

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****Residential - Multi 2-4**

Matrix™ Input Form

Neighborhood

Village

Hamlet

Subdivision/Development

***State**

Country

Cross Street

Directions

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****Residential - Multi 2-4**

Matrix™ Input Form

***Special Listing Conditions**

Auction
Bankruptcy Property
Contract Vendee
HUD Owned
In Foreclosure

None
Notice of Default
Probate Listing
Real Estate Owned
Short Sale

Standard
Third Party Approval

Tenant Pays

All Utilities
Electricity
Gas
Heat
None
See Remarks
Water

Listing Terms

1031 Exchange
Assumable
Cash
Contract
Conventional

FHA
Lease Option
Lease Purchase
Other
Owner Will Take Back 1st

Owner 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 Exclusions

M6 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.)
Residential - Multi 2-4
***Denotes Required Fields**

Matrix™ Input Form

Tax Block
Tax Lot
Tax Section
District
Property Condition

Actual	To Be Built
Estimated	Under Construction
Fixer	Updated/Remodeled
New Construction	

***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

High Rise	Includes Legal Accessory Apartment
Mid Rise	Penthouse

***Tax Year**
***Tax Annual Amount**
***Tax Source**

 Municipality
Other

Included In Taxes

Sewer	Trash	Water
-------	-------	-------

***Senior Housing Community**

Yes No

Tax Assessed Value
***Property Sub Type**

 Duplex
Quadruplex
Triplex

Gross Income
Operating Expense
Community/Association
Association Amenities

Basketball Court	Dog Park	Maintenance Grounds	Powered Boats Allowed	Tennis Court(s)
Boat Dock	Elevator(s)	None	Recreation Facilities	Trash
Business Center	Fitness Center	Other	Roof Deck	
Car Wash Area	Gated	Park	Sauna	
Children Playroom	Golf Course	Parking	Security	
Clubhouse	Landscaping	Playground	Snow Removal	
Concierge	Maintenance	Pool	Spa/Hot Tub	

Community Features

Clubhouse	Gated	Park	Sidewalks
Curbs	Golf	Playground	Tennis Court(s)
Fitness Center	Other	Pool	Powered Boats Allowed

Units

Residential - Multi 2-4

*Denotes Required Fields

Matrix™ Input Form

Unit Type:							
1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom Or More	Efficiency	Loft	Penthouse	Studio
Appliances:							
Dishwasher	Dryer	ENERGY STAR Qualified Appliances	Microwave	Oven	Range	Refrigerator	Washer

Unit Type		Appliances			
Entry Level	Beds Total	Baths Total	Rooms Total	Unit Living Area	
Lease Y/N	Lease Expiration	Actual Rent			
Yes					
No					

Unit Type		Appliances			
Entry Level	Beds Total	Baths Total	Rooms Total	Unit Living Area	
Lease Y/N	Lease Expiration	Actual Rent			
Yes					
No					

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Yes					
No					

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Entry Level	Beds Total	Baths Total	Rooms Total	Unit Living Area	
Lease Y/N	Lease Expiration	Actual Rent			
Yes					
No					

Interior**Residential - Multi 2-4*****Denotes Required Fields**

Matrix™ Input Form

Building Area (Estimated SqFt)**Building Area Source**

Appraiser Other Plans

Public Records

Total Stories in Building**Attic**

Crawl Dormer Finished Full None Partial Partially Finised

Pull Stairs Scuttle See Remarks Stairs Storage Unfinished Walkup

Basement*Basement Features**

Yes Bilco Door(s) None Storage Space

No Crawl Space Partial Unfinished

Finished Partially Finished Walk-Out Access

Full See Remarks

***Interior Features**

1st Floor Bedroom Marble Counters

1st Floor Full Bath Master Bathroom

Beamed Ceilings Master Downstairs

Bidet Natural Woodwork

Breakfast Bar Open Floorplan

Built-in Features Open Kitchen

Cathedral Ceiling(s) Original Details

Ceiling Fan(s) Other

Central Vacuum Pantry

Chandelier Quartz/Quartzite Counters

Chefs Kitchen Recessed Lighting

Crown Molding Sauna

Double Vanity Smart Thermostat

Dry Bar Soaking Tub

Eat-in Kitchen Sound System

Elevator Speakers

ENERGY STAR Qualified Doors Stone Counters

Entertainment Cabinets Storage

Entrance Foyer Tile Counters

Formal Dining Room Tray Ceiling(s)

Galley Kitchen Walk Through Kitchen

Granite Counters Walk-In Closet(s)

Heated Floors Washer/Dryer Hookup

High Ceilings Wet Bar

High Speed Internet Whirlpool Tub

His and Hers Closets Whole House Entertainment

In-Law Floorplan System

Kitchen Island Wired for Sound

Low Flow Plumbing Fixtures

Fireplace?

Yes No

Fireplaces Total**Fireplace Features**

Basement

Bedroom

Decorative

Electric

Family Room

Free Standing

Gas

Living Room

Masonry

None

Pellet Stove

Wood Burning

Wood Burning Stove

Building Features

Bicycle Room

Outdoor Space

Pool

Walk Up

Flooring

Brick

Concrete

Other

Carpet

Hardwood

Reclaimed Wood

Ceramic Tile

Laminate

Tile

Combination

Linoleum

Vinyl

Wood

Laundry Features

Electric Dryer Hookup

In Garage

Multiple Locations

Gas Dryer Hookup

In Hall

Other

In Basement

In Kitchen

Outside

In Bathroom

Inside

Washer Hookup

In Carport

Laundry Room

Window Features

Aluminum Frames

Bay Windows

Blinds

Casement Windows

Double Pane Windows

Drapes

ENERGY STAR Qualified Windows

Floor to Ceiling Windows

Insulated Windows

New Windows

Oversized Windows

Screens

Shutters

Skylight(s)

Storm Window(s)

Tilt Turn Windows

Tinted Windows

Triple Pane Windows

Wall of Windows

Wood Frames

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

Exterior

Architectural Style

A-Frame

Barn

Bungalow

Cabin

Cape Cod

Carriage House

Chalet

Colonial

Contemporary

Cottage

Craftsman

Estate

Exp Cape

Exp Ranch

Farm House

Foursquare

Garden

Hi-Ranch

Log

Mediterranean

Mid-Century Modern

Mini Estate

Modern

Other

Post Modern

Raised Ranch

Ranch

Salt Box

Splanch

Split Ranch

Traditional

Tudor

Victorian

Direction Faces

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

***Garage?**

Yes
No

Garage Spaces***Carport?**

Yes
No

Carport Spaces**Parking Total****Pool Private Y/N**

Yes
No

Spa Y/N

Yes
No

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

Pool Features

Above Ground	Indoor	Salt Water
Community	Infinity	Screen Enclosure
Diving Board	Other	Solar Cover
Electric Heat	Outdoor Pool	Solar Heat
Fenced	Pool Cover	Tile
In Ground	Pool/Spa Combo	Vinyl

Lot Size Acres

Lot Size Square Feet

Lot Size Dimensions

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	

Exterior Features

Awning(s)	Juliet Balcony
Balcony	Lighting
Basketball Court	Mailbox
Basketball Hoop	Mooring
Boat Slip	None
Courtyard	Other
Dock	Playground
Dog Run	Rain Gutters
Electric Grill	Speakers
Fire Pit	Storm Doors
Garden	Tennis Court(s)
Gas Grill	

Fencing

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

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

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

Patio and Porch Features

Covered	None	Porch	Terrace
Deck	Patio	Screened	Wrap Around

Exterior (Cont.)**Residential - Multi 2-4*****Denotes Required Fields**

Matrix™ Input Form

Other EquipmentCompressor
Dehumidifier
Farm Equipment
Fuel Tank(s)
GeneratorIntercom
Irrigation Equipment
Lawn Maintenance Equipment
Livestock Equipment
NegotiableNone
Other
Pool Equip/Cover
Satellite Dish
TV Antenna***Waterfront?**Yes
No**Waterfront Features**Beach Access
Beach Front
Canal Access
Canal Front
Creek
Lake Front
Lake Privileges
Ocean Access
Ocean Front
Pond
River Access
River Front
Sound
Stream
Water Access
Waterfront
Bayfront
Bulkhead**View**Bridge(s)
City
Lake
Mountain(s)
Neighborhood
None
Open
Panoramic
Park/Greenbelt
River
Skyline
Trees/Woods
Water**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
County Road
Easement
Freeway
Highway
Interstate
Municipal
None
Other
Private Road
See Remarks
State Road
Unimproved
Unknown**Road Responsibility**Private Maintained Road
Public Maintained Road
Road Maintenance Agreement
To be Dedicated**Utilities*****Heating**Baseboard
Coal
Ducts
Electric
ENERGY STAR Qualified Equipment
Forced Air
Geothermal
Gravity
Heat PumpHeat Recovery System
Hot Air
Hot Water
Hydro Air
Kerosene
Natural Gas
None
Oil
OtherPassive Solar
Propane
Radiant
See Remarks
Solar
Steam
Wood**# of Heating Zones****Electric Company**Central Hudson
Con-Edison
NYSEG
Orange & Rockland
Other
PSEG**# Electric Meters****# Heat Units****# Gas Meters**

Utilities (Cont.)

Residential - Multi 2-4

Matrix™ Input Form

Denotes Required Fields**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