

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 - Lease**

Matrix™ Listing Profile Sheet

Neighborhood

Village

Hamlet

Subdivision/Development

***State**

Country

Cross Street

Directions

Building Name/Number

Latitude**Longitude****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*****Lease Terms**

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

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

Matrix™ Listing Profile Sheet

***Special Listing Conditions**None
Purchase Option
Renewal OptionSecurity Deposit
See Remarks
Sublease

Third Party Approval

Listing Terms1031 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**Disclosures**Elevation Certificate
Environmental Disclosure Available
HOA/Condo Disclosure Available
Lead Paint
M2 Agent ExclusionsM6 Disclosure of Ownership Interest
None
Other
Seller Property Disclosure***Current Business Type**Administrative and Support
Advertising
Agriculture
Arts and Entertainment
Assisted Living
Auto Dealer
Automotive
Bar/Tavern/Lounge
Barber/Beauty
Bed & Breakfast
Butcher
Car Wash
Child Care
Church
Clothing
Commercial
Community Center
Construction/Contractor
Convenience Store
Deli/CateringDental
Distribution
Drugstore
Dry Cleaner
Education/School
Electronics
Fast Food
Financial
Fitness
Florist/Nursery
Food & Beverage
Gas Station
Grocery
Hobby
Hotel/Motel
Industrial
Jewelry
Landscaping
Laundromat
Liquor StoreManufacturing
Medical
Mixed
Mobile/Trailer Park
Other
Parking
Pizza
Professional Service
Professional/Office
Recreation
Residential
Restaurant
Retail
Senior House
Storage
Transportation
Travel
Utility
Variety
Warehouse
Wholesale***Lease Price Unit**Per SqFt
Total***Lease Amount Frequency**Annually
Monthly**Cap Rate****Available Lease Type**Full Service
Industrial Gross
Modified Gross
NNN
Other**Sublease**Yes
No**NNN Expenses****Leasable Area****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 Actual Estimated Fixer New Construction		*Year Built Zoning	Year Built Effective Common Interest Planned Development
*Property Attached Yes No	Build To Suit Yes No	*Tax Year *Tax Annual Amount	
Maximum Contiguous Sqft	Investment Property Yes No	Tax Assessed Value Minimum Divisible Sqft	
*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 Other 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**

Building Features

Appraiser Other
Public Records Plans

Usable SqFt

Above Ground Pool	In Ground Pool	Shades/Blinds
Waning(s)	Laundry	Storm Windows
Balcony	Lobby	Walk up
Build-in-Features	Marble Counters	
Ceiling Fan(s)	Other	
Clubhouse	Quartz/Quartzite Counter Tops	
High Speed Internet	Ramp	

Interior (Cont.)**Commercial - Lease*****Denotes Required Fields**

Matrix™ Listing Profile Sheet

Basement*Basement Features****Entry Level**

Yes

Bilco Door(s)

None

Storage Space

No

Crawl Space

Partial

Unfinished

Finished

Partially Finished

Walk-Out Access

Full

See Remarks

Stories in Unit**Appliances**

Convection Oven

Cooktop

Dishwasher

Disposal

Dryer

Electric Cooktop

Electric Oven

Electric Range

Electric Water Heater

ENERGY STAR Qualified Appliances

Exhaust Fan

Freezer

Gas Cooktop

Gas Oven

Gas Range

Humidifier

Microwave

None

Other

Oven

Range

Refrigerator

Stainless Steel Appliance(s)

Tankless Water Heater

Trash Compactor

Washer

Water Heater - Gas Stand Alone

Water Heater - Geothermal

Water Heater - Indirect Tank

Water Heater - Oil Stand Alone

Water Heater - Solar Thermal

Water Heater - Tankless Coil

Water Purifier Owned

Water Purifier Rented

Water Softener Owned

Water Softener Rented

Wine Refrigerator

Accessibility Features

Accessible Approach with Ramp

Accessible Bedroom

Accessible Central Living Area

Accessible Closets

Accessible Common Area

Accessible Doors

Accessible Elevator Installed

Accessible Entrance

Accessible for Hearing-Impairment

Accessible Full Bath

Accessible Hallway(s)

Accessible Kitchen

Accessible Kitchen Appliances

Accessible Stairway

Adaptable Bathroom Walls

Adaptable For Elevator

Customized Wheelchair Accessible

Grip-Accessible Features

Smart Technology

Stair Lift

Therapeutic Whirlpool

Visitor Bathroom

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 No

Both

Freight

Passenger

Overhead Door Height**# of Residential Units****Office SqFt****Exterior****Other Structures**

Arena

Barn(s)

Cabana

Carport(s)

Corral(s)

Covered Arena

Garage(s)

Gazebo

Greenhouse

Guest House

Kennel/Dog Run

None

Other

Outbuilding

Outdoor Kitchen

Pergola

Pool House

Residence(s)

Shed(s)

Stable(s)

Workshop

Direction Faces

North

South

East

West

of Buildings**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

Parking Total**Fencing****# of Docks****Lot Size Acres****# 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
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**Security Features**

Back Yard	Landscaped	See Remarks	Building Security
Borders State Land	Level	Sloped	Fire Alarm
City Lot	Near Golf Course	Split Possible	Fire Escape
Cleared	Near Public Transit	Sprinklers In Front	Fire Sprinkler System
Corner Lot	Near School	Spinklers In Rear	Gated Community
Corners Marked	Near Shops	Steep Slope	Key Card Entry
Cul-De-Sac	On Golf Course	Stone/Brick Wall	Other
Fill Needed	Other	Subdivided	Security Gate
Front Yard	Partly Wooded	Upland	Security Lights
Garden	Paved	Views	Security Ststem
Hilly	Private	Waterfront	Smoke Detector(s)
Historic District	Restrictions	Wooded	Video Cameras
Interior Lot	Rolling Slope		Window Bars
Irregular Lot	Secluded		

Exterior (Cont.)**Commercial - Lease*****Denotes Required Fields**

Matrix™ Listing Profile Sheet

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 - Lease*****Denotes Required Fields**

Matrix™ Listing Profile Sheet

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