall Unit(s)
- 4. WN Window Unit(s)
- 5. ZN Zoned
- 6. NO None

M. WATER

- 1. MN Municipal Water
- 2. PR Private Water
- 3. WL Well
- 4. NO None

N. SEWER/SEPTIC

- 1. CS Community Septic
- 2. MS Municipal Sewer
- 3. PS Private Septic
- 4. PR Private Sewer
- 5. NCS Non Conventional Septic
- 6. NO None

O. CABLE

- 1. AV Available
- 2. NO None

P. TENANT PAYS

- 1. AF Association Fees
- 2. CB Cable
- 3. EL Electric
- 4. GS Gas
- 5. MN Maintenance
- 6. MG Management Fees
- 7. SS Septic/Sewer
- 8. TX Taxes
- 9. WT Water
- 10. OT Other - See Remarks

Q. COMMERCIAL FEATURES

- 1. CT Closed Circuit T.V.
- 2. DH Dock Height Loading
- 3. EL Elevator(s)
- 4. EML Employee Lounge
- 5. EC Equip. Conveys
- 6. FS Fire Sprinklers
- 7. FR Franchise
- 8. FE Freight Elevator
- 9. GL Grade Loading
- 10. HF Handicap Features
- 11. HS Hoists
- 12. IH Indoor Hot Tub
- 13. IP Indoor Pool
- 14. IT Indoor Tennis
- 15. IN Intercom
- 16. IC Inventory Convey
- 17. LQ Living Quarters
- 18. OH Outdoor Hot Tub
- 19. OP Outdoor Pool
- 20. OT Outdoor Tennis
- 21. PR Public Restroom (s)
- 22. S/S Sauna/Steam Room
- 23. SA Security Alarm
- 24. SM Smoke Alarm
- 25. WL Waterfront Loading
- 26. WD Window Display

Next Column

R. DOCUMENTS ON FILE

- 1. AP Appraisal
- 2. AS Aerial Survey
- 3. AB As-Built Survey
- 4. DE Deed
- 5. EI Env. Impact. Study
- 6. FP Flood Policy
- 7. HP House Plans
- 8. LS Land Survey
- 9. LB Lead Based Pt. Dis.
- 10. PT Perc Test
- 11. RP Recorded Plat
- 12. RD Res. Prop. Dis.
- 13. SS Soil Survey
- 14. SA Sub. Approval
- 15. TP Title Policy
- 16. TS Topo Survey
- 17. SP Septic Permit
- 18. RC Restrictive Covenants
- 19. CD Condo Documents
- 20. WTP Water Tap Paid
- 21. SE Site Evaluation
- 22. BD Association Budget
- 23. EC Elevator Certificate
- 24. LH Lease History
- 25. EH Expense History

S. FINANCING OPTIONS

- 1. AS Assumption/Qualify
- 2. AN Assmptn/Non Qual.
- 3. BL Balloon
- 4. CF Contract for Deed
- 5. CS Cash
- 6. CO Commercial
- 7. FH FHA
- 8. FM FmHA
- 9. LB Lease Back
- 10. LP Lease Purchase
- 11. OF Owner Finance 1st
- 12. OS Owner Finance 2nd
- 13. T/E Trade/Exchange
- 14. VA VA
- 15. OT Other - See Remarks
- 16. BO Bank Owned

T. POSSESSION

- 1. 30D 1-30 Days
- 2. AC At Closing
- 3. NG Negotiable
- 4. ST Subject to Tenancy
- 5. SR Other - See Remarks

Next Column

U. SHOWING INSTRUCTION

- 1. AP Appointment Req'd
- 2. CA Call Agent
- 3. CL Combo-Lock Box
- 4. EL EL LB-No CBS
- 5. CB EL LB-CBS
- 6. KY Key
- 7. LA Listing Agent Must Acc
- 8. OO Owner Occupied
- 9. TO Tenant Occupied
- 10. VC Vacant
- 11. VA Video Available
- 12. CD CD Available
- 13. BP Beware Pet
- 14. VTA Virtual Tour Available
- 15. SBN See Broker's Notes
- 16. CLA Call Listing Office
- 17. SSI See Showing Instructions

V. LISTING RESTRICTIONS

- 1. PR Exclusions
- 2. SV Variable Rate Comp
- 3. LS Limited Service
- 4. 1031 1031 Tax Deferred Exch
- 5. CL Confidential Listing
- 6. SBN See Brokers Notes

W. FLOOD ZONE

- 1. AE AE
- 2. VE VE
- 3. X X
- 4. UK Unknown
- 5. CBR Cobra

End