



Sub Type/Location/Legal

Listing Input Form

Start at the Add/Edit tab in Matrix and select a category. Next, choose one of the following:

- Auto Fill from Cross Property
- Fill from Blank
- Auto Fill from Realist

Tax Required for all categories: use "AutoFill from Street Directory" for accurate spelling of Street Name. If your street name does not appear email helpdesk@triadmls.com.

If the property is not in a recorded Subdivision enter "None". If the recorded Subdivision does not appear in the pick list email helpdesk@triadmls.com.

YELLOW HIGHLIGHT MEANS FIELD IS REQUIRED

Sub-Type

- ☐ Apartment
- ☐ Condominium
- ☐ Quad
- ☐ Remarks
- ☐ Rooming House
- ☐ Townhouse
- ☐ Duplex
- ☐ Triplex

County

Street

Pre-Direction

- ☐ N ☐ S
- ☐ NE ☐ SW
- ☐ E ☐ W
- ☐ SE ☐ NW

Street Name

Street Type

- ☐ Avenue ☐ Drive ☐ Road
- ☐ Bend ☐ Extension ☐ Run
- ☐ Boulevard ☐ Lane ☐ Street
- ☐ Bypass ☐ Loop ☐ Trail
- ☐ Circle ☐ Manor ☐ Way
- ☐ Court ☐ Place

Post-Direction

- ☐ N ☐ S
- ☐ NE ☐ SW
- ☐ E ☐ W
- ☐ SE ☐ NW

Unit # _____

City

Zip Code

Zip +4

Subdivision _____ Neighborhood Name _____ State: _____

City Limits

☐ Yes ☐ No

Zoning _____ Owner Name _____ Legal Description _____

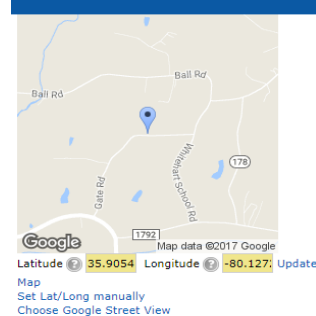
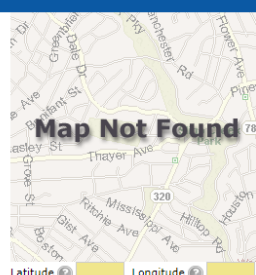
Lot(s)# _____ Deed Book _____ Deed Page _____ Plat Book _____ Plat Page _____

Tax Parcel ID _____ Tax Year _____ Tax Value _____ Tax Rate _____ Tax Amount _____

Tax Map _____ Tax Block _____ Tax Lot _____

Mapping is Required

You must pinpoint your property manually on the map using the Set Lat/Long Manually tool. When using Google Street View, this function allows you to adjust the default street view.



List Agent/Office

List Agent ID _____ Co-List Agent ID _____

Listing Firm Holds Earnest Money

☐ Yes ☐ No

List Team ID _____ Co-List Team ID _____

Listing Agreement Type

- ☐ Auction
☐ Exclusive Agency
☐ Exclusive Right to Sell
☐ Exclusive Right to Sell w/ Reservations

List Price _____

Expiration Date _____

Listing Service Type

- ☐ Full Service
☐ Limited Service

Financials Available

☐ Yes ☐ No

Type of Sale

- ☐ Auction
☐ Pre-Foreclosure
☐ Foreclosure/REO/Bank
☐ Owner Sale
☐ Potential Short Sale

Appointment Phone # _____

Owner/Tenant

- ☐ Owner
☐ Tenant

Seller Office Phone # _____

Seller Home Phone # _____

Seller Mobile Phone # _____ Showing Directions _____

Virtual Tour Link _____ Lock Box Info _____

Auction Price Type

- ☐ Minimum Bid
☐ Reserve Price
☐ Tax Value

Broker Package Attached

☐ Yes ☐ No

Property Information

Year Built _____

Built Information

- ☐ Estimated
☐ Existing
☐ Historic
☐ New

Acres* _____

Lot Dimensions* _____

Style

- ☐ Two Stories ☐ Condo Lower
☐ Garden ☐ Condo Main
☐ Manufactured ☐ Condo Upper
☐ Modular

Total Units _____ # Furnished Units _____ # Unfurnished Units _____

Leased Units _____ Stories _____

*Note: System requires agent to complete either Acres OR Lot Dimensions

Property Information (cont)

Parking Spaces _____

Parking

- | | |
|--|---|
| ☐ Alley Parking | ☐ No Parking |
| ☐ Assigned | ☐ Parking Deck/Lot Av |
| ☐ Carport | ☐ Parking Deck/Lot Inc |
| ☐ Driveway | ☐ Paved |
| ☐ Field | ☐ Public On-Street Parking |
| ☐ Garage | ☐ Remarks |
| ☐ Grave | ☐ Security |
| ☐ Lighted Parking | ☐ Underground |

Garage/Carport Spaces _____

Garage/Carport(s) Description(s)

- ☐ Attached Carport
☐ Attached Garage
☐ Back Load Garage
☐ Basement Garage
☐ Detached Carport
☐ Detached Garage
☐ Front Load Garage
☐ Lower Level Garage
☐ None
☐ Side Load Garage

Energy Features

- | | |
|---|---|
| ☐ Energy Star Rate | ☐ LEED Certified |
| ☐ Generator | ☐ NAHB Certified Green |
| ☐ Generator Auto Start | ☐ None |
| ☐ Insulated Doors | ☐ Storm Doors |
| ☐ Insulated Windows | ☐ Storm Windows |

Flood Zone

- ☐ Flood Fringe
☐ Flood Plain
☐ Flood Way
☐ Partial
☐ Not in Flood Zone
☐ Wetlands

Basement

- ☐ Yes ☐ No

Accessibility Features

- | | | | | |
|--|--|--|--|--|
| ☐ 2 or More Accessible Exits | ☐ Bath Roll-Under Sink | ☐ Garage Door Ht. Greater 84 In | ☐ No Interior Steps | ☐ Wheelchair Height Shelves |
| ☐ Accessible Kitchen Appliances | ☐ Bath Scald Control Faucet | ☐ Kitchen 60 Inch Turn Radius | ☐ Other – See Remarks | ☐ Zero Grade Entry |
| ☐ Accessible Parking | ☐ Closet Bars 15-28 Inches | ☐ Kitchen Low Cabinetry | ☐ Pool Power Lift | |
| ☐ All Width 36 Inches or More | ☐ Door Width 32 In or More | ☐ Kitchen Low Counters | ☐ Pool Ramp Entry | |
| ☐ Bath 60 Inch Turning Radius | ☐ Doors- Lever Handle | ☐ Kitchen Modified Range | ☐ Ramps(s) – Main Level | |
| ☐ Bath Grab Bars | ☐ Doors-Recede | ☐ Kitchen Raised Dishwasher | ☐ Remote Devices | |
| ☐ Bath Lever Faucets | ☐ Doors-Swing In | ☐ Kitchen Roll-Under Sink | ☐ Stair Lift | |
| ☐ Bath Low Mirrors | ☐ Elevator | ☐ Kitchen Side Open Oven | ☐ Thresholds 5/8 Inches | |
| ☐ Bath Raised Toilet | ☐ Entry Slope Less than 1 Ft. | ☐ Lowered Light Switched | ☐ Vehicle Transfer Area | |
| ☐ Bath Roll-in Shower | ☐ Exterior Curb Cuts | ☐ Mobile Friendly Flooring | ☐ Wheelchair Height Mailbox | |

Known Environmental Hazards

- ☐ No
☐ Possible
☐ Yes

Pool

- ☐ Yes ☐ No

Pool Features

- ☐ Above Ground Pool
☐ Inground Pool
☐ Indoor Pool
☐ Neighborhood Pool
☐ Pool House
☐ Pool on Property

Laundry

- ☐ Coin Laundry
☐ Common Facility
☐ No Laundry Facility
☐ Remarks
☐ Washer Connection
☐ Washer/Dryer Connection

Property Information (cont)

Recreational Facilities

- | | |
|--|--|
| ☐ Basketball | ☐ Playground |
| ☐ Club House | ☐ Remarks |
| ☐ Exercise Room | ☐ Sauna |
| ☐ Game Room | ☐ Swimming Pool |
| ☐ Golf Course | ☐ Tennis |
| ☐ Hot Tub | ☐ Trails |
| ☐ Park & Picnic | |

Flooring

- | | |
|--|--------------------------------------|
| ☐ Brick | ☐ Stone |
| ☐ Carpet | ☐ Terrazzo |
| ☐ Carpet over Wood | ☐ Tile |
| ☐ Concrete Slab/Grade | ☐ Vinyl |
| ☐ Engineered | ☐ Vinyl Plank |
| ☐ Laminate | ☐ Wood |
| ☐ Remarks | |

Storage

- | |
|--|
| ☐ Attic |
| ☐ Basement |
| ☐ Closet |
| ☐ Common Storage Area |
| ☐ Extra Storage Area |
| ☐ Outside Storage |

Exterior Finish

- | | | |
|---|---|---|
| ☐ Aluminum | ☐ Composite Siding | ☐ Stone |
| ☐ Asbestos | ☐ Formed Stone | ☐ Stucco-EIFS |
| ☐ Block | ☐ Frame | ☐ Stucco-Hard Coat |
| ☐ Brick | ☐ Log | ☐ Vinyl |
| ☐ Stucco | ☐ Masonite-Type | ☐ Wood |
| ☐ Cementous Siding | ☐ Pre-Cast Stone | ☐ Remarks |

Exterior Features

- | | |
|--|--|
| ☐ Covered Porch | ☐ None |
| ☐ Balcony | ☐ Patio |
| ☐ Boat House | ☐ Pier |
| ☐ Boat Ramp | ☐ Porch |
| ☐ Deck | ☐ Privacy Fence |
| ☐ Fenced | ☐ Remarks |

Miscellaneous

- | |
|--|
| ☐ Burglar Alarm |
| ☐ Elevator |
| ☐ Finished Basement |
| ☐ Intercom |
| ☐ Meets Current Code |
| ☐ No Built Outs |
| ☐ Paved Streets |
| ☐ Security Guard |
| ☐ Tenants Association |

Land Description/Topography

- | | | | | |
|---------------------------------------|--|--|---------------------------------------|---|
| ☐ Beach Front | ☐ Golf Course Lot | ☐ Mountain | ☐ Remarks | ☐ Stream |
| ☐ Clear | ☐ Inland Waterway | ☐ Mountain View | ☐ River | ☐ Subdivision |
| ☐ Cleared Land | ☐ Lake | ☐ Multi Zones | ☐ River Front | ☐ Tier(ed) Watershed |
| ☐ Corner | ☐ Lake Front | ☐ Part Cleared | ☐ Rolling | ☐ View |
| ☐ Creek | ☐ Lake View | ☐ Part Fenced | ☐ Rural | ☐ Water View |
| ☐ Cul-De-Sac | ☐ Land Lock-Ease | ☐ Part Wooded | ☐ Secluded Lot | ☐ Wooded |
| ☐ Dead End | ☐ Land Lock-No Ease | ☐ Pasture Lane | ☐ Severe | |
| ☐ Fence(s) | ☐ Level | ☐ Pond | ☐ Sloping | |
| ☐ Flat | ☐ Low | ☐ PUD | ☐ Steep | |

Appox. Sq Ft _____ Gas Expense _____ Heat Expense _____ Expense Tax _____

Water Expense _____ Insurance Expense _____ Maintenance Expense _____

Electric Expense _____ Other Expense _____ Annual Expense _____ Management Expense _____

Gross Annual Expense _____ Net Annual Expense _____

Elementary School _____ Middle School _____

High School _____ Additional School Info _____

SqFt/Units

Unit Type

- ☐ 1 Bedroom Unit
☐ 2 Bedroom Unit
☐ 3 Bedroom Unit
☐ Studio Unit

Full Bath # _____ Half Bath # _____ SqFt _____

Fireplace

☐ Yes ☐ No

Appliances

- | | | | | |
|--|--|--|--|---|
| ☐ Appliance Center | ☐ Compactor | ☐ Draft Range | ☐ Oven | ☐ Vent Hood |
| ☐ Attached Microwave Oven | ☐ Convection Oven | ☐ Dryer | ☐ Range & Oven | ☐ W/D Connection |
| ☐ Built-in Grill | ☐ Cook Top | ☐ Exhaust Fan | ☐ Refrigerator | ☐ Washer |
| ☐ Built-in Oven | ☐ Dishwasher | ☐ Free Standing Rng | ☐ Ice Maker | ☐ Washer & Dryer |
| ☐ Built-in Range | ☐ Disposal | ☐ Microwave | ☐ Remarks | ☐ Water Purifier |
| ☐ Built-in Refrigerator | ☐ Double Oven | ☐ None | ☐ Slide-in Oven Rng | |

Unit Type

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☐ 2 Bedroom Unit
☐ 3 Bedroom Unit
☐ Studio Unit

Full Bath # _____ Half Bath # _____ SqFt _____

Fireplace

☐ Yes ☐ No

Appliances

- | | | | | |
|--|--|--|--|---|
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| ☐ Built-in Refrigerator | ☐ Double Oven | ☐ None | ☐ Slide-in Oven Rng | |

Utilities

Heating

- | | | |
|---|---|---|
| ☐ Active Solar | ☐ Floor Furnace | ☐ Passive Solar |
| ☐ Boiler | ☐ Forced Warm Air | ☐ Radiant Floor |
| ☐ Circulator | ☐ Geo-Thermal | ☐ Radiator |
| ☐ Circulator Hot Water | ☐ Ground Water Heat Pump | ☐ Suspended Ceiling Heat |
| ☐ Dual Fuel System | ☐ Heat Pump | ☐ Wall Furnace |
| ☐ Electric Baseboard | ☐ Multiple Systems | ☐ Wood Furnace |
| ☐ Electric Ceiling | ☐ Multi Zone | ☐ Remarks |
| ☐ Fireplace | ☐ No Heat | |

Heating Fuel

- | | |
|--------------------------------------|------------------------------------|
| ☐ Electric | ☐ Remarks |
| ☐ Natural Gas | ☐ Solar |
| ☐ No Fuel | ☐ Wood Fuel |
| ☐ Oil | |
| ☐ Propane Gas | |

Cooling

- | | |
|---|--|
| ☐ Attic Fan | ☐ Multiple Systems |
| ☐ Attic Ventilator | ☐ Single Level Only |
| ☐ Central | ☐ Wall Unit(s) |
| ☐ Chiller | ☐ Window Unit(s) |
| ☐ Ground Water | ☐ None |
| ☐ Heat Pump | ☐ Remarks |
| ☐ Multi Zone | |

Water Heater

- | |
|-----------------------------------|
| ☐ Electric |
| ☐ Gas |
| ☐ None |
| ☐ Tankless |
| ☐ Unknown |
| ☐ Wood |

Water

- | |
|---|
| ☐ Private |
| ☐ Public |
| ☐ Public Available |
| ☐ Shared Well |
| ☐ Spring |
| ☐ Well |
| ☐ None |

Sewer

- | |
|--|
| ☐ Community |
| ☐ Private |
| ☐ Public |
| ☐ Public Availability |
| ☐ Septic |
| ☐ Shared Septic |
| ☐ Remarks |

Informational

Directions (255 max characters)

Public Remarks (1000 max characters)

Informational (cont)**Agent Only Remarks (1000 max characters)****Agent Only Remarks**☐ Yes ☐ No

Homeowners Association☐ Yes ☐ No**HOA Fee 1 Amount** _____**HOA Fee 2 Amount** _____**HOA Management Name** _____**HOA Management Phone** _____**HOA Management Email** _____**HOA Fee 1 Paid**

- ☐ Annual
☐ Monthly
☐ Quarterly
☐ Semi-Annual

HOA Fee 2 Paid

- ☐ Annual
☐ Monthly
☐ Quarterly
☐ Semi-Annual

Financing Options

- | | | |
|--|--|------------------------------------|
| ☐ Conventional | ☐ LA/Qual | ☐ LA/Escal |
| ☐ Exchange | ☐ Other (See Remarks) | ☐ Assumable |
| ☐ NC Housing | ☐ FHA | ☐ Cash |
| ☐ Owner Financing | ☐ Federal Land Bank | ☐ LA/Fixed |
| ☐ VA | ☐ USDA | |
| ☐ Lease Purchase | ☐ Fannie Mae | |

Ad Copy (255 max characters)

Open House Ad (255 max characters)

Syndication

Values below must match your Listing Agreement

Advert on Inet
☐ Yes ☐ No

Seller allows the display of the listing on the Internet – yes or no.

Address on Inet
☐ Yes ☐ No

Seller allows the display of the listing address on the Internet – yes or no.

Allow Blogs
☐ Yes ☐ No

Seller allows third parties to write comments or reviews or display a hyperlink to such comments or reviews in immediate conjunction with the listing.

Allow AVM
☐ Yes ☐ No

Seller allows display of an automated estimate of the market value (or hyperlink to such estimate) in immediate conjunction with the listing.

Selecting a checkbox below will prevent this listing from being visible to the syndication site.

Please Note: Selections below can only be affected if the Office Syndication values were approved by you Head Broker.

Opt Out from
Realtor.com

Opt Out - ☐

Opt Out from
Homes.com

Opt Out - ☐

Opt Out from
TriadMLS.com

Opt Out - ☐

ListHub Syndication Remarks

Remarks entered in this field will be sent to third party portals. Remarks entered here are not subject to Triad MLS rules regarding branding or advertising in a listing, but are subject to all other rules. If no remarks are entered here, data from the regular "Public Remarks" field will automatically be distributed instead. The BIC of each office/firm decides if their agents are to use Syndication Remarks and if so what information is to be entered.

Syndication Remarks (510 max characters)

List/Marketing Date Information

STOP and read all information pertaining to the date you are about to enter.

The list/marketing date should be the last thing entered before submitting the listing.

The date entered into the list/marketing date field must be the date found under the commencement of marketing section of your listing agreement OR when the listing agreement was executed, whichever is later.

For Coming Soon Entry - the list/marketing date field must be the date found under the commencement of marketing section of your listing agreement AND no more than seven (7) days from the current date in the future.

I certify that I checked the commencement date and the execution date on my listing agreement before clicking the submit button. By entering the list/marketing date below, I am certifying that the date entered is the exact date that is on the listing agreement.

List/Marketing Date _____

Remember Rules Section 1.2.0 – Accuracy of Listing Data: Participants and subscribers are required to submit accurate listing data and required to correct any known errors.