

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

Distribution

*Listing Exposure

MLS Only
 Private
 Publish to Internet

*Show Address

Yes
 No

*Show AVM on VOW

Yes
 No

*Show Comments VOW

Yes
 No

Syndicate To

Realtor.com
 Crexi
 OneKeyMLS.com

Location Information

*Street #

Dir Prefix

*Street Name (NOT Ave, Rd, St)

Street Suffix - Ave, Rd, St, etc

Location Information
***Denotes Required Fields**

Dir Suffix

Zip + 4

***City/Township**

Manhattan Section

Village

Building Name/Number

***State**

Cross Street

***Elementary School District**

***Middle School District**

***High School District**

Directions

Unit Number

***Zip Code**

***County**

***Post Office/Town**

Neighborhood

Hamlet

Subdivision/Development

Country

Elementary School

Middle School

High School

Listing/Contract

***Listing Agreement**

Exclusive Agency

Exclusive Right to Lease

***Lease Price**

***Listing Contract Date**

***Expiration Date**

Seller to Consider Concession

Yes

No

Concession Amount Considered

***Owner's Name**

Listing/Contract (cont.)***Denotes Required Fields*****Lease Term**

1-6 Months	August-Labor Day	Month To Month	Renewal Option
6 Months	July	Negotiable	Seasonal
6-12 Months	July-August	Off Season	Short Term Lease
12 Months	June	Other	Sublease
24 Months	Memorial-Labor	Over 12 Months	Weekly

***Lease Price Unit**Per SqFt
Total***Lease Amount Frequency**Annually
Monthly***Security Deposit****Available Lease Type**Full Service
Industrial Gross
Modified Gross
NNN
Other**Sublease**Yes
No**Cap Rate****NNN Expenses****Build To Suit**Yes
No**Leasable Area*****Special Listing Conditions**

None	Renewal Option	Sublease
Purchase Option	See Remarks	Third Party Approval

Disclosures

Environmental Disclosure Available	M6 Disclosure of Ownership Interest
Lead Paint	None
M2 Agent Exclusions	Other
	Seller Property Disclosure

***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 Housing
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**

Property Information (Cont.)

Commercial - Lease

***Denotes Required Fields**

Matrix™ Listing Profile Sheet

Tax Block		Tax Lot	
Tax Section		District	
Property Condition		Year Built	Year Built Effective
Actual	To Be Built	Zoning Code	Common Interest
Estimated	Under Construction		
Fixer	Updated/Remodeled		
New Construction			
*Property Attached		*Tax Year	
Yes		*Tax Annual Amount	
No			
Maximum Contiguous Sqft	Investment Property	Tax Assessed Value	Minimum Divisible Sqft
	Yes		
	No		

*Property Subtype		Location Description	
Agriculture	Multi Family	6th Floor Or Higher	Ground Floor
Business	Office	Basement	Rear
Hotel/Motel	Other	Between 3rd And 5th Floors	Second Floor
Industrial	Retail	First Floor	See Remarks
Mixed Use	Unimproved Land	Front	Top Floor
	Warehouse		

Common Walls		Permitted Uses	
1 Common Wall	No Common Walls	Auto Sales	Office
Center	No One Above	Business	Other/See Remarks
End Unit	No One Below	Food Services	Residential
2+ Common Walls		Heavy Industrial	Retail
		Light Industrial	Utility
		Mixed	Warehouse

Interior

*Building Area Total Sqft		Total Stories in Building	
*Building Area Total Sqft Source		Building Features	
Appraiser	Other	Awning(s)	High Speed Internet
CubiCasa	Plans	Bathrooms	Janitorial Service
Measured	Public Record	Built-in-Features	Lobby
		Ceiling Fan(s)	Mailbox
		Central Vacuum	Other
Usable SqFt		Chandelier	Overhead Door(s)
		Escalator(s)	Ramp
			Shades/Blinds
			Signage
			Storage
			Storm Windows
			Walk up

Interior (Cont.)

Commercial - Lease

Matrix™ Listing Profile Sheet

***Denotes Required Fields**

***Basement**

Basement Features

Entry Level (Floor Number)

Yes	None	Finished	See Remarks
No	Bilco Door(s) Common Crawl Space	Full Partial Partially Finished	Storage Space Unfinished Walk-Out Access

Stories in Unit

Appliances

Convection Oven	Gas Cooktop	Washer
Cooktop	Gas Oven	Water Heater - Gas Stand Alone
Dishwasher	Gas Range	Water Heater - Geothermal
Disposal	Ice Maker	Water Heater - Indirect Tank
Dryer	Microwave	Water Heater - Oil Stand Alone
Electric Cooktop	None	Water Heater - Solar Thermal
Electric Oven	Other	Water Heater - Tankless Coil
Electric Range	Oven	Water Purifier Owned
Electric Water Heater	Refrigerator	Water Purifier Rented
ENERGY STAR Qualified Appliances	Stainless Steel Appliance(s)	Water Softener Owned
Exhaust Fan	Tankless Water Heater	Water Softener Rented
Freezer	Trash Compactor	

Accessibility Features

Accessible Approach with Ramp	Accessible for Hearing-Impairment	Customized Wheelchair Accessible
Accessible Common Area	Accessible Hallway(s)	Grip-Accessible Features
Accessible Doors	Accessible Stairway	Smart Technology
Accessible Elevator Installed	Adaptable Bathroom Walls	Stair Lift
Accessible Entrance	Adaptable For Elevator	Visitor Bathroom
		Walker-Accessible Stairs

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

Direction Faces

of Buildings

Barn(s)	Greenhouse	Residence
Carport(s)	None	Shed(s)
Garage(s)	Other	Stable(s)

North
South
East
West

Building Class

Foundation Details

A B C

Block
Brick/Mortar
Concrete Perimeter
Other
Raised
Slab
Stone

***Construction Materials**

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

Parking Total

Fencing

of Docks

Lot Size Acres

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

of Tail Boards

Lot Size Square Feet

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
		Valet
		Waitlist

Lot Features

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

Security Features

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

Distance to Train (in miles)

Exterior (Cont.)

Commercial - Lease

***Denotes Required Fields**

Matrix™ Listing Profile Sheet

Other Equipment

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

Sprinkler System

Yes
No

***Waterfront?**

Yes
No

Waterfront Features

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

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

NGBS New Construction
NGBS Small Projects Remodel
NGBS Whole-Home Remodel

Green Verification Year**Green Energy Generation**

Solar

Solar Ownership

Leased 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.)***Denotes Required Fields*****Cooling****# of Heating Zones**

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

***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