



RENTAL COMMERCIAL (RC) 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.gaml.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.gaml.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.

The maximum listing period for rental property in the RE/Xplorer™ system will be one year.

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 7 to be public information.

GEORGIA MLS RENTAL COMMERCIAL (RC) INPUT SHEET

Property Address _____ Listing Date _____
 _____ Listing Number _____
City State Zip

Office Name _____ Agent Name _____

TYP^RRC <small>Property_Type</small>	LATR^R <small>Lease_Agr_Type</small> <input type="checkbox"/> A - Exclusive Leasing <input type="checkbox"/> B - Non-Exclusive Leasing	PRDS <small>Prop_Descr</small> <input type="checkbox"/> A - Lake (LK) <input type="checkbox"/> B - Mountain (MT) <input type="checkbox"/> C - River (RV) <input type="checkbox"/> D - Ocean/Gulf (OG)	LAKE <small>Lake_River</small> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div> Enter code for Lake/River See page 3 for valid codes
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STN^R _____ <small>Street_Number</small>	STR^R _____ <small>Street_Name</small>	QUADRANT _____ <small>Quadrant (NE,SW, NW, SE)</small>	UNT_R _____ <small>Unit_Number</small>	RR^R _____ <small>Sq Ft or Monthly Rental_Rate</small>
CITY^R _____ <small>City</small>	STATE _____ <small>State</small>	CNTY^R _____ <small>County</small>	LD^R _____ <small>List_Date (06/01/09)</small>	
ZIP^R _____ <small>Zip_Code</small>	ZIP4 _____ <small>Zip4</small>	AR^R _____ <small>MLS Area</small>	CPX _____ <small>Complex_Name (If not in Complex then enter NONE)</small>	XD^R _____ <small>Expire_Date (12/31/09)</small>
TID _____ <small>Tax_ID_Number (Enter Exactly as MLS Tax Records)</small>	YR _____ <small>Actual_Year_Built</small>	SUB _____ <small>Sublease Y/N</small>	RD _____ <small>Rental_Date Available (10/31/09)</small>	
LL _____ <small>Land_Lot</small>	DIST _____ <small>District</small>	SEC _____ <small>Section</small>	LOT _____ <small>Lot</small>	BLK _____ <small>Block</small>
MNRT _____ <small>Min_Rental (Months)</small>	MXRT _____ <small>Max_Rental (Months)</small>	ESCT _____ <small>Escalation Type</small>	PB _____ <small>Plat_Book</small>	PAGE _____ <small>Plat_Page</small>
TOT_ACRES _____ <small>Total Acreage</small>		LTDM _____ <small>Lot_Dimension (Start with street frontage and move clockwise separating dimensions with an "X")</small>	CZON^R _____ <small>Zoning_Curr (Current Zoning)</small>	FLRS _____ <small>Number Floors</small>
PRKN _____ <small>Maximum Available Parking</small>	GSP _____ <small>Gross_Space (Gross Leasable Area)</small>	MNSP _____ <small>Min_Space (Minimum Space Available)</small>	MXSP _____ <small>Max_Space (Maximum Contiguous Space)</small>	CHT _____ <small>Ceiling_Height</small>
CAM _____ <small>Annual CAM/Sq Ft</small>	GRR^R _____ <small>Gross_Rental Rate</small>	Y/N _____	ANC _____ <small>Anchor_Tenants</small>	SPAC _____ <small>Total # of Spaces Available in Complex</small>
ENT _____ <small># of Entrances to Complex</small>				

Remarks Lines 1 - 7 will appear on GAMLs internet sites and Broker Reciprocity sites

R1^R _____

Remarks1

R2 _____

Remarks2

R3 _____

Remarks3

R4 _____

Remarks4

R5 _____

Remarks5

R6 _____

Remarks6

R Denotes Required Fields

PLEASE CONTINUE ON NEXT PAGE

<p>DOC_CR - DOCUMENTS_RC</p> <input type="checkbox"/> A - Copy of Lease <input type="checkbox"/> B - Environmental Study <input type="checkbox"/> C - Floor Plan <input type="checkbox"/> D - Legal Description <input type="checkbox"/> E - Plot Plan/Survey <input type="checkbox"/> F - Profit & Loss Stmt <input type="checkbox"/> G - Cash Flow Analysis <input type="checkbox"/> H - Demographic Study <input type="checkbox"/> I - Topography Survey <input type="checkbox"/> J - Site Plan <input type="checkbox"/> K - Soil Survey <input type="checkbox"/> L - Soil Analysis <input type="checkbox"/> M - Perc Test <input type="checkbox"/> N - Aerial Photo <input type="checkbox"/> O - Other, See Remarks	<p>HEAT_CR^R - HEATING_CR</p> <p>SOURCE</p> <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	<p>PARK - PARKING</p> <input type="checkbox"/> A - Paved Lot <input type="checkbox"/> B - Covered Parking <input type="checkbox"/> C - Paid Parking <input type="checkbox"/> D - Underground Parking <input type="checkbox"/> E - Lot Security <input type="checkbox"/> F - Other, See Remarks	<p>SHO^R - SHOWING_INSTR</p> <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 <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
<p>FBLD - FARM_BLDGS</p> <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	<p>TYPE</p> <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	<p>PHOT^R - PHOTO</p> <input type="checkbox"/> B - Under Construction <input type="checkbox"/> J - No Photo Desired <input type="checkbox"/> L - Broker Provide Photo	<p>SPC - SPECIAL_FEAT</p> <input type="checkbox"/> A - Franchise <input type="checkbox"/> B - Historical <input type="checkbox"/> C - Other, See Remarks
<p>FLR - FLOOR_TYPE</p> <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	<p>LOCA - LOCATION</p> <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	<p>POSR^R - POSSESS_RENTAL</p> <input type="checkbox"/> A - At Lease Signing <input type="checkbox"/> B - Negotiable <input type="checkbox"/> C - 30 Days after Signing <input type="checkbox"/> D - Other, See Remarks	<p>SQF - SQUARE_FEET</p> <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
<p>LAKE - WATERFRONT PROPERTY (INCLUDING RIVERS)</p> <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	<p>LTMS - LEASE_TERMS</p> <input type="checkbox"/> A - Deposit Required <input type="checkbox"/> B - Buildout Allowance <input type="checkbox"/> C - Credit Report Req <input type="checkbox"/> E - Finance Stmts Req <input type="checkbox"/> F - Triple Net Lease <input type="checkbox"/> G - Modified Gross Lease <input type="checkbox"/> H - Other, See Remarks	<p>RFT - ROAD_FRONTAGE</p> <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, See Remarks <input type="checkbox"/> K - None	<p>USINC - UTIL_SERV_INC</p> <input type="checkbox"/> A - Electricity <input type="checkbox"/> B - Natural Gas <input type="checkbox"/> C - Propane <input type="checkbox"/> D - Water <input type="checkbox"/> E - Water Individual Meter <input type="checkbox"/> F - Sewer <input type="checkbox"/> G - Cable TV <input type="checkbox"/> H - High Speed Comp Access <input type="checkbox"/> I - Maintenance Service <input type="checkbox"/> J - Security Service <input type="checkbox"/> K - Pest Control <input type="checkbox"/> L - Trash Collection <input type="checkbox"/> M - Other, See Remarks
<p>LAKE - WATERFRONT PROPERTY (INCLUDING RIVERS)</p> <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* <input type="checkbox"/> 4 - St Marys River <input type="checkbox"/> 5 - Satilla River <input type="checkbox"/> 6 - Intracoastal Waterway	<p>LTSZ - LOT_SIZE</p> <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	<p>RINC - RENT_INCLUDES</p> <input type="checkbox"/> A - Bldng/Business/Land <input type="checkbox"/> B - Building & Land <input type="checkbox"/> C - Equipment <input type="checkbox"/> D - Furnishings <input type="checkbox"/> E - Land Only <input type="checkbox"/> F - Secretarial Services <input type="checkbox"/> G - Other, See Remarks	<p>OWNER'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.</p> <p>Signature _____ Date _____</p> <p>Signature _____ Date _____</p>

R Denotes Required Fields