



RE/Xplorer™
COMMERCIAL (CM)
DATA ENTRY FORM

IMPORTANT NOTICES:

All licensed agents who belong to GAMLS participating companies must have a user ID. This ID allows the agent and company information to be displayed along with the listing in the RE/Xplorer™ system. Agent information can be kept current and accurate using “Your Account” on the GAMLS home page (www.gamls.com). User passwords are strictly confidential and may not be used by anyone other than the person who is authorized to use it. Violations of this policy can result in fines or suspension of GAMLS services.

Fill in the data entry form in its entirety. Accurate and complete information will provide proper disclosure and will aid in the selling process of the property by giving interested buyers specific characteristics of the listed property. All fields denoted by an **R** are required fields that must be entered. Failure to fill in these fields with the correct information will delay listing entry or will cause incorrect information to be displayed in the RE/Xplorer™ system, and other web sites fed by this information such as GAMLS’, NAR’s, and Broker Reciprocity web sites. Field “nicknames” that will appear on the on-line system are *italicized* for each field type. Listing information can be checked for inconsistencies and omissions after entry by using “Listchex”, which is available through the GAMLS home page (www.gamls.com) under the “Tools” then “Compliance” menu items.

Description of GAMLS area boundaries and school codes, as well as this form and many other forms, may be found through the GAMLS fax on demand system, 770-621-2222 or on GAMLS’ home page. Document #230 is the GAMLS Area Boundaries list and #231 is the School Codes list.

Entering false or incorrect information into the GAMLS system can result in a fine of \$25, plus \$5 per day until the listing is input or corrected. Together, let’s work on providing the most accurate and complete data possible for each GAMLS member.

Be sure to record the computer generated MLS number on the input sheet after the listing has been entered into the RE/Xplorer™ system. Before filing the input sheet, verify that the seller’s signature has been acquired certifying the accuracy of the data and acknowledging the disclosure statement.

Unless previously communicated in writing to GAMLS by the Broker, limited information regarding this listing may appear on GAMLS’ public site (www.georgiamls.com), National Association of Realtors® site (www.realtor.com), and on other GAMLS members’ sites that participate in Broker Reciprocity for additional exposure of the property. Because the listings are available through the Internet, consider the information entered on remarks lines 1 through 8 to be public information.

R8 | _____

 Remarks8

ALL Remarks Lines will appear ON-LINE IN THE RE/XPLORER™ SYSTEM

R9 | _____

 Remarks9

D1^R | **From** | _____

 Directions1

D2 | _____

 Directions2

D3 | _____

 Directions3

LA^R | _____ **LA2** | _____ **LB^R** | _____ **VRC^R** | _____ **CO^R** | _____
 List_Agent_ID List_Agent2 ID List_Broker Code Variable_Rate Commission (Y/N) Commission to Selling Broker Enter % or \$ Amount Only

OWN | _____ **OWNP** | _____
 Owner_Name (Last Name, Then First and Middle Initial) Owner_Phone Number

OE1 | _____
 Office_Eyes1 (For Office Eyes ONLY, will only be displayed to listing office personnel)

OE2 | _____
 Office_Eyes 2 (For Office Eyes ONLY, will only be displayed to listing office personnel)

BUS^R - BUSINESS_PROP

- A - Automotive Service
- B - Educational
- C - Food Service
- D - Hotel/Motel
- E - Industrial
- F - Land/Lot Only
- G - Medical/Dental
- H - Mobile Home Park
- I - Office Building
- J - Religious
- K - Recreational/Resort
- L - Retail Store
- M - Warehouse
- N - Wholesale
- O - Other
- P - Commercial Farm
- Q - Building Supplies
- R - Manufacturing
- S - Marina

CIF - CI_FEATURES

- A - Security System
- B - Sprinkler System
- C - Loading Dock
- D - Freight Elevator
- E - Conveyor
- F - Truck Scales
- G - Security Fenced
- H - Partially Fenced
- I - Boiler
- J - Rail
- K - Lifts
- L - Delivery Door
- M - Display Window
- N - Fixtures/Furniture
- O - Additional Bldgs
- P - Billboard
- Q - Other
- R - Passenger Elevator
- S - Equipment
- T - Public Transportation
- U - Industrial Outside Storage
- V - Semi Turning Available

CON_CM - CONSTRUCT_CM

- A - Block
- B - Brick
- C - Frame
- D - Steel/Metal
- E - Stucco Unspecified
- F - Other
- G - Precast Concrete
- H - Front/Other
- I - Steel and Glass
- J - Precast Stone
- K - Stucco EIFS
- L - Stucco Real

COOL_CM^R - COOLING_CM

- A - Central A/C
- B - No A/C
- C - Window Unit
- D - Wall Unit
- E - Office Area Only
- F - Humidity Control
- G - Cooling Towers
- H - Fans
- I - Zoned
- J - Other

DOC_CM - DOCUMENTS_CM

- A - Appraisal
- B - Copy of Lease
- C - Environmental Stdy
- D - Floor Plan
- E - Legal Description
- F - Plot Plan/Survey
- G - Profit & Loss Stmt
- H - Other
- I - Cash Flow Analysis
- J - Demographic Study
- K - Topography Survey
- L - Site Plan
- M - Soil Survey
- N - Soil Analysis
- O - Perc Test
- P - Aerial Photo

FBLD - FARM_BLDGS <input type="checkbox"/> A - House <input type="checkbox"/> B - Garage <input type="checkbox"/> C - Barn <input type="checkbox"/> D - Feed Barn <input type="checkbox"/> E - Tractor Shed <input type="checkbox"/> F - Packing Shed <input type="checkbox"/> G - Chicken House <input type="checkbox"/> H - Hay Shed <input type="checkbox"/> I - Work Shop <input type="checkbox"/> J - Smoke House <input type="checkbox"/> K - Stables <input type="checkbox"/> L - Other	LOCA - LOCATION <input type="checkbox"/> A - Corner Lot <input type="checkbox"/> B - Inside Lot <input type="checkbox"/> C - Industrial Park <input type="checkbox"/> D - Business Park <input type="checkbox"/> E - Shopping Center <input type="checkbox"/> F - Office Center <input type="checkbox"/> G - Freestanding <input type="checkbox"/> H - Other <input type="checkbox"/> I - Inside City Limits	PHOT^R - PHOTO <input type="checkbox"/> B - Under Construction <input type="checkbox"/> J - No Photo Desired <input type="checkbox"/> L - Broker Provide Photo	SHO^R - SHOWING_INSTR (Cont'd) <input type="checkbox"/> L - Under Construction <input type="checkbox"/> M - 9am - 10pm EDT <input type="checkbox"/> N - 24 Hour Access <input type="checkbox"/> O - Special Hours <input type="checkbox"/> P - Day Sleeper <input type="checkbox"/> Q - Lockbox Non-GAMLS Compat
FLR - FLOOR_TYPE <input type="checkbox"/> A - Concrete Slab/Grade <input type="checkbox"/> B - Reinforced Concrete <input type="checkbox"/> C - Concrete Structural <input type="checkbox"/> D - Vinyl/Vinyl Tile <input type="checkbox"/> E - Carpet <input type="checkbox"/> F - Ceramic Tile <input type="checkbox"/> G - Wood <input type="checkbox"/> H - Brick <input type="checkbox"/> I - Other	POSS^R - POSSESS_DATE <input type="checkbox"/> A - At Closing <input type="checkbox"/> B - Negotiable <input type="checkbox"/> C - 3-7 Days after Closing <input type="checkbox"/> D - Other	RFT - ROAD_FRONTAGE <input type="checkbox"/> A - County/City Road <input type="checkbox"/> B - Dirt <input type="checkbox"/> C - Easement <input type="checkbox"/> D - Gravel <input type="checkbox"/> E - Interstate Service Rd <input type="checkbox"/> F - Pavement <input type="checkbox"/> G - Private Road <input type="checkbox"/> H - State Highway <input type="checkbox"/> I - US Highway <input type="checkbox"/> J - Other <input type="checkbox"/> K - None	SINC - SALE_INCLUDES <input type="checkbox"/> A - Bldng/Business/Land <input type="checkbox"/> B - Building & Land <input type="checkbox"/> C - Equipment <input type="checkbox"/> D - Inventory <input type="checkbox"/> E - Land Only <input type="checkbox"/> F - Other
	LTSZ^R - LOT_SIZE <input type="checkbox"/> A - .5 Acre or Less <input type="checkbox"/> B - .5 - 1 Acres <input type="checkbox"/> C - 1 - 2 Acres <input type="checkbox"/> D - 2 - 5 Acres <input type="checkbox"/> E - 5 - 10 Acres <input type="checkbox"/> F - 10 - 20 Acres <input type="checkbox"/> G - 20 - 50 Acres <input type="checkbox"/> H - 50 - 100 Acres <input type="checkbox"/> I - 100 Plus Acres		SPC - SPECIAL_FEAT <input type="checkbox"/> A - Franchise <input type="checkbox"/> B - Historical <input type="checkbox"/> C - Other
HEAT^R - HEATING_CM SOURCE <input type="checkbox"/> A - Electric <input type="checkbox"/> B - Gas <input type="checkbox"/> C - Solar <input type="checkbox"/> D - Other <input type="checkbox"/> P - Oil <input type="checkbox"/> Q - Propane TYPE <input type="checkbox"/> E - Baseboard <input type="checkbox"/> F - Central <input type="checkbox"/> G - Common <input type="checkbox"/> H - Floor Furnace <input type="checkbox"/> I - Forced Air <input type="checkbox"/> J - Heat Pump(s) <input type="checkbox"/> K - Space Heater <input type="checkbox"/> L - Steam/Hot Water <input type="checkbox"/> M - Zoned/Dual <input type="checkbox"/> N - No Heating <input type="checkbox"/> O - Office Only	ONCN - Ownership_Con <input type="checkbox"/> A - Foreclosure <input type="checkbox"/> B - Bank Owned <input type="checkbox"/> C - Investor Owned <input type="checkbox"/> D - Estate Owned <input type="checkbox"/> E - Corporate Relocation <input type="checkbox"/> F - Rental <input type="checkbox"/> G - Fixer Upper <input type="checkbox"/> H - Recently Renovated <input type="checkbox"/> I - Agent Owned <input type="checkbox"/> J - Historic <input type="checkbox"/> K - Agent Related to Seller <input type="checkbox"/> L - Short Sale <input type="checkbox"/> M - Pre-Foreclosure <input type="checkbox"/> N - Government Owned	ROOF - ROOF_TYPE <input type="checkbox"/> A - Composition <input type="checkbox"/> B - Wood Shingle <input type="checkbox"/> C - Tile <input type="checkbox"/> D - Slate <input type="checkbox"/> E - Metal/Steel <input type="checkbox"/> F - Tar/Gravel <input type="checkbox"/> G - Concrete <input type="checkbox"/> H - Other <input type="checkbox"/> I - Tin <input type="checkbox"/> J - Copper	SQF - SQUARE_FEET <input type="checkbox"/> A - Under 2,000 <input type="checkbox"/> B - 2,000 - 5,000 <input type="checkbox"/> C - 5,000 - 10,000 <input type="checkbox"/> D - 10,000 - 20,000 <input type="checkbox"/> E - 20,000 - 50,000 <input type="checkbox"/> F - 50,000 - 100,000 <input type="checkbox"/> G - 100,000 - 200,000 <input type="checkbox"/> H - 200,000 Plus
	PFIN_CM - POSS_FIN_CM <input type="checkbox"/> A - Assume <input type="checkbox"/> B - Conventional <input type="checkbox"/> C - Exchange <input type="checkbox"/> D - Owner Financing <input type="checkbox"/> E - Other <input type="checkbox"/> F - Cash <input type="checkbox"/> G - Production Credit <input type="checkbox"/> H - Federal Land Bank <input type="checkbox"/> I - SBA <input type="checkbox"/> J - Wrap Around <input type="checkbox"/> K - Credit Report Req. <input type="checkbox"/> L - 100 PCT. Financing		SHO^R - SHOWING_INSTR <input type="checkbox"/> A - Appt. Agent <input type="checkbox"/> B - Appt. Owner <input type="checkbox"/> C - Appt. Tenant <input type="checkbox"/> D - Call Agent Only <input type="checkbox"/> E - Caution Alarm <input type="checkbox"/> F - Caution Guard Dog <input type="checkbox"/> G - Courtesy Call, Lv Msg <input type="checkbox"/> H - Key in Office <input type="checkbox"/> I - Lockbox GAMLS Compatible <input type="checkbox"/> J - See Remarks <input type="checkbox"/> K - Vacant

LAKE - WATERFRONT PROPERTY (INCLUDING RIVERS)	
<input type="checkbox"/> A - Allatoona <input type="checkbox"/> B - George W. Andrews <input type="checkbox"/> C - Bartlett's Ferry/Lk Harding <input type="checkbox"/> D - Blackshear <input type="checkbox"/> E - Blue Ridge <input type="checkbox"/> F - Burton <input type="checkbox"/> G - Carters <input type="checkbox"/> H - Chatuge <input type="checkbox"/> I - Clarks Hill <input type="checkbox"/> J - Goat Rock <input type="checkbox"/> K - Hartwell <input type="checkbox"/> L - High Falls <input type="checkbox"/> M - Jackson <input type="checkbox"/> N - Lanier <input type="checkbox"/> O - Nottely <input type="checkbox"/> P - Oconee <input type="checkbox"/> Q - Oliver	<input type="checkbox"/> R - Rabun <input type="checkbox"/> S - Richard B. Russell <input type="checkbox"/> T - Seminole <input type="checkbox"/> U - Sinclair <input type="checkbox"/> V - Tobesofkee <input type="checkbox"/> W - Walter F. George <input type="checkbox"/> X - Weiss <input type="checkbox"/> Y - West Point <input type="checkbox"/> Z - Worth <input type="checkbox"/> 1 - Chattahoochee River <input type="checkbox"/> 2 - Savannah River <input type="checkbox"/> 3 - Other* * Enter Other Name; _____ <input type="checkbox"/> 4 - St Marys River <input type="checkbox"/> 5 - Satilla River <input type="checkbox"/> 6 - Intracoastal Waterway

SELLER'S STATEMENT: Owner understands and agrees that all the information above will be provided to agents who may represent other parties. Owner hereby waives any claims arising out of disclosure of such information to other parties. Owner(s) agree(s) above information is true and correct to the best of his/her knowledge.

Signature _____ Date _____

Signature _____ Date _____