

Listing Office _____
Listing Agent _____
Co-Listing Office _____
Co-Listing Agent _____

Dixie Gilchrist Levy Association of REALTORS®

NAVICA® MLS COMMERCIAL LEASE FORM

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MLS # _____

Legend ✓ = Single Select ✓✓ = Multiple Select
 = Mandatory = Non Mandatory CM = Conditional Mandatory

Property Type (choose one) ✓
 Commercial Lease [K]

Lease Price (8) List Date (mm/dd/yyyy) Available Date (mm/dd/yyyy)

Street # (8) Compass ✓ Street Name (50) Unit # (15)

City ✓ State ✓ Zip Code ✓ County ✓

Subdivision ✓ Tax Amount (7) Property Tax Year (4) Apx Acreage (7) Apx Lot Dimensions [FR x L x BK x R] (50)

Waterfront Waterfront Ft (7) Road Frontage (7) Cross Street (30) **Payment Frequency** ✓
 Yes No

Assoc Dues (7) CM Apx Year Built (4) Total Rooms (excluding bathrooms) (3) Apx Building SqFt Under Roof (7) SqFt Source ✓

Apx Net Leasable Space (7) Building Stories (3) Ceiling Height ✓ Electric Phase ✓ Voltage ✓ Amps ✓

Fire Sprinklers ✓ Loading Docks ✓ Rail ✓ Owner First Name (30) Owner Last Name (30)

Owner Phone (12) Owner Fax (12) 2nd Owner First Name (30) 2nd Owner Last Name (30)

Owners E-mail (45) Owners Mailing Address (50)

Owners City (30) Owners State (2) Owners Zip Code (5) **Occupancy** ✓ Occupant Name (50)

Occupant Phone (12) **Listing Type** ✓ **Limited Service** **Dual Variable Rate**
 Yes No Yes No

Transaction Broker Compensation %/\$ (5) **Single Agent Compensation %/\$** (5) **Non Representative Compensation %/\$** (5) **Distressed Property** ✓

Display on Internet **Display Address** **Allow AVM** **Allow Comments** **Audio Recording in Use** **Video Recording in Use**
 Yes No Yes No Yes No Yes No

Lockbox (10) Title Company (50) Leased Price (8)

Leased Date (mm/dd/yyyy)

Features

TYPE PROPERTY ✓✓ [CF_A]

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> A C L F | <input type="checkbox"/> Ag Business | <input type="checkbox"/> Apartments | <input type="checkbox"/> Automotive | <input type="checkbox"/> Bait Shop |
| <input type="checkbox"/> Bank | <input type="checkbox"/> Bar/Tavern/Lounge | <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Building Services | <input type="checkbox"/> Child Care |
| <input type="checkbox"/> Church | <input type="checkbox"/> Club House | <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Crops | <input type="checkbox"/> Dairy |
| <input type="checkbox"/> Distributor | <input type="checkbox"/> Feed Store | <input type="checkbox"/> Florist/Nursery | <input type="checkbox"/> Furniture | <input type="checkbox"/> Grocery |
| <input type="checkbox"/> Hair Salon | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Industrial | <input type="checkbox"/> Liquor Store | <input type="checkbox"/> Livestock |
| <input type="checkbox"/> Mall | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Marina | <input type="checkbox"/> Medical | <input type="checkbox"/> Mobile Home Park |
| <input type="checkbox"/> Office Building | <input type="checkbox"/> Other | <input type="checkbox"/> Professional/Office | <input type="checkbox"/> Ranch | <input type="checkbox"/> Retail |
| <input type="checkbox"/> RV Resort | <input type="checkbox"/> Service Station | <input type="checkbox"/> Strip Mall | <input type="checkbox"/> Warehouse | |

CURRENT USE ✓✓ [CF_B]

- | | | | | |
|---|---|--|--|--|
| <input type="checkbox"/> A C L F | <input type="checkbox"/> Ag Business | <input type="checkbox"/> Apartments | <input type="checkbox"/> Automotive | <input type="checkbox"/> Bait Shop |
| <input type="checkbox"/> Bank | <input type="checkbox"/> Bar/Tavern | <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Building Services | <input type="checkbox"/> Cabinet/Furniture |
| <input type="checkbox"/> Church | <input type="checkbox"/> Club House | <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Crops | <input type="checkbox"/> Dairy |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Distributor | <input type="checkbox"/> Equestrian | <input type="checkbox"/> Feed Store | <input type="checkbox"/> Florist |
| <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Hair Salon | <input type="checkbox"/> Heavy Industrial | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Liquor Store | <input type="checkbox"/> Livestock | <input type="checkbox"/> Mall | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Marina |
| <input type="checkbox"/> Medical/Dental | <input type="checkbox"/> Mobile Home Park | <input type="checkbox"/> None | <input type="checkbox"/> Nursery | <input type="checkbox"/> Office |
| <input type="checkbox"/> Other | <input type="checkbox"/> Professional | <input type="checkbox"/> Ranch | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Retail |
| <input type="checkbox"/> RV Resort | <input type="checkbox"/> Service Station | <input type="checkbox"/> Strip Mall | <input type="checkbox"/> Warehouse | |

Features (cont'd)

FOUNDATION [CF_C]

- Coastal
 Raised
 Crawl Space
 Slab

- None
 Stem Wall

- Other
 Stilt

- Piers

ROOF [CF_D]

- Asbestos
 Membrane
 Shake
 Asphalt
 Metal
 Shingle

- Built-Up
 None
 Tile

- Fiberglass
 Other
 Wood

- Flat
 Rolled/Hot Mop

CONSTRUCTION [CF_E]

- Advanced Framing Technique
 Frame
 Other
 Steel Siding
 Vinyl Siding
 Aluminum Siding
 ICFs (Insulated Concrete Forms)
 Precast
 Stem Wall
 Wood Siding

- Block
 Log
 SIPS
 Stilt

- Brick
 Manufactured/Modular
 Spraycrete
 Stone

- Concrete
 Metal
 Steel Frame
 Stucco

HEATING [CF_F]

- Central Electric
 Other
 Central Gas
 Propane

- Floor Furnace
 Stove

- Heat Pump
 Window/Wall

- Multiple Units

COOLING [CF_G]

- Ceiling Fan(s)
 Multiple Units
 Central Air
 None

- Electric Air Filter
 Other

- Evaporative
 Wall/Window

- Heat Pump
 Whole House Fan

WATER SOURCES [CF_H]

- 2 Inch
 None
 Well for Yard
 2+ Wells
 Other

- 4 Inch
 Public

- Community
 Shared Water

- Metered
 Well

SEWER TYPE [CF_I]

- Aerobic
 Public Sewer
 To Be Determined
 Community
 Raised Septic

- Nitrogen Reducing
 Ruck

- None
 Septic Needed

- Other
 Septic Sewer

PARKING [CF_J]

- None
 Other
 Street Parking
 Not Paved
 Paved

- Deeded
 Public Parking Lot

- Designated Parking
 Private Parking Lot

- Open Parking
 Shared Parking

DRIVEWAY [CF_K]

- Blacktop
 Limerock
 Shell
 Brick
 None

- Concrete
 Other

- Dirt
 Private

- Gravel
 Shared

CEILING TYPE [CF_L]

- 9+ Ft High
 None
 Standard
 Beamed
 Open
 Trey

- Cathedral
 Other
 Upgraded Ceiling Detail

- Drop Down
 Sculptured
 Vaulted

- Flat
 Skylight

ACCESSIBILITY [CF_M]

- 36 Inch Door
 Elevator
 Level Flooring
 RV Parking
 42 Inch Door
 Grab Bars- Shower/Bath
 Lift
 Wheelchair

- 46 Inch Door
 Handicap Access/Ramped
 No Stairs
 Wheelchair Entry

- Accessible Shower Stall
 Handicapped
 Other
 Wheelchair Full Bath

- Boat Parking
 Level Drive
 Roll Up Cabinets
 Wheelchair Half Bath

ENERGY FEATURES [CF_N]

- Attic Fan
 Other
 Thermal Glass Windows
 Extra Insulation
 Radiant Heater
 Whole House Fan

- Heat Recovery Unit
 Ridge Vents
 Zoned

- Humidistat
 Solar Water

- None
 Solar Tinted Windows

OTHER FEATURES [CF_O]

- High Traffic Count
 None

- Other

- Overhead Doors

FENCING [CF_P]

- Barbed Wire
 Electric
 Perimeter
 Wood
 Block
 Mixed
 PVC
 Wrought Iron

- Board
 None
 Rail

- Chain Link
 Other
 Split Rail

- Cross Fenced
 Partial
 Wire

TOPOGRAPHY [CF_Q]

- Flat
 Planted Pine
 Wooded
 Hilly
 Rolling

- None
 Sloped

- Other
 Steep

- Pasture
 Topo Mix

IRRIGATION [CF_R]

- Automatic
 Other
 Back
 Pivot

- Drip
 Sprinklers

- Front

- None

Features (cont'd)

LANDSCAPING ✓ ✓ [CF_S]

- | | | | | |
|-------------------------------------|---|---|--|--------------------------------|
| <input type="checkbox"/> Cleared | <input type="checkbox"/> Fully Landscaped | <input type="checkbox"/> Grassed | <input type="checkbox"/> Native Vegetation | <input type="checkbox"/> None |
| <input type="checkbox"/> Open | <input type="checkbox"/> Other | <input type="checkbox"/> Partially Landscaped | <input type="checkbox"/> Pasture | <input type="checkbox"/> Trees |
| <input type="checkbox"/> Underbrush | <input type="checkbox"/> Xeriscaping | | | |

ROAD TYPE ✓ ✓ [CF_T]

- | | | | | |
|---------------------------------------|--------------------------------------|----------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> City Street | <input type="checkbox"/> County Road | <input type="checkbox"/> Federal | <input type="checkbox"/> Other | <input type="checkbox"/> Paved |
| <input type="checkbox"/> Private Road | <input type="checkbox"/> State Road | <input type="checkbox"/> Unpaved | | |

WATERFRONT FEATURES ✓ ✓ [CF_U]

- | | | | | |
|------------------------------------|------------------------------------|-------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Boardwalk | <input type="checkbox"/> Boat Dock | <input type="checkbox"/> Boat House | <input type="checkbox"/> Boat Ramp | <input type="checkbox"/> Floating Dock |
| <input type="checkbox"/> Gazebo | <input type="checkbox"/> None | <input type="checkbox"/> Other | <input type="checkbox"/> Pier | <input type="checkbox"/> Riprap |
| <input type="checkbox"/> Seawall | | | | |

WATERFRONT ACCESS/DETAILS ✓ ✓ [CF_V]

- | | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> Canal Access | <input type="checkbox"/> Canal Front | <input type="checkbox"/> Creek | <input type="checkbox"/> Creek View | <input type="checkbox"/> Deeded Access-Private |
| <input type="checkbox"/> Fresh Water Canal | <input type="checkbox"/> Gulf Access | <input type="checkbox"/> Gulf Canal | <input type="checkbox"/> Gulf Front | <input type="checkbox"/> Gulf of Mexico |
| <input type="checkbox"/> Gulf View | <input type="checkbox"/> Ichetucknee River | <input type="checkbox"/> Lake | <input type="checkbox"/> Lake Access | <input type="checkbox"/> Lake Front |
| <input type="checkbox"/> Marsh View | <input type="checkbox"/> None | <input type="checkbox"/> Other | <input type="checkbox"/> Pond | <input type="checkbox"/> River Access |
| <input type="checkbox"/> River Canal | <input type="checkbox"/> River Front | <input type="checkbox"/> Salt Water Canal | <input type="checkbox"/> Santa Fe River | <input type="checkbox"/> Steinhatchee River |
| <input type="checkbox"/> Suwannee River | <input type="checkbox"/> Waccasassa River | <input type="checkbox"/> Waterfront | <input type="checkbox"/> Waterview | <input type="checkbox"/> Withlacoochee River |

SPECIAL INFORMATION ✓ ✓ [CF_W]

- | | | | | |
|--|---|---|--|--|
| <input type="checkbox"/> Aerial/Plat Map | <input type="checkbox"/> Airstrip Access | <input type="checkbox"/> Appraisal Within 6 Months | <input type="checkbox"/> Community Pool | <input type="checkbox"/> Copy of Lease Provided |
| <input type="checkbox"/> Elevation Certification | <input type="checkbox"/> Equestrian Community | <input type="checkbox"/> Equipment List Provided | <input type="checkbox"/> Financials Available | <input type="checkbox"/> Flood Insurance Current |
| <input type="checkbox"/> Flood Plain | <input type="checkbox"/> Flood Way | <input type="checkbox"/> Furnished | <input type="checkbox"/> Golf Course Community | <input type="checkbox"/> HOA Approval Needed |
| <input type="checkbox"/> HOA/CAM Disclosure | <input type="checkbox"/> Horses Allowed | <input type="checkbox"/> Income Producing | <input type="checkbox"/> Inventory List Provided | <input type="checkbox"/> Lead Paint Disclosure |
| <input type="checkbox"/> Nonconforming | <input type="checkbox"/> None | <input type="checkbox"/> Other | <input type="checkbox"/> Owner/Agent | <input type="checkbox"/> Pets Allowed |
| <input type="checkbox"/> Restrictions | <input type="checkbox"/> Seller Doesn't Provide Title Insurance | <input type="checkbox"/> Seller Property Disclosure | <input type="checkbox"/> Seller Provides Title Insurance | <input type="checkbox"/> Soil Test |
| <input type="checkbox"/> Sold As Is | <input type="checkbox"/> Survey | <input type="checkbox"/> Tenant Approval | <input type="checkbox"/> Warranty | |

POSSESSION ✓ ✓ [CF_X]

- | | | | | |
|-------------------------------------|---|--|---|------------------------------------|
| <input type="checkbox"/> 30-60 Days | <input type="checkbox"/> 60+ Days | <input type="checkbox"/> Close of Escrow | <input type="checkbox"/> Close Plus 30 Days | <input type="checkbox"/> Leaseback |
| <input type="checkbox"/> Negotiable | <input type="checkbox"/> Subject To Tenant Rights | <input type="checkbox"/> See Remarks | | |

RENT INCLUDES ✓ ✓ [CF_Y]

- | | | | | |
|--|--|---|--|---|
| <input type="checkbox"/> All Utilities | <input type="checkbox"/> Common Area Maintenance | <input type="checkbox"/> Exterior Maintenance | <input type="checkbox"/> Insurance | <input type="checkbox"/> Interior Maintenance |
| <input type="checkbox"/> Janitorial | <input type="checkbox"/> Other | <input type="checkbox"/> Taxes | <input type="checkbox"/> Tenant Improvements | |

SHOWING INSTRUCTIONS ✓ ✓ [CF_Z]

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Alarm | <input type="checkbox"/> Animals On Premise | <input type="checkbox"/> Appointment Only | <input type="checkbox"/> Call Listing Agent | <input type="checkbox"/> Call Listing Office |
| <input type="checkbox"/> Call Occupant | <input type="checkbox"/> Call Tenant(s) | <input type="checkbox"/> Don't Call Tenant(s) | <input type="checkbox"/> Gate Code Required | <input type="checkbox"/> Go There |
| <input type="checkbox"/> HUD NAID # Required | <input type="checkbox"/> Key in Listing Office | <input type="checkbox"/> LB Call 1st | <input type="checkbox"/> LB Call Agent | <input type="checkbox"/> LB Call Office |
| <input type="checkbox"/> LB Hidden | <input type="checkbox"/> LB No Call | <input type="checkbox"/> LB Vacant | <input type="checkbox"/> Letter of Confidentiality | <input type="checkbox"/> Lister Accompany |
| <input type="checkbox"/> No Sign | <input type="checkbox"/> Other | <input type="checkbox"/> Owner Occupied | <input type="checkbox"/> See Private Remarks | <input type="checkbox"/> Under Construction |
| <input type="checkbox"/> Viewing After Hours | | | | |

TERMS OF LEASE ✓ ✓ [CF_AA]

- | | | | | |
|---|---|--|---|------------------------------------|
| <input type="checkbox"/> Escalating Lease | <input type="checkbox"/> Lease/Option | <input type="checkbox"/> Long Term Lease | <input type="checkbox"/> Month To Month | <input type="checkbox"/> Net Lease |
| <input type="checkbox"/> Other | <input type="checkbox"/> Percentage Lease | <input type="checkbox"/> Year to Year | | |

SERVICES NOT PROVIDED ✓ ✓ [CF_BB]

- | | | | | |
|--|---|---|--|--|
| <input type="checkbox"/> Accept/Deliver Offers | <input type="checkbox"/> Advise Sellers | <input type="checkbox"/> Arrange Appointments | <input type="checkbox"/> Assess Seller with Counters | <input type="checkbox"/> Negotiate on Sellers Behalf |
| <input type="checkbox"/> Present Offers | <input type="checkbox"/> Other | <input type="checkbox"/> See Remarks | | |

Alarm Location (100)

Legal Description (300)

Personal Items/Equipment Included (300)

Personal Items Excluded (300)

Directions (500)

Public Comments (1000)

Agent Comments (550)