

Status Information

***Denotes Required Fields**

Sales input for comparable purposes must provide at least one photo and complete data in all required fields, and the “Listing Agent” and “Selling Agent” fields must accurately reflect the transaction side represented by the member. A copy of the listing agreement or buyer agency agreement, purchase agreement and settlement statement must be maintained in the company files and can be requested by the Canopy MLS staff to verify the information entered into the MLS system.

Firm Exclusive Comp Sale: You must specify a listing agent from within your firm, and the Selling Agent must be an agent from within the firm or 00001 for an unrepresented buyer.

New Construction Listing Agent Comp Sale: Must include a valid street address, Legal Description, Deed Reference and Parcel ID. You must specify a listing agent from within your firm. The Selling Agent can be any other MLS subscriber.

Selling Agent Comp Sale: Includes non-represented seller transactions, non-member listing agent transactions and unlisted new construction transactions. You must specify a selling agent from within your firm. The “Listing Agent” must be 00001.

*Sold Comp Type

Firm Exclusive Comp Sale

New Construction Listing Agent Comp Sale

Selling Agent Comp Sale

Location Information

***State**

***County**

***Parcel ID**

***City Taxes Paid To**

***Deed Reference (Bk/Pg)**

Plat Reference Pages

***Street Number**

Pre Direction

***Street Name**

***Street Type**

Street Direction

Lot/Unit #

***City**

***Zip Code**

Zip + 4

Additional Parcels

***Zoning Specification**

Zoning Code

Plat Book/Slide

Tax Block/Section

Project Name

***Legal Description**

Cross Street

The name of the nearest street that intersects with the street the listed property is on.

Mapping

You must pinpoint your property on the map by clicking “Get Lat/Long from Address” for automatic geo-coding or by clicking “Set Lat/Long Manually” if the property cannot be mapped automatically. Or you can type in the Latitude and Longitude then click Update Map.

***Latitude**

***Longitude**

You can also manually Choose Google Street View that appears on your listing map.

Agent & Office Information**Comp Sale - Commercial Sale*****Denotes Required Fields**

Matrix™ Input Form

Attribution Type: Select the contact information provided to data recipients if allowed by your firm. Choose one.Listing Agent Email
Listing Agent -
Preferred PhoneCo List Agent Email
Co List Agent-
Preferred PhoneTeam Email
Team Preferred Phone
Office EmailOffice Phone
None**The Listing, Co Listing, Selling, and Co Selling Agent fields cannot be changed after 30 days from the Closed Date.****List Agent ID****List Agent Name****List Office Name****List Agent Team ID****List Agent Team Name****Co-List Agent ID****Co List Agent Name****Co List Office Name****Co List Agent Team ID****Co List Agent Team Name****Selling Agent ID****Selling Agent Name****Selling Office Name****Selling Agent Team ID****Selling Agent Team Name****Co Selling Agent ID****Co Selling Agent Name****Co Selling Office Name****Co Selling Agent Team ID****Co Selling Agent Team
Name****Closed Information*****Under Contract Date*****Due Diligence Period****Due Diligence Period End Date****Yes No*****Closed Price*****Seller Contribution*****Terms**Assumed
Cash
Construction/Perm Loan
Conventional
FHAFHA 203 (k)
FMHA
Leased
NC Bond
Nonconforming LoanOwner Financing
Trade/Exchange
USDA
VA
Other***Closed Date****Note**

*Denotes Required Fields

Matrix™ Input Form

Closed Information-Continued

*Special Conditions

Affordable Homeownership Criteria	Subject to Lease
Bankruptcy Property	Transfer Due to Loan Default/Exempt from
Estate	Property Disclosure
Foreclosure Proceeding Commenced	VA
Fractional Ownership	Undisclosed
HUD Owned	None
Relocation	
Short Sale Subject to Lender or Other 3rd Party	
Approval	
Subject to Court Approval	

Syndication and Internet Information

*Allow Internet Listing Display	Yes	No	*Allow Internet Comment	Yes	No
*Allow Internet Address Display	Yes	No	*Allow Syndication	Participant Options	None
*Allow Internet AVM	Yes	No			

Property Information

List Price *Tax Value *Year Built

*List Price will be required when Sold Comp Type is "Firm Exclusive Comp Sale".

*Type

Auto Service	Hotel/Motel	Showroom/Office
Bed/Breakfast	Industrial	Special Purpose
Business	Manufactured Home Park	Unimproved Commercial
Convenience Store	Manufacturing	Warehouse/Office
Food Service	Medical/Dental	N/A
Free Standing Retail	Office	None
Gas Station	Retail	
Gas Station with Convenience Store	Retail Center	

*Additional Sub Types

Auto Service	Hotel/Motel	Showroom/Office
Bed/Breakfast	Industrial	Special Purpose
Business	Manufactured Home Park	Unimproved Commercial
Convenience Store	Manufacturing	Warehouse/Office
Food Service	Medical/Dental	N/A
Free Standing Retail	Office	None
Gas Station	Retail	
Gas Station with Convenience Store	Retail Center	

*In City

Yes No

*Lease Considered

Yes No

*Basement

Yes No

Property Information-Continued**Comp Sale - Commercial Sale*****Denotes Required Fields**

Matrix™ Input Form

Auction Bid TypeAuction/Absolute
Auction/Reserve
Bid**Auction Bid Info**Actual List Price
Assessed Value
Market Value
Starting Bid***Ownership Period**Seller does not yet own
Seller owned for at least one year
Seller owned for less than one year***Seller Name****Seller Phone****Income/Financial Information****Annual
Scheduled
Income****Gross
Operating
Income****Vacancy
Rate****Operating
Expenses****Financial Info****Annual NOI****Proposed Financing**Assumable
Build to Suit
Cash
Construction Perm Loan
ConventionalExchange
FHA
Ground Lease
Lease
Lease BackLease Option
Lease Purchase
Nonconforming Loan
Owner Financing
VA LoanWrap Around
Other- See Remarks**Documents Available**Aerial Photo
Appraisal
Brochure
Data Sheets
Floor Plan
Investment Analysis
Limited InformationOperating Expense Report
Perc Report
Plat
Proforma
Rent Roll
Survey
Tax InformationTitle Comt
Title Search
Other - See Remarks
N/A
None**Land Information*****Approx. Acres****Approx. Lot Dimensions****Building Information*****Min SQFT Available*****Max SQFT Available****# of Buildings****# of Rentals*****Min Lease/SQFT*****Max Lease/SQFT****# of Stories****# of Docks****Ceiling Height Feet****Celling Height Inches****# of Units****Total HLA****# of Drive-in Doors****# of Bays****Garage SQFT****Office SQFT****Warehouse SQFT**

Building Information-Continued

Commercial Location

Business Park
Central Business District
Corner
Freestanding
General Business District
Green Area

Industrial Park
Inside Lot
Office Center
Shopping Center
Other

*Sale Includes

Building
Business
Equipment
Fixtures
Inventory

Land
Licenses
Livestock
Other
N/A

Baths Total

Construction Information

Construction Type

Manufactured
Off Frame Modular
On Frame Modular
Site Built

*New Construction

Yes
No

Construction Status

Completed
Land/Home Package
Proposed
Under Construction

Builder Name

Proposed Completion Date

Manufactured Home VIN

Association Information

*Subject to HOA

None
Optional

Required

*Subject to CCRs

Yes
No

Undiscovered

Subject to HOA Dues

Mandatory
No

Voluntary

Confirmed Special Assessment

Yes
No

Confirmed Special Assessment Description

"Confirmed Special Assessment Description" is required
when "Confirmed Special Assessment=Y."

Proposed Special Assessment

Yes
No

Proposed Special Assessment Description

"Proposed Special Assessment Description" is required
when "Proposed Special Assessment=Y."

Features

Property Information

Lot Description

Adjoins National/
State Forest
Beachfront
Cleared
Corner Lot
Creekfront
Crops
Cul-De-Sac
End Unit
Flood Fringe Area

Flood Plain
Fruit Trees
Green Area
Hilly
Infill Lot
Level
On Golf Course
Open Lot
Pasture
Paved

Pond
Private
Riverfront
Rolling Slope
Runway Lot
Sloped
Steep Slope
Stream/Creek
Taxiway Lot
Trees

Views
Waterfall
Waterfall - Artificial
Waterfront
Wetlands
Wooded
Other - See Remarks

Property Information-Continued

Fencing Features

Back Yard	Full
Barbed Wire	Invisible
Chain Link	Partial
Cross Fenced	Privacy
Electric	Stone
Fenced	Wood
Front Yard	

Exterior Covering

Aluminum	Glass	Synthetic Stucco
Asbestos	Hard Stucco	Tilt Wall
Block	Hardboard Siding	Vinyl
Brick Full	Hol Tile	Wood
Brick Partial	Log	Other - See Remarks
Cedar Shake	Metal	N/A
Concrete	Rough Sawn	
Concrete Block	Shingle	
Fiber Cement	Stone	
Frame	Stone Veneer	

Other Structures

Airplane Hangar	Feed Barn	Milk Parlor	Tractor Shed
Auto Shop	Gazebo	Outbuilding	Workshop
Barn(s)	Greenhouse	Packing Shed	Other - See Remarks
Detached Garage	Hay Storage	Shed(s)	None

Foundation

Basement
Crawl Space
Permanent
Pillar/Post/Pier
Slab
Other - See Remarks
N/A

Roof

Aluminum	Concrete Deck	Steel Deck	Wood Shake
Architectural -	Fiberglass -	Steel Joists	Wood Trusses
Shingle	Shingle	Steel Trusses	Other -
Asbestos -	Flat	Tar/Gravel	See Remarks
Shingle	Insulated	Tile	N/A
Built-Up	Metal	Wood Deck	
Composition -	Rubber	Wood Joists	
Shingle	Slate	Wood Rafters	

Basement Details *Basement Details is required if there is a basement.

Apartment	Exterior Entry	Partially Finished	Other
Basement Garage Door	Fully Finished	Storage Space	
Basement Shop	French Drain	Sump Pump	
Bath/Stubbed	Full	Unfinished	
Daylight	Interior Entry	Walk-Out Access	
Dirt Floor	Partial	Walk-Up Access	

Elevation

1000-1500 ft. Elev.	2000-2500 ft. Elev.	3000-3500 ft. Elev.	4000-4500 ft. Elev.	5000-5500 ft. Elev.
1500-2000 ft. Elev.	2500-3000 ft. Elev.	3500-4000 ft. Elev.	4500-5000 ft. Elev.	5500-6000 ft. Elev.

*Road Surface Type

Concrete
Dirt
Gravel
Paved
Other

Road Frontage Type

4 Lane Highway	Private Road
City Street	State Highway
County Road	State Road
Easement	Unimproved
Interstate 1 mi or less	US Highway
Interstate Frontage	Other - See Remarks

Property Information-Continued

*Road Responsibility

Publicly Maintained Road
Privately Maintained Road
Dedicated to Public -
Use Pending Acceptance
Other - See Remarks
No Road

Road Frontage

Flood Plain

No Other
Yes N/A

Rail Service

No Other
Yes N/A

Parking Information

#Total Parking

#Open Parking Spaces

#Covered Spaces

Parking Features

Assigned
Basement
Carport Attached
Carport Detached
Circular Driveway
Driveway
Electric Gate

Electric Vehicle -
Charging Station
Garage (Off Site)
Garage Attached
Garage Detached
Garage Door Opener
Garage Faces Front
Garage Faces Rear

Garage Faces Side
Garage Shop
Golf Cart Garage
Keypad Entry
On Street
Parking Deck
Parking Garage
Parking Lot

Parking Space(s)
Parking Space(s) (Off Site)
RV Access/ Parking
Shared Driveway
Tandem
Other - See Remarks
None

Parking Description

Heating, Cooling, and Utilities Information

Heating

Active Solar Heat
Apollo System
Baseboard
Central
Ductless/Mini-Split -
System
Electric
ENERGY STAR-
Qualified Equipment
Floor Furnace

Forced Air
Fresh Air Ventilation
Geothermal
Heat Pump
Hot Water
Humidity Control
Kerosene
Natural Gas
Office Only
Oil

Passive Solar
Propane
Radiant
Radiant Floor
Sealed Combustion-
Fireplace
Sealed Combustion-
Woodstove
Separate Meters
Space Heater

Steam
Total Area
Wall Furnace
Woodstove
Zoned
Other - See Remarks
N/A
None

Cooling

Attic Fan
Ceiling Fan(s)
Central Air
Dual
Ductless/Mini-Split System
Electric
ENERGY STAR-Qualified Equipment

Gas
Geothermal
Heat Pump
Humidity Control
Multi Units
Office Only
Separate Meters

Total Area
Wall Unit(s)
Window Unit(s)
Zoned
Other - See Remarks
N/A
None

Heating, Cooling, and Utilities Information-Continued

Water Source

City Water
Community Well
County Water

Public Water
Shared Well
Spring

Tap Fee-Required
Well Installed
Well Needed

Other -See Remarks
None

Sewer

City Sewer
County Sewer
Private Sewer
Public Sewer
Septic Installed
Septic Installed (Off Site)

Septic Needed
Sewage Pump
Shared Septic
Tap Fee Required
Other - See Remarks
N/A
None

Utilities

Cable Available
Cable Connected
Electricity Connected
Fiber Optics
Natural Gas
Phone Connected
Propane
Satellite Internet - Available

Solar
Underground Power-Lines
Underground Utilities
Wired Internet Available
Other - See Remarks
None

Interior Information

Accessibility Features

2 or More Access Exits
Bath 60 Inch Turning Radius
Bath Grab Bars
Bath Lever Faucets
Bath Low Mirrors
Bath Raised Toilet
Bath Roll-In Shower
Bath Roll-Under Sink
Bath Scald Control Faucet
Closet Bars 15-48 Inches
Door Width 32 Inches or More
Doors-Lever Handle
Doors-Recede
Doors-Swing In
Elevator

Entry Slope Less Than 1 Foot
Exterior Curb Cuts
Exterior Wheelchair Lift
Garage Door Hgt More 84"
Hall Width 36 Inches or More
Handicap Parking
Kitchen 60 Inch Turning Radius
Kitchen Low Cabinetry
Kitchen Low Counters
Kitchen Modified Range
Kitchen Raised Dishwasher
Kitchen Roll-Under Sink
Kitchen Side Open Oven
Lowered Light Switches
Mobility Friendly Flooring

No Interior Steps
Pool Power Lift
Pool Ramp Entry
Ramp-Main Level
Remote Devices
Stair Lift
Tactile/Visual Markers
Thresholds 5/8 Inches
Vehicle Transfer Area
Wheelchair Height Mailbox
Wheelchair Height Shelves
Zero-Grade Entry
Other - See Remarks

Floor Covering

Bamboo
Brick
Carpet
Concrete
Cork
Laminate Stone

Laminate Tile
Laminate Wood
Linoleum
Marble
Parquet
Prefinished Wood

Slate
Stone
Sustainable
Terrazzo
Tile
Vinyl

Vinyl Plank
Wood
Other - See Remarks

Patio and Porch

Awnings
Balcony
Covered
Deck

Enclosed
Front Porch
Glass Enclosed
Patio

Porch
Rear Porch
Screened
Side Porch

Terrace
Wrap Around
Other - See Remarks

Other Equipment

Compressor
Conveyor

Fuel Pump
Fuel Tank

Generator
Generator Hookup

Network Ready
Surround Sound

Other-See Remarks

Interior Information-Continued

Security Features

Carbon Monoxide Detector(s)
Fire Sprinkler System
Intercom

Radon Mitigation System
Community Security Service
Security System

Smoke Detector
None

Window Features

Display Window(s)
Insulated Window(s)

Skylight(s)
Storm Window(s)

Window Treatments

Appliances

Beverage Refrigerator
Convection Oven
Dishwasher
Disposal
Double Oven
Downdraft Cooktop
Dryer
Dual Flush Toilets
Electric Cooktop
Electric Oven
Electric Range
Electric Water Heater
Energy Star® Clothes Washer
Energy Star® Dishwasher
Energy Star® Dryer
Energy Star® Freezer

Energy Star® Light Fixtures
Energy Star® Refrigerator
Exhaust Fan
Exhaust Hood
Filtration System
Freezer
Gas Cooktop
Gas Oven
Gas Range
Gas Water Heater
Grilltop
Hybrid Heat Pump Water Htr
Induction Cooktop
Low Flow Fixtures
Microwave
Oil Water Heater

Oven
Plumbed For Ice Maker
Propane Water Heater
Refrigerator
Self-Cleaning Oven
Solar Hot Water
Tankless Water Heater
Trash Compactor
Wall Oven
Warming Drawer
Washer
Washer/Dryer Included
Water Softener
Wine Refrigerator
Other
None

Building Features

Delivery Door
Elevator
Fixed Furniture

Front Elevation
Loading Dock
Reception Area

Fire Sprinkler Type

Dry N/A
Wet None
Other

*Fixtures Exclusion

Yes No

Fixtures Exclusion Description

"Fixtures Exclusion Desc." is required if "Fixtures Exclusion=Y."

Restrictions and Use

*Restrictions

Architectural Review
Building
Deed
Height
Historical
Livestock Restriction
Manufactured Home Allowed

Manufactured Home -
Not Allowed
Modular Allowed
Modular Not Allowed
No Representation
No Restrictions
Short Term Rental Allowed

Signage
Square Feet
Subdivision
Use
Other - See Remarks
N/A

Restrictions and Use-Continued

*Restrictions Description 500 characters max

*Suitable Use

Agricultural	Fishery	Pasture/Grazing	Timber
Cattle	Gardening	Poultry	Tree Farm
Commercial	Horses	Private Estate	Other - See Remarks
Dairy	Industrial	Recreational/2nd House	
Development	Multi-Family	Residential	
Farm	Orchard	Subdevelopment	

Easement

Drainage	Gas	Sewer	Water	N/A
Electric	Ingress/Egress	Telephone	Other	None

Water Amenities and Views

Lake/Water Amenities * Lake/Water Amenities is required if the Lot Description indicates any type of waterfront.

Beach	Boat Slip (Deed) (Off Site)	Personal Watercraft Lift
Beach - Community	Boat Slip (Lease/License)	Pier
Boat House	Boat Slip (Lease/License)(Off	Pier - Community
Boat Lift	-Site)	Retaining Wall
Boat Lift - Community	Covered Structure	Stationary Dock
Boat Ramp	Dock - Community	Other - See Remarks
Boat Ramp - Community	Floating Dock	None
Boat Slip - Community	Paddlesport Launch Site	
Boat Slip (Deed)	Paddlesport Launch - Comm	

Waterbody Name * Waterbody Name is required if the Lot Description indicates any type of waterfront.

View

City	Water
Golf Course	Winter
Long Range	Year Round
Mountain(s)	

Pool Features

Above Ground	Outdoor Pool
Fenced	Outdoor Pool - Community
Heated	Pool/Spa Combo
In Ground	Salt Water
Indoor Pool - Community	
Indoor	
Infinity	
Lap	

Note

*Denotes Required Fields

Green Information

Green Sustainability

Advanced Framing	No VOC Coatings	Spray Foam Insulation
Concrete Construction	Photovoltaic - Solar Power	Xeriscaping Drought Resist. Plnts
Engineered Wood Products	Recycled Materials	
Low VOC Coatings	Salvaged Materials	

Power Production Ownership

Seller Owned
Third-Party Owned

Power Production Size
(Kilowatts Direct Current)

KWDC

Power Production Year

Verification Type

Earth Craft House	HERS Index Score	Pearl Certification
Energy Star Certified Homes	LEED For Homes	None
Environments for Living	NGBS National Green Building-	
Green Built Homes	Standard	

Verification Type

Verification Metric
(numeric score)

Verification Rating
(i.e., gold, silver)

Verification Year

Verification Type

Verification Metric
(numeric score)

Verification Rating
(i.e., gold, silver)

Verification Year

Verification Type

Verification Metric
(numeric score)

Verification Rating
(i.e., gold, silver)

Verification Year

Note

Remarks

Comp Sale - Commercial Sale
Matrix™ Input Form

Public Remarks

Characters: 1000

Agent Remarks

Characters: 1000

Directions

Characters: 1024

Syndication Remarks

Characters: 1100

Company Remarks

Characters: 1500