

# Business Opportunity

# CRMLS Matrix Listing Input Form

Required fields are denoted with a red asterisk (\*) and conditionally required fields are denoted with a double red asterisk (\*\*).

Basics					
Listing Information					
List Price	List Price Low			*Parcel Number	
Additional Parcels? <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Parcels (Separated By Comma)				
County/City/Area/Tract					
*County	*City			**MLS Area	
<i>** Subdivision is only required in some Areas. To input a custom Subdivision, use the Subdivision "Name Other field." This is required when 'Other' is chosen as a subdivision selection.</i>					
Address Information					
*Street #			Str Number Ext		
Str Direction Prefix <input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West					
*Str Name					
Str Suffix					
<input type="checkbox"/> Alley	<input type="checkbox"/> Drive	<input type="checkbox"/> Loop	<input type="checkbox"/> Plaza	<input type="checkbox"/> Trace	
<input type="checkbox"/> Avenue	<input type="checkbox"/> Expressway	<input type="checkbox"/> Mall	<input type="checkbox"/> Rise	<input type="checkbox"/> Trail	
<input type="checkbox"/> Boulevard	<input type="checkbox"/> Freeway	<input type="checkbox"/> Parkway	<input type="checkbox"/> Road	<input type="checkbox"/> Turnpike	
<input type="checkbox"/> Causeway	<input type="checkbox"/> Highway	<input type="checkbox"/> Pass / Bypass	<input type="checkbox"/> Run	<input type="checkbox"/> Walk	
<input type="checkbox"/> Circle	<input type="checkbox"/> Interstate	<input type="checkbox"/> Pathway	<input type="checkbox"/> Square	<input type="checkbox"/> Way	
<input type="checkbox"/> Court	<input type="checkbox"/> Island	<input type="checkbox"/> Pike	<input type="checkbox"/> Street		
<input type="checkbox"/> Cut / Cutoff	<input type="checkbox"/> Lane	<input type="checkbox"/> Place	<input type="checkbox"/> Terrace		
Str Suffix Modifier		Str Direction Suffix			
		<input type="checkbox"/> East <input type="checkbox"/> North <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> South <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest <input type="checkbox"/> West			
Unit #			*State		
*Postal Code		Postal Code +4		Country	
*Directions					
Basic Information					
*Business Type			Year Built		
Year Built Source		<input type="checkbox"/> Appraiser	<input type="checkbox"/> Builder	<input type="checkbox"/> Other	<input type="checkbox"/> See Remarks
		<input type="checkbox"/> Assessor	<input type="checkbox"/> Estimated	<input type="checkbox"/> Public Records	<input type="checkbox"/> Seller
Leasable Area		Leasable Area Units		Year Established	
		<input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters			
Building Name		Building Area Total		Building Area Units <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters	
Living Area Source		<input type="checkbox"/> Appraiser	<input type="checkbox"/> Estimated	<input type="checkbox"/> Other	<input type="checkbox"/> Public Records
		<input type="checkbox"/> Assessor	<input type="checkbox"/> GIS Calculated	<input type="checkbox"/> Owner	<input type="checkbox"/> See Remarks
		<input type="checkbox"/> Builder	<input type="checkbox"/> Not Taped	<input type="checkbox"/> Plans	<input type="checkbox"/> Seller
Business Name		Zoning		Minimum Down Amount	
Lot Size Area		Lot Size Units <input type="checkbox"/> Acres <input type="checkbox"/> Square Feet			
Lot Size Source		<input type="checkbox"/> Appraiser	<input type="checkbox"/> Estimated	<input type="checkbox"/> Other	<input type="checkbox"/> Public Records
		<input type="checkbox"/> Assessor	<input type="checkbox"/> GIS Calculated	<input type="checkbox"/> Owner	<input type="checkbox"/> See Remarks
		<input type="checkbox"/> Builder	<input type="checkbox"/> Not Taped	<input type="checkbox"/> Plans	<input type="checkbox"/> Seller
Lot Dimensions Source					
<input type="checkbox"/> Appraiser	<input type="checkbox"/> Estimated	<input type="checkbox"/> Other	<input type="checkbox"/> Public Records	<input type="checkbox"/> Survey	
<input type="checkbox"/> Assessor	<input type="checkbox"/> GIS Calculated	<input type="checkbox"/> Owner	<input type="checkbox"/> See Remarks	<input type="checkbox"/> Taped	
<input type="checkbox"/> Builder	<input type="checkbox"/> Not Taped	<input type="checkbox"/> Plans	<input type="checkbox"/> Seller		
Listing Terms					
<input type="checkbox"/> 1031 Exchange	<input type="checkbox"/> FHA	<input type="checkbox"/> Lien Release	<input type="checkbox"/> Subject To Other	<input type="checkbox"/> VA No Loan	
<input type="checkbox"/> Cal Vet Loan	<input type="checkbox"/> FHA 203(b)	<input type="checkbox"/> Owner May Carry	<input type="checkbox"/> Submit	<input type="checkbox"/> VA No No Loan	
<input type="checkbox"/> Cash	<input type="checkbox"/> FHA 203(k)	<input type="checkbox"/> Owner Pay Points	<input type="checkbox"/> ordinate		
<input type="checkbox"/> Cash To Existing Loan	<input type="checkbox"/> Freddie Mac	<input type="checkbox"/> Owner Survey	<input type="checkbox"/> Trade		
<input type="checkbox"/> Cash to New Loan	<input type="checkbox"/> Government Loan	<input type="checkbox"/> Owner Will Carry	<input type="checkbox"/> Trust Conveyance		
<input type="checkbox"/> Contract	<input type="checkbox"/> Land Use Fee	<input type="checkbox"/> Private Financing Available	<input type="checkbox"/> Trust Deed		
<input type="checkbox"/> Conventional	<input type="checkbox"/> Lease Back	<input type="checkbox"/> Relocation Property	<input type="checkbox"/> USDA Loan		
<input type="checkbox"/> Fannie Mae	<input type="checkbox"/> Lease Option	<input type="checkbox"/> Subject To Court	<input type="checkbox"/> VA Loan		
Was an EXCLUSION FORM filed? <input type="checkbox"/> Place a CHECK if an Exclusion Form has been submitted for this listing					

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## Description

### Public Remarks

*The Public Remarks may only contain a description of the property, its features, its location or community, specific terms to or exclusions from a sale (or lease). All text must be entered in the English language ONLY. The following are NOT allowed to appear in the property description: Gate/Alarm Codes, Lockbox Combo, FSBO, Vacant, Occupied, Open House Information, Showing Instructions, Email Addresses, Website Addresses, Phone Numbers, Agent, Assistant, Co-Lister or Owner Names, or any age that violates Fair Housing/HUD Guidelines.*

### Virtual Tour URL Unbranded

*The Virtual Tour Field shall contain ONLY a live link to a Virtual Tour of the property. The Virtual Tour may not include such things as: agent/broker photos, agent/broker names, phone numbers, web site addresses, email addresses or advertising other than about the property. No messages or solicitations of any kind. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtourite.com/etc.*

### Virtual Tour URL Unbranded 2

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## Syndication Remarks & Branded Virtual Tour

### Syndication Remarks

*Syndication Remarks may contain information intended specifically for the consumers; this includes contact and other non-confidential information. Syndication Remarks is used in place of the Property Description for syndication display. If left blank during input, syndication websites will continue to receive the text you place in the "Property Description" field.*

### Virtual Tour URL Branded

*This Virtual Tour may include Agent/Office branding and will only be used in our Syndication data feeds. Begin your URL with HTTP:// or HTTPS://. For example http://www.virtualtourite.com/etc.*

### Exclusions

### Inclusions

### Business URL

### Business URL Description

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Business Details			
<b>Business Information</b>			
<b>Building Features</b>			
<input type="checkbox"/> Elevators	<input type="checkbox"/> Living Quarters	<input type="checkbox"/> Phone System	<input type="checkbox"/> Rec Room <input type="checkbox"/> TV System
<b>Special License</b>			
<input type="checkbox"/> Beer / Wine	<input type="checkbox"/> Class H	<input type="checkbox"/> Gambling	<input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Professional
<b>*#Full Time Employees</b>		<b>*# Part Time Employees</b>	
<b>Equipment Value</b>		<b>Inventory Value</b>	
<b>*Ownership Type</b>			
<input type="checkbox"/> Corp	<input type="checkbox"/> Franchise	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor
<b>Parking Total</b>		<b>Seating Capacity</b>	
<b>Years Current Owner</b>		<b>Hours Owner Works</b>	
<b>Professional Mgmt Expense</b>			
<b>Lease Information</b>			
<b>Total Actual Rent</b>		<b>Monthly NNN</b>	
<b>Equipment Expense</b>		<b>Lease Assignable?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Lease Expiration</b>		<b>Lease Renewable Option?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Financial Information</b>			
<b>Accounting Type</b> <input type="checkbox"/> Actual <input type="checkbox"/> ProForma		<b>Gross Operating Income</b>	
<b>Operating Expense</b>		<b>Net Profit</b>	
<b>Office &amp; MLS</b>			
<b>Listing Information</b>			
<b>*Buyer Agency Comp</b>		<b>*Buyer Agency Comp Type</b>	
<input type="checkbox"/> \$ <input type="checkbox"/> % <input type="checkbox"/> See Remarks		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>*Dual Variable Compensation?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Buyer Agency Comp Remarks</b>			
<b>*Listing Contract Date</b>		<b>*Expiration Date</b>	
<b>Listing Service</b> <input type="checkbox"/> Entry Only <input type="checkbox"/> Full Service <input type="checkbox"/> Limited Service		<b>On Market Date</b>	
<b>Sign on Property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>*Listing Agreement</b>	
<input type="checkbox"/> Exclusive Right To Sell <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right With Exception <input type="checkbox"/> Probate <input type="checkbox"/> Open			
<b>Showing Contact Information</b>			
<b>*Showing Contact Type</b> <input type="checkbox"/> Agent <input type="checkbox"/> None <input type="checkbox"/> Occupant <input type="checkbox"/> Other <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> See Remarks			
<b>Showing Contact Name</b>		<b>Showing Contact Phone</b>	
<b>Ext</b>		<b>Occupant Information</b>	
<b>*Occupant Type</b> <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant		<b>Owner Name</b>	
<b>Owner Phone</b>		<b>Showing Information</b>	
<b>*Showing Instructions</b>			
<b>*Lock Box Location</b>			
<b>*Lock Box Description</b>			
<input type="checkbox"/> Call Listing Office	<input type="checkbox"/> Combo	<input type="checkbox"/> Multacc	<input type="checkbox"/> None <input type="checkbox"/> Risco
<input type="checkbox"/> See Remarks	<input type="checkbox"/> Seller Providing	<input type="checkbox"/> SentrILock	<input type="checkbox"/> Supra
<b>Lock Box Version</b> <input type="checkbox"/> Supra <input type="checkbox"/> Supra BT <input type="checkbox"/> Supra BT LE		<b>Lock Box Serial Number</b>	

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## Office & MLS (Continued)

### Contact Information

Other Phone Description	Other Phone Number	Ext
<b>Preferred Order of Contact</b> — Select up to 6 contact options using the numbers 1 to 6 to specify the order.		
* ___ Agent Mobile Ph	___ Agent Direct Ph	___ Agent Email
___ Agent Pager Ph	___ Agent Toll Free	___ Agent Voice Mail
___ Office Fax	___ Co-Agent Mobile Ph	___ Co-Agent Direct Ph
___ Co-Agent Home Ph	___ Co-Agent Pager Ph	___ Co-Agent Toll Free
___ Other		
	___ Agent Fax	___ Agent Home Ph
	___ Agent Text Message	___ Office Ph
	___ Co-Agent Email	___ Co-Agent Fax
	___ Co-Agent Voice Mail	___ Co-Agent Text Message

### Private Remarks

### MLS

#### Ad Number

Before selecting "No" on any of the below options written authorization from the seller is required.

*Internet Entire Listing Display <input type="checkbox"/> Yes <input type="checkbox"/> No	*Internet Address Display? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Internet Consumer Comment <input type="checkbox"/> Yes <input type="checkbox"/> No	*Internet Automated Valuation Display? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Neighborhood Market Report Seller Participant? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### List Agent

### Co-List Agent

*List Agent MLS ID	Co-List Agent MLS ID
*List Agent Email Confidential	Co-List Agent Email Confidential
List Agent Name	Co-List Agent Name
List Agent Cal BRE#	Co-List Agent Cal BRE#
List Agent Direct Office Phone/Ext	Co-List Agent Direct Office Phone/Ext
List Agent Home Phone/Ext	Co-List Agent Home Phone/Ext
List Agent Toll Free Phone/Ext	Co-List Agent Toll Free Phone/Ext
List Agent Voicemail/Ext	Co-List Agent Voicemail/Ext
List Agent Email	Co-List Agent Email
List Agent Mobile Phone	Co-List Agent Mobile Phone
List Agent Fax	Co-List Agent Fax
List Agent Pager	Co-List Agent Pager
List Agent Car Phone	Co-List Agent Car Phone
Office Name	Office Name
Office ID	Office ID
Office Phone	Office Phone
Office Fax	Office Fax

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Open House			
Open House #1			
**Date	**Time	AM/PM to	AM/PM
**Type <input type="checkbox"/> Broker <input type="checkbox"/> Office <input type="checkbox"/> Public	**Attended <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended	Refreshments	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Directions			
Comments			*Active? <input type="checkbox"/> Yes <input type="checkbox"/> No
Open House #2			
**Date	**Time	AM/PM to	AM/PM
**Type <input type="checkbox"/> Broker <input type="checkbox"/> Office <input type="checkbox"/> Public	**Attended <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended	Refreshments	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Directions			
Comments			*Active? <input type="checkbox"/> Yes <input type="checkbox"/> No
Open House #3			
**Date	**Time	AM/PM to	AM/PM
**Type <input type="checkbox"/> Broker <input type="checkbox"/> Office <input type="checkbox"/> Public	**Attended <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended	Refreshments	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Directions			
Comments			*Active? <input type="checkbox"/> Yes <input type="checkbox"/> No
Open House #4			
**Date	**Time	AM/PM to	AM/PM
**Type <input type="checkbox"/> Broker <input type="checkbox"/> Office <input type="checkbox"/> Public	**Attended <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended	Refreshments	Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Directions			
Comments			*Active? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>"The Information contained above is furnished for the sole benefit of Participants of CRMLS. All Information is intended as representative but is not guaranteed to be accurate."</p>			
*Agent Signature	Date	*Seller's Signature	Date
**Broker/Participant's Signature	Date	*Seller's Signature	Date