

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

Subdivision

Complex

***Legal Description**

***Elementary School**

***Middle School**

***High School**

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 - Lots/Acres/Farm*****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	Concessions
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Compensation & Misc. Information

*Buyer Agency Comp	*Buyer Agency Comp Type	Bonus
	% \$	
*Sub Agency Comp	*Sub Agency Comp Type	
	% \$	
Transaction Broker Comp	Transaction Broker Comp Type	
	% \$	

***Transaction Broker Comp applies only to South Carolina listings**

*Denotes Required Fields

Compensation & Misc. Information-Continued

*Special Conditions

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

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

*Type

Acreage
Farm
Lot
Unimproved Commercial

*Tax Value

***Lease Considered**
Yes No

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

Proposed Financing

Assumable	FHA 203(K)	USDA Loan
Cash	FMHA	VA Loan
Construction Perm Loan	Lease Purchase	Other -
Conventional	NC Bond	See Remarks
Exchange	Nonconforming Loan	
FHA	Owner Financing	

*Dwelling Yes No

of Bedrooms Septic

Land Information

*Approx. Acres	Approx. Lot Dimensions	*Min SQFT to Build	Can Be Divided
			Yes No
Acres Cleared	Acres Wooded		

*Denotes Required Fields

Association Information

***Subject to HOA**

None Required
Optional

***Subject to CCRs**

Yes Undiscovered
No

Subject to HOA Dues

Mandatory Voluntary
No

HOA Fee \$

Fee Frequency

Annually
Monthly
Quarterly
Semi-Annually

HOA Management Name

HOA Management Phone

HOA Management Email

HOA Fee 2 \$

Fee 2 Frequency

Annually
Monthly
Quarterly
Semi-Annually

HOA 2 Management Name

HOA 2 Management Phone

HOA 2 Management Email

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

Exterior Features

Elevator	In-Ground Irrigation	Pool-In-Ground	Storage Unit (Off Site)
Fenced Pasture	Lawn Maintenance	Porte-cochere	Tennis Court(s)
Fire pit	Livestock Run In	Rainwater Catchment	Other - See Remarks
Floating Dock	Outdoor Kitchen	Rooftop Terrace	
Hot Tub	Outdoor Shower	Sauna	
In-Ground Gas Grill	Pool-Above Ground	Storage Unit	

Note

Property Information-Continued

Lot Description

Adjoins National/ State Forest	Fruit Trees	Private	Waterfall
Beachfront	Green Area	Riverfront	Waterfall - Artificial
Cleared	Hilly	Rolling Slope	Waterfront
Corner Lot	Infill Lot	Runway Lot	Wetlands
Creekfront	Level	Sloped	Wooded
Crops	On Golf Course	Steep Slope	Other - See Remarks
Cul-De-Sac	Open Lot	Stream/Creek	
Flood Fringe Area	Pasture	Taxiway Lot	
Flood Plain	Paved	Trees	
	Pond	Views	

Fencing Features

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

Road Frontage #

Proposed Foundation

*Road Surface Type

Road Frontage Type

Basement	Concrete	4 Lane Highway	Private Road
Crawl Space	Dirt	City Street	State Highway
Permanent	Gravel	County Road	State Road
Pillar/Post/Pier	Paved	Easement	Unimproved
Slab	Other	Interstate 1 mi or less	US Highway
Other - See Remarks		Interstate Frontage	Other - See Remarks
N/A			

*Road Responsibility

Elevation

Publicly Maintained Road	1000-1500 ft. Elev.	3500-4000 ft. Elev.
Privately Maintained Road	1500-2000 ft. Elev.	4000-4500 ft. Elev.
Dedicated to Public Use Pending Acceptance	2000-2500 ft. Elev.	4500-5000 ft. Elev.
Other - See Remarks	2500-3000 ft. Elev.	5000-5500 ft. Elev.
No Road	3000-3500 ft. Elev.	5500-6000 ft. Elev.

Community Features

55 and Older	Golf Course	Putting Green	Street Lights
Airport/Runway	Helipad	Recreation Area	Tennis Court(s)
Business Center	Hot Tub	Rooftop Terrace	Walking Trails
Cabana	Indoor Pool	RV/Boat Storage	Other
Club House	Lake Access	Sauna	None
Dog Park	Outdoor Pool	Sidewalks	
Fitness Center	Picnic Area	Ski Slopes	
Game Court	Playground	Sport Court	
Gated Community	Pond	Stable(s)	

Note

Property Information-Continued

***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	

Horse Amenities

Arena	Hay Storage	Round Pen	Wash Rack
Arena covered	Horses Allowed	Run in Shelter	Other-See Remarks
Barn	Paddocks	Shaving Bin	None
Boarding Facilities	Palpation Chute	Stable(s)	
Corral(s)	Pasture	Tack Room	
Equestrian Facilities	Riding Trails	Trailer Storage	

Documents Available

Aerial Photo	Operating Expense Report	Title Comt
Appraisal	Perc Report	Title Search
Brochure	Plat	Other - See Remarks
Data Sheets	Proforma	N/A
Floor Plan	Rent Roll	None
Investment Analysis	Survey	
Limited Information	Tax Information	

Other Structures

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

Utilities Information

Utilities

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

***Water Source**

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

Note

Features-Continued**Lots/Acres/Farm**
Matrix™ Input Form***Denotes Required Fields****Utilities Information-Continued*****Sewer**

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

***Fixtures Exclusion**

Yes No

Fixtures Exclusion Description**"Fixtures Exclusion Desc." is required if "Fixtures Exclusion=Y."****Restrictions****Restrictions**

Architectural Review	Manufactured Home -	Signage
Building	Not Allowed	Square Feet
Deed	Modular Allowed	Subdivision
Height	Modular Not Allowed	Use
Historical	No Representation	Other - See Remarks
Livestock Restriction	No Restrictions	N/A
Manufactured Home Allowed	Short Term Rental Allowed	

Restrictions Description**Water Amenities and Views****Lake/Water Amenities**

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**View**

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

Note

Remarks

Comp Sale - Lots/Acres/Farm
Matrix™ Input Form

Public Remarks

Characters: 1000

Agent Remarks

Characters: 1000

Directions

Characters: 1024

Syndication Remarks

Characters: 1100

Company Remarks

Characters: 1500

Compensation Comments

Characters: 500