



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.

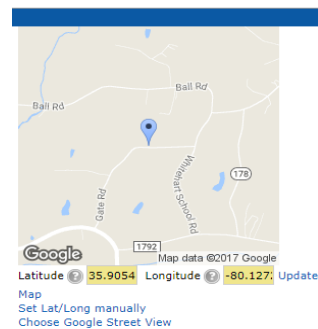
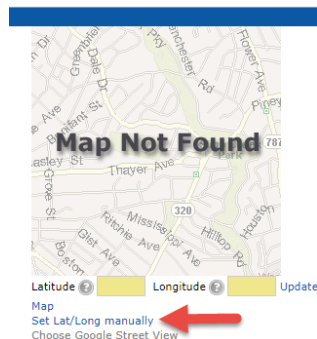
YELLOW HIGHLIGHT MEANS FIELD IS REQUIRED

City _____	Zip Code _____	Zip +4 _____	State: _____	City Limits ☐ Yes ☐ No
Zoning _____	Deed Book _____	Deed Page _____	Owner Name _____	
Tax Value _____	Tax Parcel _____	Tax Map _____	Tax Block _____	Tax lot _____

Sub-Type ☐ Industrial ☐ Investment ☐ Medical ☐ Office ☐ Remarks ☐ Retail	County _____ Street # _____ Pre-Direction ☐ N ☐ S ☐ NE ☐ SW ☐ E ☐ W ☐ SE ☐ NW																		
Street Name _____																			
Street Type <table border="0"><tr><td>☐ Avenue</td><td>☐ Drive</td><td>☐ Road</td></tr><tr><td>☐ Bend</td><td>☐ Extension</td><td>☐ Run</td></tr><tr><td>☐ Boulevard</td><td>☐ Lane</td><td>☐ Street</td></tr><tr><td>☐ Bypass</td><td>☐ Loop</td><td>☐ Trail</td></tr><tr><td>☐ Circle</td><td>☐ Manor</td><td>☐ Way</td></tr><tr><td>☐ Court</td><td>☐ Place</td><td></td></tr></table>	☐ 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
☐ Avenue	☐ Drive	☐ Road																	
☐ Bend	☐ Extension	☐ Run																	
☐ Boulevard	☐ Lane	☐ Street																	
☐ Bypass	☐ Loop	☐ Trail																	
☐ Circle	☐ Manor	☐ Way																	
☐ Court	☐ Place																		
Unit # _____																			

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 _____

List Price _____

Lease Price _____

Expiration Date _____

Type of Sale

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

Listing Agreement Type

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

Listing Service Type

- ☐ Full Service
☐ Limited Service

Seller Mobile Phone # _____ Showing Directions _____

Appointment Phone # _____

Lock Box Info _____

Seller Office Phone # _____

Seller Home Phone # _____

Auction Price Type

- ☐ Minimum Bid
☐ Reserve Price
☐ Tax Value

Broker Package Attached

- ☐ Yes ☐ No

Owner/Tenant

- ☐ Owner
☐ Tenant

Property Information

Project/Park Name _____

Building Name _____

Total SqFt Available _____

Total Vacant SqFt _____

Project SqFt _____

Year Built _____

Ceiling Height Maximum _____

Annual Lease Price/SF _____

Year Renovated _____

Dock Levelers _____

Stories _____

Heated % _____

Building Type

- ☐ Industrial
☐ Investment
☐ Medical
☐ Office
☐ Remarks
☐ Retail

Property Information (cont)

A/C % _____ # of Docks _____ Drive-In Doors _____ Parking Spaces _____

Lighting _____

Rail Availability

- ☐ Available
- ☐ Nearby
- ☐ None
- ☐ On-Site
- ☐ Unknown

Elevators _____ Core Factor _____

Water Availability

- ☐ Municipal Nearby
- ☐ Municipal on Site
- ☐ None Available
- ☐ Private Nearby
- ☐ Private on Site

Sprinklers

- ☐ Both
- ☐ Dry
- ☐ ESFR
- ☐ None
- ☐ Partial
- ☐ Wet

Bay Size _____

Gas Availability

- ☐ Nearby
- ☐ None
- ☐ On-Site

Sewer

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

Building Foot Print _____

Office SqFt _____

Lot Dimensions _____

Electric Meter

- ☐ Owner
- ☐ Owner & Tenant
- ☐ Tenant

Electricity _____

Janitorial Paid By

- ☐ Owner
- ☐ Owner & Tenant
- ☐ Tenant

Janitorial _____

Insurance Paid By

- ☐ Owner
- ☐ Owner & Tenant
- ☐ Tenant

Insurance _____

RE Taxes Paid By

- ☐ Owner
- ☐ Owner & Tenant
- ☐ Tenant

RE Taxes _____

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 | |

Informational/Remarks

Directions (255 max characters)

Public Remarks (1000 max characters)

Agent Only Remarks (1000 max characters)

Agent Only Remarks

☐ Yes ☐ No

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 | |

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.