



Sub Type/List Agent/Office

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

- ☐ Stick/Site Built
- ☐ Cluster
- ☐ Condominium
- ☐ Manufactured
- ☐ Modular
- ☐ Townhouse
- ☐ Duplex

County

Street

Pre-Direction

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

Unit Floor

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

Complex Name

Subdivision Name

State:

City Limits

- ☐ Yes ☐ No

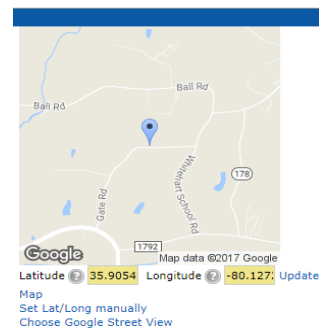
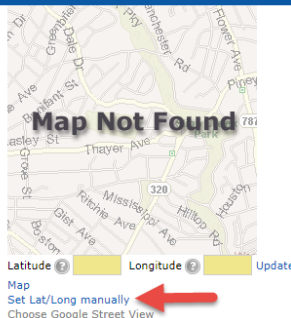
Tax Parcel ID

Tax Year

Tax Amount

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 _____

List Team ID _____ Co-List Team ID _____

Rent Price _____

Expiration Date _____

Listing Firm Holds Earnest Money

☐ Yes ☐ No

Appointment Phone # _____

Owner/Tenant

☐ Owner

☐ Tenant

Lock Box Info _____

Seller Office Phone # _____

Seller Home Phone # _____

Seller Mobile Phone # _____ Showing Directions _____

Virtual Tour Link _____

For Sale

☐ Yes ☐ No

Property Information

Story #

☐ 1 Story

☐ 4 Story

☐ 1.5 Story

☐ 1 Story w/ upper bonus room

☐ 2 Story

☐ Split Foyer

☐ 2.5 Story

☐ Split Level

☐ 3 Story

Year Built _____

Total Rooms _____

Bedrooms _____

Full Baths _____

Half Baths _____

Style

☐ A Frame

☐ Condo Lower

☐ Dutch Colonial

☐ Salt Box

☐ Tudor

☐ Bungalow

☐ Condo Main

☐ Farmhouse

☐ Single Wide

☐ Victorian

☐ Cabin

☐ Condo Upper

☐ French Provincial

☐ Split Foyer

☐ Williamsburg

☐ Cape Cod

☐ Contemporary

☐ Georgian

☐ Split Level

☐ Remarks

☐ Chalet

☐ Cottage

☐ Log

☐ Traditional

☐ Colonial

☐ Double Wide

☐ Ranch

☐ Transitional

Property Information (cont)

Basement

☐ Yes ☐ No

of Fireplaces _____

Fireplace Location

- ☐ Basement
☐ Den
☐ Dining Room
☐ Great Room
☐ Keeping Room
☐ Kitchen
☐ Living Room
☐ Primary Bedroom
☐ Outdoor
☐ Playroom
☐ Remarks

Parking

- ☐ Alley Parking ☐ No Parking
☐ Assigned ☐ Parking Deck/Lot Av
☐ Carport ☐ Parking Deck/Lot Inc
☐ Driveway ☐ Paved
☐ Field ☐ Public On-Street Parking
☐ Garage ☐ Remarks
☐ Gravel ☐ 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

Acres _____

Lot Dimensions _____

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 | |

Elementary School _____

Middle School _____

High School _____

Additional School Info _____

Property Information (cont)

Heated Finished SqFt Main _____ Heated Finished SqFt Second Floor _____ Heated Finished SqFt Third Floor _____ Heated Finished SqFt Fourth Floor _____
 Heated Finished SqFt Basement _____ Unfinished SqFt Basement _____ Heated Finished SqFt Upper Level _____ Heated Finished SqFt Lower Level _____
 Unfinished SqFt Lower Level _____

Full Bath(s) Main _____ Full Bath(s) Upper _____ Full Bath(s) Lower _____

Half Bath(s) Main _____ Half Bath(s) Upper _____ Half Bath(s) Lower _____

Occupied

☐ Yes ☐ No

Pets Allowed

☐ Yes ☐ No

Furnished

☐ Yes ☐ No

Lease Terms

☐ 1 year
☐ 6 Months
☐ Month to Month

Security Deposit _____

Features

Porch

☐ Yes ☐ No

Fenced

☐ Yes ☐ No

Pool

☐ Yes ☐ No

Miscellaneous

☐ Balcony
☐ Barns
☐ Cable
☐ Great Room
☐ Guest Quarters
☐ Historic District
☐ Horses Allowed
☐ Plantation Shutters
☐ Public Transportation

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

☐ Accent Lighting	☐ Gas Grill	☐ Remarks
☐ Boat House	☐ Gazebo	☐ Satellite Dish
☐ Boat Ramp	☐ Hot Tub	☐ Screened Porch
☐ Circle Drive	☐ Invisible Fencing	☐ Security Lighting
☐ Covered Porch	☐ Patio	☐ Sprinkler System
☐ Deck	☐ Pier	☐ Storage Building(s)
☐ Dog Run	☐ Paved Drive	☐ Tennis Court
☐ Fenced	☐ Porch	☐ Veranda/Breezeway
☐ Garden Space	☐ Privacy Fence	

Features (cont)

Interior Features

- | | | | | |
|---|--|--|--|--|
| ☐ Alarm and/or Security System | ☐ Electronic Air Filter | ☐ Interior Attic Fan | ☐ Separate Shower | ☐ 2 nd Washer Connection |
| ☐ Arched Doorways | ☐ Fireplace Blower | ☐ Jetted Tub | ☐ Skylight | ☐ Wet Bar |
| ☐ Built-in Furniture | ☐ Freestanding Tub | ☐ Kitchen Island | ☐ Smoke Alarm | |
| ☐ Built-in Shelves | ☐ Garage Door Opener(s) | ☐ Laundry Chute | ☐ Solid Surface Counter | |
| ☐ Ceiling Fan(s) | ☐ Garden Tub | ☐ Laundry Room Main | ☐ Sump Pump | |
| ☐ CO Detector | ☐ Gas Logs | ☐ Laundry Room -2 nd | ☐ Surround Sound | |
| ☐ Dead Bolt(s) | ☐ Hot Tub | ☐ Laundry Room Basement | ☐ Tiler Counter | |
| ☐ Double Sided Fireplace | ☐ Humidifier | ☐ Pantry | ☐ Vacuum System | |
| ☐ Dryer Connection | ☐ Inlaw Suite | ☐ Remarks | ☐ Vaulted Ceilings | |
| ☐ 2 nd Dryer Connection | ☐ Intercom | ☐ Sauna | ☐ Washer Connection | |

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 | |

Amenities

Appliances

- | | |
|--|--|
| ☐ Appliance Center | ☐ Draft Range |
| ☐ Attached Microwave Oven | ☐ Dual-Fuel Range |
| ☐ Built-in Grill | ☐ Exhaust Fan |
| ☐ Built-in Oven | ☐ Free Standing Range |
| ☐ Built-in Range | ☐ Gas Cooktop |
| ☐ Built-in Refrigerator | ☐ Hot Water Dispenser |
| ☐ Compactor | ☐ Ice Maker |
| ☐ Convection Oven | ☐ Remarks |
| ☐ Convection Microwave | ☐ Slide-in Oven/Range |
| ☐ Cook Top | ☐ Smooth Cooktop |
| ☐ Dishwasher | ☐ Vent Hood |
| ☐ Disposal | ☐ Warming Drawer |
| ☐ Double Oven | ☐ Water Purifier |

Flooring

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

Pool Features

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

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

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 |
| ☐ Solar |
| ☐ Tankless |
| ☐ Unknown |
| ☐ Wood |

Water

- | |
|--|
| ☐ Community/Subdivision |
| ☐ None |
| ☐ Private |
| ☐ Public |
| ☐ Public Availability |
| ☐ Shared Well |
| ☐ Spring |
| ☐ Well |

Sewer

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

Energy Features

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

Informational/Remarks

Directions (255 max characters)

Public Remarks (1000 max characters)

Agent Only Remarks (1000 max characters)

Agent Only Remarks

☐ Yes ☐ No

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.