

Status Information

***Denotes Required Fields**

*Status Information

Coming Soon
Active

*On Market Date

THE DATE ENTERED INTO THIS FIELD IS WHEN THE LISTING SHOULD TRANSITION TO ACTIVE STATUS.

Agent & Office Information

*List Agent ID

Co List Agent ID

List Agent Name

Co List Agent Name

List Office Name

Co List Office Name

List Agent Direct Phone

Co List Agent Direct Phone

List Office Phone

Co List Office Phone

*Negotiate Through

Location Information

*Street

Dir Prefix

*Street Name NOT Ave, Rd, St

Street Suffix - Ave, Rd, St, etc

Dir Suffix

Unit Number

*Zip Code

Zip + 4

*County

*City/Township

*Post Office/Town

Manhattan Section

Location Information (cont.)***Denotes Required Fields****Commercial - Multi 5+**

Matrix™ Input Form

Neighborhood

Village

Hamlet

Subdivision/Development

***State**

Country

Cross Street

Directions

Building Name/Number

School District

Elementary School

Middle School

High School

Latitude**Longitude****Listing/Contract*****Listing Agreement**Exclusive Agency
Exclusive Right to Sale***List Price*****Listing Contract Date*****Expiration Date**

Seller to Consider Concession

Yes
No

Concession Amount Considered

***Owner's Name**

Listing/Contract (cont.)***Denotes Required Fields****Commercial - Multi 5+**

Matrix™ Input Form

***Special Listing Conditions**Auction
Bankruptcy Property
Contract Vendee
HUD Owned
In ForeclosureNone
Notice of Default
Probate Listing
Real Estate Owned
Short SaleStandard
Third Party Approval**Tenant Pays**All Utilities
Electricity
Gas
Heat
None
See Remarks
Water**Listing Terms**1031 Exchange
Assumable
Cash
Contract
ConventionalFHA
Lease Option
Lease Purchase
Other
Owner Will Take Back 1stOwner Will Take Back 2nd
Private Financing Available
Seller Financing
Trade
VA**Cap Rate****Disclosures**Elevation Certificate
Environmental Disclosure Available
HOA/Condo Disclosure Available
Lead Paint
M2 Agent ExclusionsM6 Disclosure of Ownership Interest
None
Other
Seller Property Disclosure**Additional Fees**Yes
No**Additional Fee Amount****Additional Fee Description****Additional Fees Frequency**Annually
Monthly
Quarterly**Inclusions****Exclusions****Property/Tax/Legal****Property Tax ID - Required for MOST properties**

Property Information (Cont.)

Commercial - Multi 5+

*Denotes Required Fields

Matrix™ Input Form

Tax Block

Tax Lot

Tax Section

District

Property Condition

Actual
Estimated
Fixer
New Construction

To Be Built
Under Construction
Updated/Remodeled

*Year Built

Year Built Effective

Property Description

Includes Legal
Accessory
Apartment

Common Interest

Planned
Development

*Property Attached

Yes
No

Additional Parcels

Yes
No

Property Description

Flats
Mid Rise

High Rise
Row Dwelling

*Tax Year

*Tax Annual Amount

*Tax Source

Municipality
Other

Included In Taxes

Sewer
Trash
Water

Gross Income

Net Operating Income

Tax Assessed Value

Operating Expense

Total Expenses Year

of Buildings

Zoning

Effective Gross Income

Financial Year

Annual Rental Income

Community/Association

Community Features

Clubhouse
Curbs

Fitness Center
Gated

Golf
Other

Park
Playground

Pool
Sidewalks

Tennis Court(s)
Powered Boats Allowed

Interior

*Building Area (Estimated SqFt)

Total Stories in Building

*Building Area Source

Appraiser
Public Records

Other
Plans

Building Features

Above Ground Pool
Waning(s)
Balcony
Build-in-Features
Ceiling Fan(s)
Clubhouse
High Speed Internet

In Ground Pool
Laundry
Lobby
Marble Counters
Other
Quartz/Quartzite Counter Tops
Ramp

Shades/Blinds
Storm Windows
Walk up

Basement*Basement Features**

Yes

Bilco Door(s)

None

Storage Space

No

Crawl Space

Partial

Unfinished

Finished

Partially Finished

Walk-Out Access

Full

See Remarks

Appliances

Convection Oven

Gas Cooktop

Trash Compactor

Cooktop

Gas Oven

Washer

Dishwasher

Gas Range

Water Heater - Gas Stand Alone

Disposal

Humidifier

Water Heater - Geothermal

Dryer

Microwave

Water Heater - Indirect Tank

Electric Cooktop

None

Water Heater - Oil Stand Alone

Electric Oven

Other

Water Heater - Solar Thermal

Electric Range

Oven

Water Heater - Tankless Coil

Electric Water Heater

Range

Water Purifier Owned

ENERGY STAR Qualified Appliances

Refrigerator

Water Purifier Rented

Exhaust Fan

Stainless Steel Appliance(s)

Water Softener Owned

Freezer

Tankless Water Heater

Water Softener Rented

Wine Refrigerator

Accessibility Features

Accessible Approach with Ramp

Accessible for Hearing-Impairment

Customized Wheelchair Accessible

Accessible Bedroom

Accessible Full Bath

Grip-Accessible Features

Accessible Central Living Area

Accessible Hallway(s)

Smart Technology

Accessible Closets

Accessible Kitchen

Stair Lift

Accessible Common Area

Accessible Kitchen Appliances

Therapeutic Whirlpool

Accessible Doors

Accessible Stairway

Visitor Bathroom

Accessible Elevator Installed

Adaptable Bathroom Walls

Accessible Entrance

Adaptable For Elevator

Flooring

Brick

Ceramic Tile

Concrete

Laminate

Other

Tile

Wood

Carpet

Combination

Hardwood

Linoleum

Reclaimed Wood

Vinyl

Exterior**Other Structures****Direction Faces**

Arena

Gazebo

Outdoor Kitchen

Barn(s)

Greenhouse

Pergola

Cabana

Guest House

Pool House

Carport(s)

Kennel/Dog Run

Residence(s)

Corral(s)

None

Shed(s)

Covered Arena

Other

Stable(s)

Garage(s)

Outbuilding

Workshop

North

South

East

West

***Construction Materials**

Advanced Framing Technique	Fiberglass	Other
Aluminum Siding	Insulation	Post and Beam
Asbestos	Fiberglass Siding	Recycled/Renewable Materials
Batts Insulation	Foam Insulation	Shake Siding
Block	Frame	Shingle Siding
Blown-In Insulation	HardiPlank Type	Stone
Brick	ICFs (Insulated Concrete Forms)	Structurally Insulated Panels
Brownstone	Log	Stucco
Cedar	Log Siding	T111
Clapboard	Manufactured	Other
Energy Star	Modular	Vinyl Siding
		Wood Siding

Foundation Details

Block
Brick/Mortar
Concrete Perimeter
Other
Raised
Slap
Stone

Parking Total**Lot Size Acres****Lot Size Square Feet****Fencing**

Back Yard	Front Yard
Barbed Wire	Full
Brick	None
Chain Link	Other Partial
Cross Fenced	Perimeter
Electric	Vinyl
Fenced	Wood

Parking Features

Alley Access	Garage	Parking Lot
Assigned	Garage Door Opener	Private
Attached	Heated Garage	Public
Carport	none	Shared Driveway
Common	Off Site	Storage
Covered	Off Street	Tandem
Detached	On Street	Unassigned
Driveway	Other	Underground
Electric Vehicle Charging Station(s)	Oversized	Unpaved

Lot Features

Back Yard	Landscaped	See Remarks
Borders State Land	Level	Sloped
City Lot	Near Golf Course	Split Possible
Cleared	Near Public Transit	Sprinklers In Front
Corner Lot	Near School	Spinklers In Rear
Corners Marked	Near Shops	Steep Slope
Cul-De-Sac	On Golf Course	Stone/Brick Wall
Fill Needed	Other	Subdivided
Front Yard	Partly Wooded	Upland
Garden	Paved	Views
Hilly	Private	Waterfront
Historic District	Restrictions	Wooded
Interior Lot	Rolling Slope	
Irregular Lot	Secluded	

Security Features

Building Security
Fire Alarm
Fire Escape
Fire Sprinkler System
Gated Community
Key Card Entry
Other
Security Gate
Security Lights
Security Ststem
Smoke Detector(s)
Video Cameras
Window Bars

Exterior (Cont.)**Commercial - Multi 5+*****Denotes Required Fields**

Matrix™ Input Form

Other Equipment

Compressor	Intercom	None
Dehumidifier	Irrigation Equipment	Other
Farm Equipment	Lawn Maintenance Equipment	Pool Equip/Cover
Fuel Tank(s)	Livestock Equipment	Satellite Dish
Generator	Negotiable	TV Antenna

Sprinkler System

Yes
No

***Waterfront?**

Yes
No

Waterfront Features

Beach Access	Pond
Beach Front	River Access
Canal Access	River Front
Canal Front	Sound
Creek	Stream
Lake Front	Water Access
Lake Privileges	Waterfront
Ocean Access	Bayfront
Ocean Front	Bulkhead

View

Bridge(s)	River
City	Skyline
Lake	Trees/Woods
Mountain(s)	Water
Neighborhood	
None	
Open	
Panoramic	
Park/Greenbelt	

Water Frontage Length**Water Access**

Yes
No

Green Building Verification Type

HERS Index Score
Leed For Homes
NGBS New Constrction
NGBA Small Projects Remodel
NGBS Whole-Home Remodel

Green Verification Year**Green Energy Generation**

Solar - Leased
Solar - Owned

Road Frontage Type

Alley	Highway	Other	Unimproved
County Road	Interstate	Private Road	Unknown
Easement	Municipal	See Remarks	
Freeway	None	State Road	

Road Responsibility

Private Maintained Road
Public Maintained Road
Road Maintenance Agreement
To be Dedicated

Utilities***Heating**

Baseboard	Heat Recovery System	Passive Solar
Coal	Hot Air	Propane
Ducts	Hot Water	Radiant
Electric	Hydro Air	See Remarks
ENERGY STAR Qualified Equipment	Kerosene	Solar
Forced Air	Natural Gas	Steam
Geothermal	None	Wood
Gravity	Oil	
Heat Pump	Other	

of Heating Zones**Electric Company****# Separate Electric Meters****# Heat Units**

Central Hudson	Orange & Rockland
Con-Edison	Other
NYSEG	PSEG

Separate Gas Meters

Utilities (Cont.)**Commercial - Multi 5+*****Denotes Required Fields**

Matrix™ Input Form

***Cooling**Air Purification System
Attic Fan
Central Air
DuctlessDuctwork
Electric
ENERGY STAR Qualified Equipment
GeothermalIndividual
None
Wall/Window Unit(s)
Zoned**Fuel Expense****Trash Expense*****Utilities**Cable Available
Cable Connected
Electricity Available
Electricity Connected
Natural Gas Available
Natural Gas ConnectedNone
Phone Available
Phone Connected
Propane
See Remarks
Sewer AvailableSewer Connected
Trash Collection Private
Trash Collection Public
Underground Utilities
Water Available
Water Connected**Insurance Expense****Other Expense*****Sewer**Cesspool
None
Other
Public Sewer
Septic Above Ground
Septic Tank
Shared Septic
Shared Sewer***Water Source**Drilled Well
Dug Well
None
Other
Private
Public
Shared Well
Spring**Common Area Maintenance****Water Sewer Expense****Remarks*****Public Remarks****Agent Only Remarks**

Showing

Showing Contact Phone

Showing Instructions

Showing Contact Phone 2

Virtual Tour URL Branded

Lockbox Description:

SentriLock

Virtual Tour URL Unbranded

Lockbox Serial Number

***Showing Requirements**

24 Hour Notice
Appointment Only
Call Listing Agent
Call Listing Office
Call Manager

Call Owner
Call Tenant
Combination Lock Box
Key In Office
Lockbox

No Lockbox
No Sign
Occupied
Pet(s) on Premises
Restricted Hours

Security System
See Remarks
Showing Service

Distribution

***Publish to Internet**

Yes
No

***Show Address**

Yes
No

***Show AVM on VOW**

Yes
No

***Show Comments VOW**

Yes
No

Syndicate To

Realtor.com

Private Listing

Yes
No