

COMMERCIAL

Required data fields are **BOLD***

General
 Doors
 Features
 Directions/Remarks/Legal
 Agent Information

LIST PRICE*: \$ _____ **LIST DATE***: _____ **EXPIRATION DATE***: _____

SA COMM*: _____ **BA COMM***: _____ **VARIABLE***: Y N **EXCEPTION***: Y N **AUCTION**: Y N

REO*: Y N **SHORT SALE***: Y N **LIMITED SERVICE***: Y N **ELECTRONIC CONSENT***: Y N

LISTING CONTRACT TYPE*: Excl Right-to-Sell Excl Agency

OWNER*: _____

STREET #*: _____ **Street Direction**: _____ **STREET NAME**: _____

Street Type: _____ (Ave, Blvd, Hwy, Rd, Etc.) **Unit #**: _____ **Subdivision**: _____

CITY*: _____ **Twp**: _____ **COUNTY***: _____

STATE*: _____ **ZIP CODE***: _____

TAX ID*: _____ **Additional Tax Id#s**: _____

TAXES*: \$ _____ **TAX YR***: _____ **AREA***: _____

SCHOOL DISTRICT*: _____ **CITY***: _____

COMMERCIAL PROPERTY TYPE*: Bus Only RE Only RE w/ Bus

ACERAGE*: _____ **LOT SIZE**: L _____ +W _____ +L _____ +W _____

BUILDING DIMENSIONS: _____ **Other Buildings**: _____

Parking Area: _____ **Sidewall Height**: _____ **Sprinkler**: Y N **Service Amps**: _____

3-Phase Power **At Buildings**: **At Street**: **Municipal**: **Not Available**:

APX FIN ABOVE GRADE*: _____ **APX FIN BELOW GRADE***: _____

APPROX YEAR BUILT:

COMMON*: Y N **WATERFRONT**: Y N **SEASONS***: 3 4 **Water Front Ftg**: _____ **Lake Size**: _____

Lake Depth: _____ **LAKE/RIVER NAME***: _____

LAKE ASSOCIATION*: Y N

Waterfront Type: Lake River Flowage Pond Creek Other

Road Between Waterfront: Y N **Water View**: Lake View River View Waterfront View

WATERFRONT ACCESS*: Y N

WATERFRONT ACCESS TYPE*: Covenants Shared Exclusive Easement Owned Frontage

CONDITION REPORT: Y N

Current Occupant: _____ **Terms**: M2M M2M Tenant Owner Occupied

Tenant w/Lease Vacant Varied/Multi-Tenant Yearly Other- See Remarks

Seller Financing: Y N Seller Financing Remarks: _____

VOW*: Y N VOW AVM*: Y N VOW Blog*: Y N DISPLAY ADDRESS*: Y N

REALTOR.COM*: Y N SYNDICATION*: Homes.com None IDX*: Y N

IDX PUBLIC COMMENT*: Y N VIRTUAL TOUR*: Y N

VIRTUAL TOUR URL (unbranded only): _____

- DOOR#: _____ LENGTH: _____ WIDTH: _____ LOADING DOCK: Y N
- DOOR#: _____ LENGTH: _____ WIDTH: _____ LOADING DOCK: Y N
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- DOOR#: _____ LENGTH: _____ WIDTH: _____ LOADING DOCK: Y N

Basement (Max 3)

- Crawl Space
- Full
- Partial
- None
- Other- See Remarks

COMMERCIAL SUB TYPE* (Max 4)

- Hotel/Motel
- Manufacturing
- Mftg/Warehouse
- Office
- Office/Mftg
- Office/Retail
- Office/Warehouse
- Resort/Campground
- Retail
- Retail/Warehouse
- Warehouse
- Other- See Remarks

COOLING* (Max 4)

- Central
- Wall Unit
- Window
- None
- Other- See Remarks

EXTERIOR* (Max 4)

- Aluminum
- Asbestos
- Asphalt
- Brick
- Cedar
- Cement
- Composite
- Hardboard
- Log
- Metal
- Permastone
- Slate
- Steel
- Stone
- Stucco
- Vinyl
- Wood
- None
- Other- See Remarks

Interior Features (Max 8)

- Carpeting
- Compressor
- Conveyor
- Elevator
- Fixtures
- Freight Elevator
- Furniture
- Handicap Access
- Inside Storage
- Inventory
- Restrooms
- Restrooms- Handicap
- None
- Other- See Remarks

Exterior Features (Max 4)

- Fuel Tank
- Lighting
- Pole Sign
- Railroad Siding
- Roof Sign
- None
- Other- See Remarks

FUEL SOURCE* (Max 4)

- Electric
- Hot Water
- LP Gas
- Natural Gas
- Oil
- Radiant
- Solar
- Solar- Active
- Solar- Passive
- Steam
- Wood
- None
- Other- See Remarks

Occupancy (Max 4)

- At Closing
- Immediate
- Negotiable
- Tenants Rights
- Other- See Remarks

Foundation (Max 3)

- Block
- Poured
- Stone
- Wood
- None
- Other- See Remarks

HEATING* (Max 3)

- Baseboard
- Common
- Forced Air
- Gravity
- Heat Pump
- Hot Water
- In-Floor
- Radiant
- Space Heater
- Wall Furnace
- Zoned
- None
- Other- See Remarks

Roads (Max 4)

- Asphalt
- Concrete
- Highway- State
- Highway- US
- Road- Country
- Road- Gravel
- Road- Private
- Road- Town
- Street-City
- None
- Other- See Remarks

SHOWING INSTRUCTIONS*
(Max 4)

- 24 Hour Notice
- Key- At Listing Office
- Lockbox- Combination
- Lockbox- Electronic
- Lockbox- None
- Lockbox- Push Button
- Pets
- Sign- None
- Sign-On Property
- Special- See Agent Remarks
- Use ShowingTime

ZONING* (Max 3)

- Agricultural
- Commercial
- Forestry
- Industrial
- PUD
- Recreational
- Residential
- Residential- Duplex
- Residential- Limited MF
- Residential- Multi Family
- Shoreline
- Unzoned
- Other- See Remarks

Sewer

- City Sewer
- City Sewer- In Street
- Municipal
- Other
- Private Septic
- Privy
- Septic
- Septic- Conven/Installed
- Septic- Conven/Perked
- Septic- Hldgtank/Installed
- Septic- Hldgtank/Perked
- Septic Holding Tank
- Septic- Installed
- Septic- Mound
- Septic- Mound/Installed
- Septic- Mound/Perked
- Shared Septic
- None
- Other- See Remarks

Waterfront Elevation Steps

- Elevation Low 0-15
- Elevation Medium 16-35
- Elevation High 35+

Water

- Cistern
- City Water
- Municipal
- Private Well
- Shared Well
- Well
- Well- Common
- Well- Drilled
- Well- Driven
- Well- Sandpoint
- None
- Other
- Other- See Remarks

Internet Options

- Cable
- DSL
- Satellite
- Fiber Optic

ADA Compliant

- Bath Modification
- Door Levers
- Elevator
- Emergency Intercom
- Entry
- Handicap Access
- Handicap Convertible
- Kitchen Modification
- Level
- Other Bath Modification
- Ramped Main Level
- Roll-In Shower
- Wheelchair
- Wide Doorways
- Wide Hallways

DIRECTIONS*: (250 max characters allowed)

Agent Remarks- NOT for Public Use: (250 max characters allowed)

Secure Showing Instructions- appears only in ShowingTime (500 max characters allowed)

Public Remarks- Will appear on IDX, MLS approved public sites (1000 max characters allowed)

Legal Description (150 max characters allowed)

Listing in Other MLSs: Y N

Other MLS Listing #s: _____
(separate multiple numbers by commas)

ML # (auto-assigned): _____

LIST AGENT*: _____

LIST OFFICE*: _____

NOTE:

Status: all listings entered into Matrix are entered as Active listings; any other status must be changed in maintenance.

ML#: Matrix auto-assigns an ML# to complete and incomplete listing data. Images and attachments can be uploaded to incomplete listings.