



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

- ☐ Single
- ☐ Agricultural
- ☐ Commercial
- ☐ Industrial
- ☐ Institutional
- ☐ Multi-Family
- ☐ Remarks
- ☐ Resort
- ☐ Undeveloped

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

Deed Restrictions

- ☐ Yes ☐ No

Tax Parcel ID

Tax Year

Tax Value

Tax Rate

Tax Amount

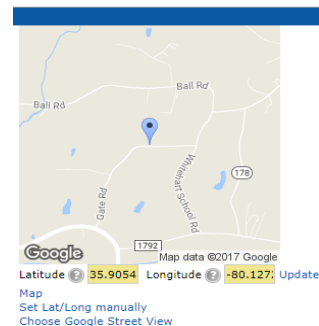
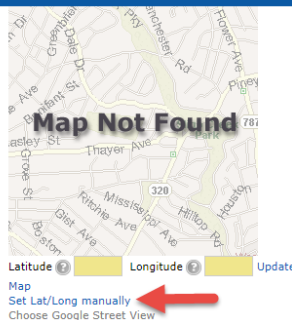
Tax Map

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

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
☐ Tac Value

Broker Package Attached

☐ Yes ☐ No

Property Information

Documents

- | | | | |
|--|--|---|--|
| ☐ Aerial | ☐ Feasibility Study | ☐ Profit & Loss | ☐ Tax Map |
| ☐ Boundary | ☐ Flood Map | ☐ Road Maint Agree | ☐ Topo Map |
| ☐ Cash Flow | ☐ Inventory Site | ☐ Septic Tank Permit | ☐ Traffic Count |
| ☐ Deed Restrictions | ☐ Lease Agreement | ☐ Septic/Soil Eval | |
| ☐ Deeds | ☐ Plan | ☐ Soil Study | |
| ☐ Demographics | ☐ Plat | ☐ Soil Test | |

Easements

- ☐ Yes
☐ No
☐ Don't Know

Acres* _____

Lot Dimensions* _____

Wooded Acres _____ **Cleared Acres** _____

Total Road Frontage _____ **Main Road Frontage** _____

Flood Zone

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

Main Road Type

- | | |
|--|---|
| ☐ 2 Lane | ☐ Paved |
| ☐ 4 Lane | ☐ Private |
| ☐ Dirt | ☐ Public |
| ☐ Gravel | ☐ Remarks |
| ☐ Not State Maint | ☐ State Maintained |

Best Use

- | | | |
|--------------------------------------|---------------------------------------|---|
| ☐ Business | ☐ Manufactured | ☐ Retail |
| ☐ Commercial | ☐ Medical | ☐ Service |
| ☐ Dairy | ☐ Modular | ☐ Service/Retail |
| ☐ Farming | ☐ Multi-family | ☐ Single Res |
| ☐ Fishing | ☐ Office Res | ☐ Timber |
| ☐ Hotel/Motel | ☐ Pasture | ☐ Warehouse |
| ☐ Hunting | ☐ Quarry | ☐ Remark |
| ☐ Industrial | ☐ Recreational | |
| ☐ Investment | ☐ Resort | |

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 | |

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

Property Information (cont)

Fencing

- | | | |
|--|-------------------------------------|---|
| ☐ Barbed Wire | ☐ Masonry | ☐ Security |
| ☐ Chain Link | ☐ No Fencing | ☐ Totally Fenced |
| ☐ Concrete | ☐ Partial | ☐ Vinyl |
| ☐ Crossed Fencing | ☐ Privacy | ☐ Wire |
| ☐ Electric | ☐ Rail | |
| ☐ Invisible | ☐ Remarks | |

Buildings On Property

- | | | | |
|--|--|--|--|
| ☐ Abandoned | ☐ Hay Barn | ☐ Riding Arena | ☐ Swine Parlour |
| ☐ Barn | ☐ House | ☐ Silo(s) | ☐ Tack House |
| ☐ Chicken House | ☐ Manufact Home | ☐ Smoke House | ☐ Tobacco Barn |
| ☐ Feed Barn | ☐ Milk Parlour | ☐ Spring House | ☐ Tractor Shed |
| ☐ Garage | ☐ Modular Home | ☐ Stable | |
| ☐ Green House | ☐ Pack House | ☐ Storage Building(s) | |

Miscellaneous

- | | |
|---|--|
| ☐ Additional Road Frontage | ☐ No Access-Land Locked |
| ☐ Crop Supplement | ☐ Pasture |
| ☐ Curbs | ☐ Sidewalk |
| ☐ Drainage Easements | ☐ Timber |
| ☐ Equipment-Call Agent | ☐ Tobacco |
| ☐ Gutters | |

Transportation Available

- | | |
|--|---------------------------------------|
| ☐ Bus Route | ☐ Interstate |
| ☐ City Streets | ☐ Private |
| ☐ Country Road | ☐ Railroad |
| ☐ Deed Right-of-Way | ☐ Service Road |
| ☐ Easement | ☐ US Highway |

Environmental Hazards

- ☐ Yes
☐ No
☐ Possible

Sell Options

- | | |
|--------------------------------------|---|
| ☐ Emblements | ☐ Will Lease Only |
| ☐ Exchange | ☐ Will Not Divide |
| ☐ Under Lease | ☐ Will Not Subordinate |
| ☐ Will Build | ☐ Will Subordinate |
| ☐ Will Divide | ☐ Remarks |

Elementary School _____

Middle School _____

High School _____

Additional School Info _____

Utilities

Electric Provider

- | | |
|--|--|
| ☐ Davidson Electric | ☐ Progress Energy |
| ☐ Duke Energy | ☐ Randolph |
| ☐ Energy United | ☐ Surry Yadkin Electric |
| ☐ High Point City | ☐ None |
| ☐ Lexington City | ☐ Remarks |

Gas Type

- ☐ Natural Gas
☐ Propane
☐ None Available
☐ Remarks

Phone

- ☐ Yes ☐ No

Cable

- ☐ Yes ☐ No

Water Line Size _____

Sewer Line Size _____

Water

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

Sewer

- ☐ Community
☐ None
☐ Private
☐ Public
☐ Public Availability
☐ Shared Septic
☐ Septic

Informational/Remarks

Directions (255 max characters)

Public Remarks (1000 max characters)

Agent Only Remarks

☐ Yes ☐ No

Agent Only Remarks (1000 max characters)

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

Seller Representation

- ☐ Owned Property for At least One Year
☐ Owned Property for Less Than Least One Year
☐ Does Not Own Yet

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 | |

Informational/Remarks (cont)

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 - ☐

Syndication (cont)

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.