

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 - Sale**

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 - Sale**

Matrix™ Input Form

***Special Listing Conditions**

Auction	None	Standard
Bankruptcy Property	Notice of Default	Third Party Approval
Contract Vendee	Probate Listing	
HUD Owned	Real Estate Owned	
In Foreclosure	Short Sale	

Listing Terms

1031 Exchange	FHA	Owner Will Take Back 2nd
Assumable	Lease Option	Private Financing Available
Cash	Lease Purchase	Seller Financing
Contract	Other	Trade
Conventional	Owner Will Take Back 1st	VA

Disclosures

Elevation Certificate	M6 Disclosure of Ownership Interest
Environmental Disclosure Available	None
HOA/Condo Disclosure Available	Other
Lead Paint	Seller Property Disclosure
M2 Agent Exclusions	

***Current Business Type**

Administrative and Support	Dental	Manufacturing
Advertising	Distribution	Medical
Agriculture	Drugstore	Mixed
Arts and Entertainment	Dry Cleaner	Mobile/Trailer Park
Assisted Living	Education/School	Other
Auto Dealer	Electronics	Parking
Automotive	Fast Food	Pizza
Bar/Tavern/Lounge	Financial	Professional Service
Barber/Beauty	Fitness	Professional/Office
Bed & Breakfast	Florist/Nursery	Recreation
Butcher	Food & Beverage	Residential
Car Wash	Gas Station	Restaurant
Child Care	Grocery	Retail
Church	Hobby	Senior House
Clothing	Hotel/Motel	Storage
Commercial	Industrial	Transportation
Community Center	Jewelry	Travel
Construction/Contractor	Landscaping	Utility
Convenience Store	Laundromat	Variety
Deli/Catering	Liquor Store	Warehouse
		Wholesale

Inclusions**Exclusions****Property/Tax/Legal****Property Tax ID - Required for MOST properties****Annual Rental Income****Gross Income****Effective Gross Income****Cap Rate****Net Operating Income****Income/Expense Info**Actual
Proforma**Operating Expense****Total Expenses Year****Financial Year****Amortized Over****Debt Information**Existing
Proposed**Due in****Down Payment****Leasable Area**

Property Information (Cont.)
Commercial - Sale

***Denotes Required Fields**

Matrix™ Input Form

Tax Block		Tax Lot	
Tax Section		District	
Property Condition Actual Estimated Fixer New Construction		*Year Built	Year Built Effective
To Be Built Under Construction Updated/Remodeled		Zoning	Common Interest Planned Development
*Property Attached Yes No	Additional Parcels Yes No	*Tax Year *Tax Annual Amount	
# of Buildings	Investment Property Yes No	Tax Assessed Value	
*Property Subtype Agriculture Business Hotel/Motel Industrial Mixed Use		Location Description 6th Floor Or Higher Basement Between 3rd And 5th Floors First Floor Front	
Multi Family Office Retail Unimproved Land Warehouse		Ground Floor Rear Second Floor See Remarks Top Floor	
Common Walls 1 Common Wall Center End Unit 2+ Common Walls		Permitted Uses Auto Sales Business Food Services Heavy Industrial Light Industrial Mixed	
No Common Walls No One Above No One Below		Office Other/See Remarks Residential Retail Utility Warehouse	
Interior			
*Building Area Total		Total Stories in Building	
*Building Area Source Appraiser Other Public Records Plans		Building Features Above Ground Pool Waning(s) Balcony Build-in-Features Ceiling Fan(s) Clubhouse High Speed Internet	
Usable SqFt		In Ground Pool Laundry Lobby Marble Counters Other Quartz/Quartzite Counter Tops Ramp	
		Shades/Blinds Storm Windows Walk up	

Interior (Cont.)

Commercial - Sale

Matrix™ Input Form

*Denotes Required Fields

*Basement

Basement Features

Entry Level

Yes

Bilco Door(s)

None

Storage Space

No

Crawl Space

Partial

Unfinished

Stories in Unit

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

Ceiling Height

of Units Total

Elevator

Elevator Type

Yes

Both

Freight

Overhead Door Height

of Residential Units

No

Passenger

Exterior

Other Structures

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

Direction Faces

of Buildings

North

South

East

West

Building Class

A

B

C

***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	Parking Total	Fencing	# of Docks
Block		Back Yard	Front Yard
Brick/Mortar		Barbed Wire	Full
Concrete Perimeter	Lot Size Acres	Brick	None
Other		Chain Link	Other Partial
Raised		Cross Fenced	Perimeter
Slap	Lot Size Square Feet	Electric	Vinyl
Stone		Fenced	Wood
			# of Tail Boards
			# Drive-In Grade Level Doors

Parking Features

Alley Access	Garage	Parking Lot
Assigned	Garage Door Opener	Private
Attached	Heated Garage	Public
Carpport	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 - Sale*****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	

Electric Company

Central Hudson	Orange & Rockland
Con-Edison	Other
NYSEG	PSEG

Electric

100 Amp Service	150 Amp Service	Generator
110 Volt	200+ Amp Service	Single Phase
120/220 Volts	220 Volt	Three Phase
120/240 Volts	440 Volts	

Utilities (Cont.)**Commercial - Sale*****Denotes Required Fields**

Matrix™ Input Form

Cooling*# of Heating Zones**

Air Purification System	Ductwork	Individual
Attic Fan	Electric	None
Central Air	ENERGY STAR Qualified Equipment	Wall/Window Unit(s)
Ductless	Geothermal	Zoned

***Utilities**

Cable Available	None	Sewer Connected
Cable Connected	Phone Available	Trash Collection Private
Electricity Available	Phone Connected	Trash Collection Public
Electricity Connected	Propane	Underground Utilities
Natural Gas Available	See Remarks	Water Available
Natural Gas Connected	Sewer Available	Water Connected

Sewer**Water Source**

Cesspool	Septic Above Ground	Drilled Well	Private
None	Septic Tank	Dug Well	Public
Other	Shared Septic	None	Shared Well
Public Sewer	Shared Sewer	Other	Spring

Remarks***Public Remarks****Agent Only Remarks****Improvement 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