

**Status Information****\*Denotes Required Fields****\*Status Information**

Incomplete  
Coming Soon-No Show  
Active

**\*Marketing Date**

The Listing Brokerage may, with the informed consent of the Owner(s), submit commercial listings to the MLS. Reporting status changes and closing information is a condition of submitting any listing to the Service. The Marketing Date can be no later than 21 days from the date the listing is submitted to the MLS under Coming Soon-No Show Status.

**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****\*Denotes Required Fields****Commercial Lease**  
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	None
		Office Email	

**List Agent ID****Co List Agent ID****List Agent Name****Co List Agent Name****List Office Name****Co List Office Name****List Agent Team ID****Co List Agent Team ID****List Agent Team Name****Co List Agent Team Name****Listing Agreement Details****\*Expiration Date****\*Listing Agreement Type****\*Listing Service****\*Agent is Owner**Exclusive Right To Lease  
Exclusive AgencyFull Service  
Limited ServiceYes  
No**Available Date****\*Compensation****\*Compensation Type****Bonus****\*Variable Rate Commission**\$ % Full Months Rent  
% Lease Term

Yes No

**Showing Information****\*Showing Instructions**

Call Listing Agent	Corporate Home	Listing Agent Accompany	Showing Service
Call Listing Office	Do Not Disturb Tenant	Lockbox/Key	Sign
Call Seller	Go Direct	No Sign	Vacant
Call Tenant	Key In Listing Office	Onsite Agent	Other-See Remarks
Combination Lock Box	Key with Listing Agent		None

**Appointment Phone****Default number is ShowingTime™: 800-746-9464****Syndication and Internet Information****\*Allow Internet Listing Display**

Yes No

**\*Allow Syndication**

Participant Options

None

**\*Allow Internet Address Display**

Yes No

**Virtual Tour URL Unbranded****\*Allow Internet AVM**

Yes No

**Virtual Tour URL Branded****\*Allow Internet Comment**

Yes No

**Web URL**

**Property Information****Commercial Lease****\*Denotes Required Fields**

Matrix™ Input Form

**\*Lease Price****\*Tax Value****\*Year Built****Security Deposit****\*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****\*Seller Name****Seller Phone****\*Occupant Type**

Yes No

Owner  
Tenant  
Vacant**Tenant Responsibilities**

All except water	Electricity	Interior Common Lights	Water
All Utilities	Exterior Maintenance	Outdoor Lighting	Other
Cable TV	Gas	Trash Collection	None

**Income/Financial Information****Annual Scheduled Income****Gross Operating Income****Vacancy Rate****Operating Expenses****Financial Info****Annual NOI****Lease Term**

Weekly	1 Year	Other-See Remarks
Month To Month	Multiple Years	

**Note**

\*Denotes Required Fields

Matrix™ Input Form

Income/Financial Information-Continued

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	

Land Information

\*Approx. Acres                      Approx. Lot Dimensions

Building Information

<b>*Min SQFT Available</b>	<b>*Max SQFT Available</b>	<b># of Buildings</b>	<b># of Rentals</b>	
<b>*Min Lease/SQFT</b>	<b>*Max Lease/SQFT</b>	<b># of Stories</b>	<b># of Docks</b>	
<b>Ceiling Height Feet</b>	<b>Ceiling Height Inches</b>	<b># of Units</b>	<b>Total HLA</b>	
<b># of Drive-in Doors</b>	<b># of Bays</b>	<b>Garage SQFT</b>	<b>Office SQFT</b>	<b>Warehouse SQFT</b>

Commercial Location

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

Industrial Park  
 Inside Lot  
 Office Center  
 Shopping Center  
 Other

\*Lease Includes

Building  
 Business  
 Equipment  
 Fixtures  
 Inventory

Baths Total

Land  
 Licenses  
 Livestock  
 Other  
 N/A

Construction Information

<b>Construction Type</b>	<b>*New Construction</b>	<b>Construction Status</b>	<b>Builder Name</b>
Manufactured	Yes	Completed	<b>Proposed Completion Date</b>
Off Frame Modular	No	Land/Home Package	
On Frame Modular		Proposed	
Site Built		Under Construction	

Association Information

<b>*Subject to HOA</b>		<b>*Subject to CCRs</b>	<b>Subject to HOA Dues</b>	
None	Required	Yes	Mandatory	Voluntary
Optional		No	No	

**Features****\*Denotes Required Fields****Commercial Lease**

Matrix™ Input Form

**Property Information****Lot Description**

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

**Fencing Features**

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

**Exterior Covering**

Aluminum	Glass	Synthetic Stucco
Asbestos	Hard Stucco	Tlt 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	Gazebo	Outbuilding	Workshop
Auto Shop	Greenhouse	Packing Shed	Other - See Remarks
Barn(s)	Hay Storage	Shed(s)	None
Feed Barn	Milk Parlor	Tractor Shed	

**Foundation**

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

**Roof**

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

**\*Basement**

Yes No

**Basement Details**

None	Daylight	Interior Entry	Walk-Out Access
Apartment	Dirt Floor	Partial	Walk-Up Access
Basement	Exterior Entry	Partially Finished	Other
Basement Garage Door	Fully Finished	Storage Space	
Basement Shop	French Drain	Sump Pump	
Bath/Stubbed	Full	Unfinished	

\*Denotes Required Fields

Property Information-Continued

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

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

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

Parking Description

Note

\*Denotes Required Fields

**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

**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	Shared Septic
County Sewer	Tap Fee Required
Private Sewer	Other - See Remarks
Public Sewer	N/A
Septic Installed	None
Septic Needed	

**Utilities**

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

**Note**

\*Denotes Required Fields

**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	

**Other Equipment**

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

**Security Features**

Carbon Monoxide Detector(s)	Radon Mitigation System	Smoke Detector
Fire Sprinkler System	Community Security Service	None
Intercom	Security System	

**Window Features**

Display Window(s)	Skylight(s)	Window Treatments
Insulated Window(s)	Storm Window(s)	

**Note**



Interior Information-Continued

**Appliances**

Beverage Refrigerator	Energy Star® Light Fixtures	Oven
Convection Oven	Energy Star® Refrigerator	Plumbed For Ice Maker
Dishwasher	Exhaust Fan	Propane Water Heater
Disposal	Exhaust Hood	Refrigerator
Double Oven	Filtration System	Self-Cleaning Oven
Downdraft Cooktop	Freezer	Solar Hot Water
Dryer	Gas Cooktop	Tankless Water Heater
Dual Flush Toilets	Gas Oven	Trash Compactor
Electric Cooktop	Gas Range	Wall Oven
Electric Oven	Gas Water Heater	Warming Drawer
Electric Range	Grilltop	Washer
Electric Water Heater	Hybrid Heat Pump Water Htr	Washer/Dryer Included
Energy Star® Clothes Washer	Induction Cooktop	Water Softener
Energy Star® Dishwasher	Low Flow Fixtures	Wine Refrigerator
Energy Star® Dryer	Microwave	Other
Energy Star® Freezer	Oil Water Heater	None

**Building Features**

**Fire Sprinkler Type**

Delivery Door	Front Elevation	Dry	N/A
Elevator	Loading Dock	Wet	None
Fixed Furniture	Reception Area	Other	

**\*Fixtures Exclusion**

Yes No

**Fixtures Exclusion Description**

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

**Restrictions and Use**

**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**

**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

\*Denotes Required Fields

**Water Amenities and Views**

**Lake/Water Amenities**

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

**Waterbody Name**

**View**

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

**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	

**Verification Type**

Earth Craft House	Green Built Homes	NGBS National Green Building-
Energy Star Certified Homes	HERS Index Score	Standard
Environments for Living	LEED For Homes	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****Commercial Lease  
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