

LEASE/RENT

Required data fields are **BOLD***

General 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***: _____

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

Parking: Garage **Garage Capacity**: _____ Off Street On Street Other- See Remarks

Pets: Cats & Small Dogs **Cats & Small Dogs +\$**: _____ Cats Only **Cats only +\$**: _____
Negotiable No Pets Other- See Remarks

Bedrooms: _____ **Full Baths**: _____ **Partial Baths**: _____

LEASE/RENT INFORMATION **Lease Reg**: Y N

Lease Term: Owner Occupied Tenant w/Lease Vacant Varied/Multi-Tenant Other

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
- Crawlspace
- Full
- Fully Finished
- Lookout
- Partial
- Partially Finished
- Silo
- Slab
- Walkout
- 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

Cooling (Max 3)

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

Exterior Features (Max 3)

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

HEATING (Max 3)

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

Electric (Max 3)

- Circuit Breaker
- Combo
- Fuses
- Underground
- 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

Interior Features (Max 4)

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

Maintenance (Max 3)

- Snow Removal
- Yard
- 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

Rent Includes (Max 12)

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

Occupancy (Max 4)

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

Utilities Included (Max 5)

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

Sewer (Max 4)

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

Water (Max 4)

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

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.