



Sub Type/Built Information

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

Is this Proposed Construction

☐ Yes ☐ No

Built Information

- ☐ Estimated
☐ Existing
☐ Historic
☐ New

Year Built _____

Completion Date _____

Sub Type

- ☐ Stick/Site Built
☐ Manufactured
☐ Modular

Structure Type

- ☐ House
☐ Townhome
☐ Condominium
☐ Cluster
☐ Manufactured

Body Type*

- ☐ Double Wide
☐ Expando
☐ Quad Wide
☐ Single Wide
☐ Triple Wide

Choose YES if:

*A List Price has not yet been established
*Listing is New Construction, but not completed.

If YES is selected:

The listing will NOT go into an Active status. The listing will instead go into the Proposed Construction status.

Choose NO if:

*Listing is NOT Proposed Construction

If No is Selected:

The Listing will go into Active status

*Body Type is required if Manufactured is selected in Sub Type/Structure Type

Location/Legal

County _____

Street # _____

Pre-Direction

- ☐ N ☐ S
☐ NE ☐ SW
☐ E ☐ W
☐ SE ☐ NW

Street Name _____

Post-Direction

- ☐ N ☐ S
☐ NE ☐ SW
☐ E ☐ W
☐ SE ☐ NW

Street Type

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

City _____ **Zip Code** _____ **Zip +4** _____

City Limits

☐ Yes ☐ No

Subdivision _____ **Neighborhood Name** _____ **State:** _____ **Unit #** _____

Location/Legal (cont)

Zoning _____ **Owner Name** _____ **Legal Description** _____

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

Deed Restrictions

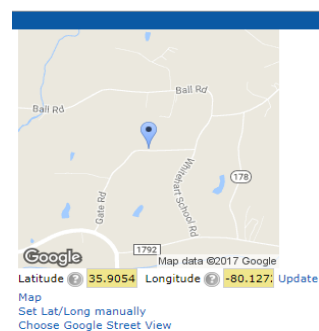
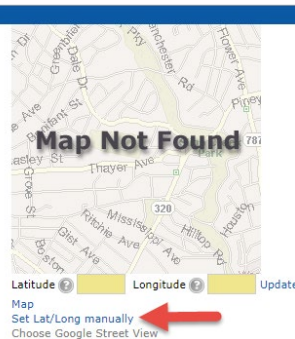
☐ Yes ☐ No

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.



New Construction Specifics

**** This tab will only display if "Is this Proposed Construction" is set to YES**

New Construction Type

- ☐ To Be Constructed
☐ Under Construction

Choose "To Be Constructed" if:
 *Construction has not yet started
 *The lot is available

Choose "Under Construction" if:
 *A building permit has been issued
 *Construction has already begun
 *The lot is no longer available

Build Options

- ☐ Buyer Can Bring Builder
☐ Multiple Builder Neighborhood
☐ Owner/Builder
☐ Single Builder Neighborhood

Lot Available

☐ Yes ☐ No

Estimated Price Range

Min _____ Max _____

Presale – New Construction*

☐ Yes ☐ No

* Select YES only is a New Construction Offer to Purchase and Contract has been executed. This will place the listing into a PC Pending Status.

List Agent/Office

List Agent ID _____ Co-List Agent ID _____

List 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

Lock Box Info _____

Seller Home Phone # _____

Seller Office Phone # _____

Seller Mobile Phone # _____

Showing Directions _____

Virtual Tour Link _____

Auction Price Type

- ☐ Minimum Bid
☐ Reserve Price
☐ Tax Value

Broker Package Attached

☐ 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

Flood Zone

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

Total Rooms _____

Bedrooms _____

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)

Full Baths _____

Half Baths _____

En Suite Bathroom

☐ Yes ☐ No

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 |

Basement

☐ Yes ☐ No

Basement Type

- ☐
- Finished
-
- ☐
- Unfinished
-
- ☐
- Partially Finished

Foundation

- ☐
- Basement
-
- ☐
- Cellar
-
- ☐
- Crawl Space
-
- ☐
- Slab

Acres* _____

Lot Dimensions* _____

of Fireplaces _____

Garage/Carport Spaces _____

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 | |

Attic

- ☐
- Access Only
-
- ☐
- Eave Storage
-
- ☐
- Floored Attic
-
- ☐
- No Access
-
- ☐
- Partially Floored
-
- ☐
- Permanent Stairs
-
- ☐
- Pulldown Stairs
-
- ☐
- Remarks
-
- ☐
- Walk in Attic

Fireplace Location

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

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

Elementary School _____

Middle School _____

High School _____

Additional School Info _____

Road Responsibility

- ☐
- Dedicated to Public Use Pending Acceptance
-
- ☐
- No Road
-
- ☐
- Private Maintained Road
-
- ☐
- Public Maintained Road

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

SqFt/Rooms

Living Room

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Dining Room

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Den

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Kitchen

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Primary Bedroom

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

2nd Bedroom

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

3rd Bedroom

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

4th Bedroom

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

5th Bedroom

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

6th Bedroom

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

7th Bedroom

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Bonus Room

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Breakfast

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Enclosed Porch

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Entry

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

SqFt/Rooms (cont)

Exercise Room

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Game Room

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Great Room

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Home Theatre

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Keeping Room

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Laundry Room

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Library

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Loft

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Mudroom

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Nursery

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Office

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Other

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Playroom

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Recreation Room

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

Remarks

☐ Basement ☐ Main ☐ Second ☐ Upper
☐ Lower ☐ Other ☐ Third ☐ Fourth

Length x Width (Feet and Inches)

Display order # on reports

SqFt/Rooms (cont)

Sewing	☐ Basement	☐ Main	☐ Second	☐ Upper	Length x Width (Feet and Inches)	Display order # on reports
	☐ Lower	☐ Other	☐ Third	☐ Fourth	_____	_____
Sitting	☐ Basement	☐ Main	☐ Second	☐ Upper	Length x Width (Feet and Inches)	Display order # on reports
	☐ Lower	☐ Other	☐ Third	☐ Fourth	_____	_____
Study	☐ Basement	☐ Main	☐ Second	☐ Upper	Length x Width (Feet and Inches)	Display order # on reports
	☐ Lower	☐ Other	☐ Third	☐ Fourth	_____	_____
Sunroom	☐ Basement	☐ Main	☐ Second	☐ Upper	Length x Width (Feet and Inches)	Display order # on reports
	☐ Lower	☐ Other	☐ Third	☐ Fourth	_____	_____
Wine Cellar	☐ Basement	☐ Main	☐ Second	☐ Upper	Length x Width (Feet and Inches)	Display order # on reports
	☐ Lower	☐ Other	☐ Third	☐ Fourth	_____	_____
Work Shop	☐ Basement	☐ Main	☐ Second	☐ Upper	Length x Width (Feet and Inches)	Display order # on reports
	☐ Lower	☐ Other	☐ Third	☐ Fourth	_____	_____

Square Footage Fields are Required. Fields change based off of story number selected.

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	Bath Fields are Required. Fields change based off of story number selected.		
_____	Primary on Main? ☐ Yes ☐ No		

Full Bath(s) Main _____ **Full Bath(s) Upper/2nd/3rd/4th** _____ **Full Bath(s) Lower/Basement** _____

Half Bath(s) Main _____ **Half Bath(s) Upper/2nd/3rd/4th** _____ **Half Bath(s) Lower/Basement** _____

2nd Living Quarters

☐ Yes ☐ No

2nd Living Qtrs Attached?

☐ Yes ☐ No

Heated Finished SqFt 2nd Living Qtrs Unfinished SqFt 2nd Living Qtrs

2nd Living Qtrs # of Rooms _____ **2nd Living Qtrs Full Bath(s)** _____ **2nd Living Qtrs Half Bath(s)** _____

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 | |

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 | |

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 | |

Features (cont)

Flooring

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

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 |

Pool Features

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

Fixture Exceptions

- ☐ Yes ☐ No

Fixture Exception Description _____

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

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

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

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

Utilities (cont)

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

Informational/Remarks (cont)

Homeowners Association

☐ Yes ☐ No

HOA Fee 1 Amount _____

HOA Fee 2 Amount _____

HOA Fee 1 Paid

- ☐ Annual
☐ Monthly
☐ Quarterly
☐ Semi-Annual

HOA Fee 2 Paid

- ☐ Annual
☐ Monthly
☐ Quarterly
☐ Semi-Annual

HOA Management Name _____

HOA Management Phone _____

HOA Management Email _____

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 | |

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.