

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	Co List Agent Email	Team Email	Office Phone
Listing Agent - Preferred Phone	Co List Agent- Preferred Phone	Team Preferred Phone Office Email	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	FHA 203 (k)	Owner Financing
Cash	FMHA	Trade/Exchange
Construction/Perm Loan	Leased	USDA
Conventional	NC Bond	VA
FHA	Nonconforming Loan	Other

Closed Date*Note**

*Denotes Required Fields

Auction Bid Type

Auction/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
Conventional

Exchange
FHA
Ground Lease
Lease
Lease Back

Lease Option
Lease Purchase
Nonconforming Loan
Owner Financing
VA Loan

Wrap Around
Other- See Remarks

Documents Available

Aerial Photo
Appraisal
Brochure
Data Sheets
Floor Plan
Investment Analysis
Limited Information

Operating Expense Report
Perc Report
Plat
Proforma
Rent Roll
Survey
Tax Information

Title 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

*Denotes Required Fields

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

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	Electric Vehicle -	Garage Faces Side	Parking Space(s)
Basement	Charging Station	Garage Shop	Parking Space(s) (Off Site)
Carport Attached	Garage (Off Site)	Golf Cart Garage	RV Access/ Parking
Carport Detached	Garage Attached	Keypad Entry	Shared Driveway
Circular Driveway	Garage Detached	On Street	Tandem
Driveway	Garage Door Opener	Parking Deck	Other - See Remarks
Electric Gate	Garage Faces Front	Parking Garage	None
	Garage Faces Rear	Parking Lot	

Parking Description

Heating, Cooling, and Utilities Information

Heating

Active Solar Heat	Forced Air	Passive Solar	Steam
Apollo System	Fresh Air Ventilation	Propane	Total Area
Baseboard	Geothermal	Radiant	Wall Furnace
Central	Heat Pump	Radiant Floor	Woodstove
Ductless/Mini-Split -	Hot Water	Sealed Combustion-	Zoned
System	Humidity Control	Fireplace	Other - See Remarks
Electric	Kerosene	Sealed Combustion-	N/A
ENERGY STAR-	Natural Gas	Woodstove	None
Qualified Equipment	Office Only	Separate Meters	
Floor Furnace	Oil	Space Heater	

Cooling

Attic Fan	Gas	Total Area
Ceiling Fan(s)	Geothermal	Wall Unit(s)
Central Air	Heat Pump	Window Unit(s)
Dual	Humidity Control	Zoned
Ductless/Mini-Split System	Multi Units	Other - See Remarks
Electric	Office Only	N/A
ENERGY STAR-Qualified Equipment	Separate Meters	None

Heating, Cooling, and Utilities Information-Continued

Water Source

City Water	Public Water	Tap Fee-Required	Other -See Remarks
Community Well	Shared Well	Well Installed	None
County Water	Spring	Well Needed	

Sewer

City Sewer	Septic Needed
County Sewer	Sewage Pump
Private Sewer	Shared Septic
Public Sewer	Tap Fee Required
Septic Installed	Other - See Remarks
Septic Installed (Off Site)	N/A
	None

Utilities

Cable Available	Solar
Cable Connected	Underground Power-Lines
Electricity Connected	Underground Utilities
Fiber Optics	Wired Internet Available
Natural Gas	Other - See Remarks
Phone Connected	None
Propane	
Satellite Internet - Available	

Interior Information

Accessibility Features

2 or More Access Exits	Entry Slope Less Than 1 Foot	No Interior Steps
Bath 60 Inch Turning Radius	Exterior Curb Cuts	Pool Power Lift
Bath Grab Bars	Exterior Wheelchair Lift	Pool Ramp Entry
Bath Lever Faucets	Garage Door Hgt More 84"	Ramp-Main Level
Bath Low Mirrors	Hall Width 36 Inches or More	Remote Devices
Bath Raised Toilet	Handicap Parking	Stair Lift
Bath Roll-In Shower	Kitchen 60 Inch Turning Radius	Tactile/Visual Markers
Bath Roll-Under Sink	Kitchen Low Cabinetry	Thresholds 5/8 Inches
Bath Scald Control Faucet	Kitchen Low Counters	Vehicle Transfer Area
Closet Bars 15-48 Inches	Kitchen Modified Range	Wheelchair Height Mailbox
Door Width 32 Inches or More	Kitchen Raised Dishwasher	Wheelchair Height Shelves
Doors-Lever Handle	Kitchen Roll-Under Sink	Zero-Grade Entry
Doors-Recede	Kitchen Side Open Oven	Other - See Remarks
Doors-Swing In	Lowered Light Switches	
Elevator	Mobility Friendly Flooring	

Floor Covering

Bamboo	Laminate Tile	Slate	Vinyl Plank
Brick	Laminate Wood	Stone	Wood
Carpet	Linoleum	Sustainable	Other - See Remarks
Concrete	Marble	Terrazzo	
Cork	Parquet	Tile	
Laminate Stone	Prefinished Wood	Vinyl	

Patio and Porch

Awnings	Enclosed	Porch	Terrace
Balcony	Front Porch	Rear Porch	Wrap Around
Covered	Glass Enclosed	Screened	Other - See Remarks
Deck	Patio	Side Porch	

Other Equipment

Compressor	Fuel Pump	Generator	Network Ready	Other-See Remarks
Conveyor	Fuel Tank	Generator Hookup	Surround Sound	

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
Concrete Construction
Engineered Wood Products
Low VOC Coatings

No VOC Coatings
Photovoltaic - Solar Power
Recycled Materials
Salvaged Materials

Spray Foam Insulation
Xeriscaping Drought Resist. Plnts

Power Production Ownership

Seller Owned
Third-Party Owned

Power Production Size
(Kilowatts Direct Current)

KWDC

Power Production Year

Verification Type

Earth Craft House
Energy Star Certified Homes
Environments for Living
Green Built Homes

HERS Index Score
LEED For Homes
NGBS National Green Building-
Standard

Pearl Certification
None

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