



LEASE/RENT

Required data fields **BOLD***

Revised for Matrix 8/2016

General	Features	Directions/Remarks/Legal	Agent Information
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LIST PRICE*\$ _____ LIST DATE* ___/___/20___ EXPIRATION DATE* ___/___/20___
 FOR LEASE* Y N FOR RENT* Y N COMPENSATION* Y N COMP SCHEDULE* Y N
 ELECTRONIC CONSENT* Y N OWNER* _____

STREET #* _____ Street Direction: N S E W NE NW SE SW STREET NAME* _____
 STREET TYPE _____ (ave,blvd,hwy,rd,st,etc) Unit # _____ Subdivision _____
 CITY* _____ Twp _____ COUNTY* _____
 STATE* _____ ZIP CODE* _____ AREA* _____
 SCHOOL DISTRICT* _____

SUB TYPE* **Commercial** _____ **Style** Industrial__ Office__ Retail__
Residential _____ **Style** Single Family__ 2-4 Family__ Above 4 Family__
 STUDENT HOUSING* Y N Availability Date _____ **APX YEAR BUILT*** _____
 APX FIN SQFT* _____ Acreage _____ Lot Size L1 _____ W1 x _____ L2 _____ + W2 x _____ L _____

RESIDENTIAL

Security Deposit Req Y N Security Deposit Amt _____ Handicap Access Y N Coin Laundry Y N
 Smokers Y N **INCOME LIMITED*** Y N
 Terms Month to Month__ Mo to Mo/Tenant__ Owner Occupied__ Tenant w/Lease__ Vacant__
 Varied/Multi-Tenant__ Yearly__ Other-See Remarks__ Garage Capacity__
 Parking Garage__ Off Street__ On Street__ Other- See Remarks__
 Pets Cats & Small Dogs__ Cats & Small Dogs +\$____ Cats Only__ Cats only +\$____
 Negotiable__ No Pets__ Other__
 Bedrooms__ Full Baths__ Partial Baths__

LEASE/RENT INFORMATION

Lease Req Y N
 Lease Term Owner Occupied__ Tenant w/Lease__ Vacant__ Varied/Multi-Tenant__ Other-See Remarks__
 Current Owner _____

COMMERCIAL

Parking Area Capacity _____ Sidewall Height _____ Sprinkler Y N # of Loading Docks _____
 Service Amps _____ 3-Phase Power ___At Building ___At Street ___Municipal ___Not Available

VIRTUAL TOUR* Y N Virtual Tour URL (unbranded only) _____

Basement (max 3)

- Cellar
- Crawl Space
- Full
- Fully Finished
- Lookout
- Partial
- Partially Finished
- Silo
- Slab
- Walkout
- None
- Other-See Remarks

Cooling (max 3)

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

Electric (max 3)

- Circuit Breaker
- Combo
- Fuses
- Underground
- 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

Exterior Features (max 3)

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

Foundation (max 3)

- Block
- Poured
- Stone
- Wood
- 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

Heating (max 3)

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

Interior Features (max 4)

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

Rent Includes (max 4)

- AC Wall Unit
- Access Features
- Ceiling Fans
- Central Vac
- Dishwasher
- Garage Opener
- Garbage Disposal
- Microwave
- Oven/Range
- Refrigerator
- Washer
- Water Conditioner
- Window Coverings
- None
- Other-See Remarks

Utilities Included (max 5)

- Electric
- Garbage
- Heat
- Sewer
- Water
- None
- Other-See Remarks

Maintenance (max 3)

- Snow Removal
- Yard
- None
- Other-See Remarks

Occupancy (max 4)

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

Sewer (max 4)

- City Sewer
- Privy
- Septic
- Septic-Conventional
- Septic-Holding Tank
- Septic-Mound
- None
- Other-See Remarks

Water (max 3)

- Cistern
- City-Water
- Well
- Well-Common
- Well-Drilled
- Well-Driven
- Well-Sandpoint
- 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

DIRECTIONS* (250 maximum characters allowed)

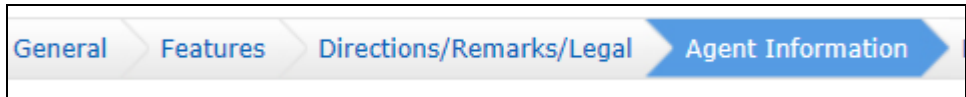
Agent Remarks-NOT for Public Use (250 maximum characters allowed)

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

Public Remarks-Will appear on IDX, MLS approved public sites (500 maximum characters allowed)

Legal Description (150 maximum 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