

Lease

Greater Southern MLS Data Listing Input Form

Required fields are denoted with a red asterisk (*) and conditionally required fields are denoted with a double red asterisk (**).

Listing Information

*Listing Agent: _____ Co-Listing Agent: _____

*Lease Price \$: _____ *Security Deposit \$: _____

*Listing Date: _____ *Expiration Date: _____ *One Time Listing: __Y __N

*Total Commission \$: _____ or _____% *Co-op Broker Commission \$: _____ or _____%

Essential Information

Street #: _____ *Street Name: _____

*Street Type:

**If Street # is not assigned yet, you MUST enter LOT #*

Dir Prefix:

N	S	NE	SW
E	W	SE	NW

Alley	Ave	Blvd
Circle	Court	Cove
Drive	Heights	Hwy
Lane	Loop	None
Other	Pkwy	Place
Point	Road	Square
Street	Trace	Way

*Area: _____ *Parish: _____

*City: _____ *Zip Code: _____

*City Limits: __Y __N Subdivision: _____

*Bounding Streets: _____ *Parcel: _____ Zoning: _____

*Type of Lease: ___ Commercial ___ Industrial ___ Residential

*Condition:

C1 - New	C2 - Excellent	C3 - Very Good	C4 - Good	C5 - Fair	C6 - Poor
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*Living Area (SqFt): _____ Bedrooms: _____ *Full Baths: _____ *Half Baths: _____

Lot Size: _____ *Acres: _____ *Stories: _____

*Lot Description:

Acre	Corner	Cul de Sac	Farm	Golf Course
Irregular	Other	Pasture	Regular	

*Sub Property Type:

3 Plex	4 Plex	Apartment Complex	Condominium	Duplex/Double	Hotel	Medical Office
Motel	Office Building	Other	Restaurant	Retail	Shopping Center	Single Family
Townhouse	Vacant Land	Warehouse				

*Year Built: _____

*Year Built Description:

Additional Years	More or Less	New Construction	Renovation	To Be Built
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Property Features

Water Front: ___ Yes ___ No

*Navigable: ___ Yes ___ No

Dock Available: ___ Yes ___ No

*Fence: ___ Yes ___ No

*Pets Allowed: ___ Yes ___ No

Dock Door #: _____

Parking Spaces: _____

Termite Contract: ___ Yes ___ No

Electrical Phase: _____

Electrical Voltage: _____

Electrical Amps: _____

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*Exterior (max 3):

Aluminum Siding	Brick	Cedar	Cement	Cinder Block	Concrete	Frame
Log	Metal	Other	Siding	Stucco	Vinyl Siding	Wood Siding

*Lease Includes (max 4):

Building	Equipment	Land	Other
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*Car Storage (max 3):

Assigned	Attached	Carport	Covered	Detached	Driveway Only
Garage	Lot	None	One	Two	Three or More

*Appliances Included (max 8):

Dishwasher	Disposal	Double Oven	Dryer	Microwave	None
Pantry	Range	Range/Oven	Refrigerator	Trash Masher	Washer

*Electric Provider:

Beauregard
Cleco
Entergy
Jeff Davis
Other

*Gas Type:

Butane
Natural
Propane
None

*Water Type:

Community
None
Public
Well

*Sewer Type:

Community	Public
Mechanical	Septic
None	Treatment Plant
Other	

Property Information

Elementary School: _____ Middle School: _____ High School: _____

Ceiling Height: _____ Unit #: _____ Utilities Paid By: ___ Owner ___ Tenant

Janitor Paid By: ___ Owner ___ Tenant Insurance Paid By: ___ Owner ___ Tenant

Real Estate Taxes Paid By: ___ Owner ___ Tenant Approved Section 8: ___ Y ___ N

Possession Date: _____ Term of Lease: _____ Option to Buy: ___ Y ___ N

Lease Price \$: _____ Sqft Min for Lease: _____ Sqft Max for Lease: _____

If applicable: Warehouse SqFt: _____ Office SqFt: _____ Total SqFt: _____

Additional Information

Owner Name: _____ Owner Home #: _____ Owner Work #: _____

Spouse Name: _____ Spouse Home #: _____ Spouse Work #: _____

Occupant Name: _____ Occupant Home #: _____ Occupant Work #: _____

Occupied by Whom: ___ Owner ___ Tenant ___ Vacant Seller Cell #: _____

When Commission Paid: _____ *Commission TCB Type: \$ _____ or _____ %

*Commission to Co-op Broker: _____ *How Commission Paid: _____ Variable Rate: ___ Y ___ N

Short Sale: ___ Y ___ N Foreclosure: ___ Y ___ N IDX: ___ Y ___ N

Virtual Tour: _____ Alarm Code: _____ Alarm Phone #: _____

*Shown by (max 2): ___ Appointment ___ Key ___ Lockbox ___ Vacant

Showing Phone Number: _____

