



# LAKE COUNTY ASSOCIATION OF REALTORS®

## Reciprocal Participants

Complete this page and a minimum of all the **Red \*** asterisks on the MLS listing form.

Please email to: [Jillw@lcaor.com](mailto:Jillw@lcaor.com)

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Designated Broker: \_\_\_\_\_ DRE License #: \_\_\_\_\_

Listing Agent: \_\_\_\_\_ DRE License #: \_\_\_\_\_

Agent Email: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

**Please select the appropriate listing input form.**

Residential     Residential Lease     Residential Income     Manufactured In The Park

Land     Commercial Sale     Commercial Lease     Business Opportunity

**Listing Input Fee:    \$150.00 - *Payment must be transacted prior to listing input.***

Open House Fee:     \$10.00    *First Open House is Free*

*Optional Lockbox Rental (You can use your own combo/contractors' box)*

Lockbox Rental Fee:     \$150.00 (*\$50 fee + \$100 deposit, refunded upon lockbox return*)

**Please select payment option.**

Check (# \_\_\_\_\_)     Master Card     Visa     American Express     Discover

Or  Call Me for payment

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Expiration Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

3 Digit Security Code: \_\_\_\_\_ Billing Address: \_\_\_\_\_

**Authorized amount: \$** \_\_\_\_\_

Thank you for participating in the C.A.R. Master Reciprocal Agreement. The Lake County Association of REALTORS® (LCAOR) MLS charges a \$150.00 for the input and maintenance of your listing. By participating in the program both Listing Broker and Agent agree to abide by the LCAOR MLS Rules. **Status changes need to be reported to the MLS in the required time frames.**

Our MLS rules require that all listings have at least one photograph with the exception of land listings. Residential, Multi-Family Manufactured Homes, and Commercial listings must have a photograph of the exterior of the structure. You are responsible for supplying a photograph for your listing.

**Listing Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Office only - SharedE>mls>reciprocalformsforwebsite updated 6/2021 - jw*

P.O. Box 280/2559 Lakeshore Blvd, Suite 1

OFFICE: 707.263.9300

FAX: 707.263.9310

# Commercial Sale

# California Regional MLS Matrix Listing Input Form

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

<b>Status</b>				
*Listing Status: <input checked="" type="checkbox"/> Active (Property is open to offers and IS available for showings) <input type="checkbox"/> Coming Soon (Property is open to offers but is NOT available for showings)				
<b>Basics</b>				
<b>Listing Information:</b>				
*List Price:		List Price Low:		*Parcel Number:
Additional Parcels? <input type="checkbox"/> Yes <input type="checkbox"/> No		Additional Parcels (Separated By Comma):		
<b>County/City/Area/Tract:</b>				
*County:		*City:		**MLS Area:
<b>Address Information:</b>				
*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				
*Street Name:				
<b>Str Suffix:</b>				
<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:				
<b>Basic Information:</b>				
<b>Ownership:</b>				
Land Lease? <input type="checkbox"/> Yes <input type="checkbox"/> No		*Common Interest: <input type="checkbox"/> None <input type="checkbox"/> Condominium <input type="checkbox"/> Stock Cooperative <input type="checkbox"/> Community Apartment <input type="checkbox"/> Planned Development <input type="checkbox"/> Timeshare		
*Property Sub Type:				
<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Ranch	<input type="checkbox"/> Farm	<input type="checkbox"/> High Tech-Flex	<input type="checkbox"/> Hotel/Motel
<input type="checkbox"/> Industrial	<input type="checkbox"/> Unimproved Land	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Office
	<input type="checkbox"/> Retail	<input type="checkbox"/> Specialty	<input type="checkbox"/> Business	<input type="checkbox"/> Warehouse
	<input type="checkbox"/> Agriculture			
<b>Industrial Type:</b>		<b>Retail Center Type:</b>		<b>Investment Property?</b>
<input type="checkbox"/> High Tech/R&D	<input type="checkbox"/> Warehouse/Distribution	<input type="checkbox"/> Community/Specialty	<input type="checkbox"/> Mixed Use	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Warehouse/Office	<input type="checkbox"/> Grocery Anchor	<input type="checkbox"/> Power	<input type="checkbox"/> Regional Center
				<input type="checkbox"/> Unanchored
Office Class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		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	
*Building Area Total:		Living Area Source:		*Lot Size Area:
		<input type="checkbox"/> GIS Calculated <input type="checkbox"/> Public Records <input type="checkbox"/> Appraiser <input type="checkbox"/> Not Taped <input type="checkbox"/> See Remarks <input type="checkbox"/> Assessor <input type="checkbox"/> Other <input type="checkbox"/> Seller <input type="checkbox"/> Builder <input type="checkbox"/> Owner <input type="checkbox"/> Survey <input type="checkbox"/> Estimated <input type="checkbox"/> Plans <input type="checkbox"/> Taped		High Tech Flex Sqft:
Lot Size Source:		Building Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters		Condo Area:
<input type="checkbox"/> Appraiser <input type="checkbox"/> Not Taped <input type="checkbox"/> See Remarks	<input type="checkbox"/> Assessor <input type="checkbox"/> Other <input type="checkbox"/> Seller	Leasable Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters		
<input type="checkbox"/> Builder <input type="checkbox"/> Owner <input type="checkbox"/> Survey	<input type="checkbox"/> Estimated <input type="checkbox"/> Plans <input type="checkbox"/> Taped			
<input type="checkbox"/> GIS Calculated <input type="checkbox"/> Public Records				
Residential Sqft:		*Lot Size Units: <input type="checkbox"/> Acres <input type="checkbox"/> Square Feet		Largest Contiguous Sqft:
		Condo Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters		
Industrial Sqft:	Office Sqft:	Retail Sqft:	Total Building NRA:	Builder Name:
Building Name:		*Building Status:		
		<input type="checkbox"/> Demolished <input type="checkbox"/> Land <input type="checkbox"/> Under Construction <input type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Under Renovation		

# Commercial Sale

# California Regional MLS Matrix Listing Input Form

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

Ownership continued:				
<b>Current Use:</b> <input type="checkbox"/> Agricultural <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> Place of Worship <input type="checkbox"/> Investment <input type="checkbox"/> See Remarks <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Storage <input type="checkbox"/> Horses <input type="checkbox"/> Parking lot <input type="checkbox"/> Unimproved <input type="checkbox"/> Improved <input type="checkbox"/> Recreational	<b>Stories Total:</b>	<b>Entry Level:</b>		
<b>Current Use Comments:</b>	<b>Occupancy:</b> <input type="checkbox"/> Available <input type="checkbox"/> Occupied <input type="checkbox"/> Vacant	<b>Lease Considered?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>*Special Listing Conditions:</b> <input type="checkbox"/> Standard <input type="checkbox"/> HUD Owned <input type="checkbox"/> Auction <input type="checkbox"/> Trust <input type="checkbox"/> Notice Of Default <input type="checkbox"/> Short Sale <input type="checkbox"/> Bankruptcy Property <input type="checkbox"/> Conservatorship <input type="checkbox"/> Real Estate Owned <input type="checkbox"/> Probate Listing <input type="checkbox"/> Third Party Approval	<b>Probate Authority:</b> <input type="checkbox"/> Court Confirmation Not Required <input type="checkbox"/> Court Confirmation Required			
<b>Asset Class:</b> <input type="checkbox"/> Farm/Ranch <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Land/Unimproved <input type="checkbox"/> Multi-Family <input type="checkbox"/> Retail <input type="checkbox"/> High Tech-Flex <input type="checkbox"/> Industrial <input type="checkbox"/> Mobile Home Park <input type="checkbox"/> Office <input type="checkbox"/> Specialty				
<b>Business Type:</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 20%;"> <input type="checkbox"/> Accounting  <input type="checkbox"/> Administrative and Support  <input type="checkbox"/> Adult Family Home  <input type="checkbox"/> Advertising  <input type="checkbox"/> Agriculture  <input type="checkbox"/> Animal Grooming  <input type="checkbox"/> Appliances  <input type="checkbox"/> Aquarium Supplies  <input type="checkbox"/> Arts and Entertainment  <input type="checkbox"/> Athletic  <input type="checkbox"/> Auto Body  <input type="checkbox"/> Auto Dealer  <input type="checkbox"/> Auto Glass  <input type="checkbox"/> Auto Parts  <input type="checkbox"/> Auto Rent/Lease  <input type="checkbox"/> Auto Repair-Specialty  <input type="checkbox"/> Auto Service  <input type="checkbox"/> Auto Stereo/Alarm  <input type="checkbox"/> Auto Tires  <input type="checkbox"/> Auto Wrecking  <input type="checkbox"/> Bakery  <input type="checkbox"/> Bar/Tavern/Lounge  <input type="checkbox"/> Barber/Beauty  <input type="checkbox"/> Bed &amp; Breakfast  <input type="checkbox"/> Books/Cards/Stationary           </div> <div style="width: 20%;"> <input type="checkbox"/> Build to Suit  <input type="checkbox"/> Butcher  <input type="checkbox"/> Cabinets  <input type="checkbox"/> Candy/Cookie  <input type="checkbox"/> Car Wash  <input type="checkbox"/> Carpet/Tile  <input type="checkbox"/> Child Care  <input type="checkbox"/> Church  <input type="checkbox"/> Clothing  <input type="checkbox"/> Commercial  <input type="checkbox"/> Computer  <input type="checkbox"/> Condominium  <input type="checkbox"/> Construction/Contractor  <input type="checkbox"/> Convalescent  <input type="checkbox"/> Convenience Store  <input type="checkbox"/> Dance Studio  <input type="checkbox"/> Decorator  <input type="checkbox"/> Deli/Catering  <input type="checkbox"/> Dental  <input type="checkbox"/> Distribution  <input type="checkbox"/> Doughnut  <input type="checkbox"/> Drugstore  <input type="checkbox"/> Dry Cleaner  <input type="checkbox"/> Education/School  <input type="checkbox"/> Electronics           </div> <div style="width: 20%;"> <input type="checkbox"/> Employment  <input type="checkbox"/> Farm  <input type="checkbox"/> Ranch  <input type="checkbox"/> Fast Food  <input type="checkbox"/> Financial  <input type="checkbox"/> Fitness  <input type="checkbox"/> Florist/Nursery  <input type="checkbox"/> Food &amp; Beverage  <input type="checkbox"/> Forest Reserve  <input type="checkbox"/> Franchise  <input type="checkbox"/> Furniture  <input type="checkbox"/> Gas Station  <input type="checkbox"/> Gift Shop  <input type="checkbox"/> Government  <input type="checkbox"/> Grocery  <input type="checkbox"/> Hardware  <input type="checkbox"/> Health Food  <input type="checkbox"/> Health Services  <input type="checkbox"/> Hobby  <input type="checkbox"/> Home Cleaner  <input type="checkbox"/> Hospitality  <input type="checkbox"/> Hotel/Motel  <input type="checkbox"/> Ice Cream/Frozen Yogurt  <input type="checkbox"/> Industrial  <input type="checkbox"/> Jewelry           </div> <div style="width: 20%;"> <input type="checkbox"/> Landscaping  <input type="checkbox"/> Laundromat  <input type="checkbox"/> Liquor Store  <input type="checkbox"/> Live/Work  <input type="checkbox"/> Locksmith  <input type="checkbox"/> Manufacturing  <input type="checkbox"/> Medical  <input type="checkbox"/> Mixed  <input type="checkbox"/> Mobile/Trailer Park  <input type="checkbox"/> Multi-Tenant  <input type="checkbox"/> Music  <input type="checkbox"/> Nursing Home  <input type="checkbox"/> Office Supply  <input type="checkbox"/> Other  <input type="checkbox"/> Pad(s)  <input type="checkbox"/> Paints  <input type="checkbox"/> Parking  <input type="checkbox"/> Pet Store  <input type="checkbox"/> Photographer  <input type="checkbox"/> Pizza  <input type="checkbox"/> Printing  <input type="checkbox"/> Professional Service  <input type="checkbox"/> Professional/Office  <input type="checkbox"/> Real Estate  <input type="checkbox"/> Recreation           </div> <div style="width: 20%;"> <input type="checkbox"/> Regional Center  <input type="checkbox"/> Rental  <input type="checkbox"/> Restaurant  <input type="checkbox"/> Retail  <input type="checkbox"/> Saddlery/Harness  <input type="checkbox"/> Showroom  <input type="checkbox"/> Single-Tenant  <input type="checkbox"/> Special Use  <input type="checkbox"/> Sporting Goods  <input type="checkbox"/> Stand-Alone  <input type="checkbox"/> Storage  <input type="checkbox"/> Strip Mall  <input type="checkbox"/> Toys  <input type="checkbox"/> Transportation  <input type="checkbox"/> Travel  <input type="checkbox"/> Upholstery  <input type="checkbox"/> Utility  <input type="checkbox"/> Variety  <input type="checkbox"/> Video  <input type="checkbox"/> Wallpaper  <input type="checkbox"/> Warehouse  <input type="checkbox"/> Wholesale           </div> </div>				
Description				
<b>Public Remarks:</b>				
<p><i>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 language that violates Fair Housing/HUD Guidelines.</i></p>				
<b>Exclusions:</b>				
<b>Inclusions:</b>				
<b>Business URL:</b>				
<b>Business URL Description:</b>				

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

**Description continued:**

**Virtual Tour URL Unbranded (NO Agent/Broker Information):**

*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.virtualltour.com/etc.*

**Virtual Tour URL Unbranded 2 (NO Agent/Broker Information):**

*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.virtualltour.com/etc.*

**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 (Agent/Broker Information):**

*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.virtualltour.com/etc.*

**Features**

**Building Details:**

**\*Lot Features:**

- 0-1 Unit/Acre
- 2-5 Units/Acre
- 6-10 Units/Acre
- 11-15 Units/Acre
- 16-20 Units/Acre
- 21-25 Units/Acre
- 26-30 Units/Acre
- 31-35 Units/Acre
- 36-40 Units/Acre
- Agricultural
- Agricultural - Dairy
- Agricultural - Other
- Agricultural - Row/Crop
- Agricultural - Tree/Orchard
- Agricultural - Vine/Vineyard
- Back Yard
- Bluff
- Close to Clubhouse
- Corner Lot
- Corners Marked
- Cul-De-Sac
- Desert Back
- Desert Front
- Sloped Down
- Front Yard
- Garden
- Gentle Sloping
- Greenbelt
- Horse Property
- Horse Property Improved

**\*Lot Features continued:**

- Horse Property Unimproved
- Landscaped
- Lawn
- Level with Street
- Lot 10000-19999 Sqft
- Lot 20000-39999 Sqft
- Lot 6500-9999
- Lot Over 40000 Sqft
- Flag Lot
- Irregular Lot
- Rectangular Lot
- Level
- Misting System
- Near Public Transit
- No Landscaping
- On Golf Course
- Over 40 Units/Acre
- Park Nearby
- Pasture
- Patio Home
- Paved
- Percolate
- Ranch
- Rocks
- Rolling Slope
- Secluded
- Sprinkler System
- Sprinklers Drip System
- Sprinklers In Front
- Sprinklers In Rear

**\*Lot Features continued:**

- Sprinklers Manual
- Sprinklers None
- Sprinklers On Side
- Sprinklers Timer
- Steep Slope
- Tear Down
- Treed Lot
- Up Slope from Street
- Utilities - Overhead
- Value In Land
- Walkstreet
- Yard
- Zero Lot Line

**Construction Materials:**

- Adobe
- Alcan
- Aluminum Siding
- Asbestos
- Asphalt
- Block
- Blown-In Insulation
- Board & Batten Siding
- Brick
- Brick Veneer
- Cedar
- Cellulose Insulation
- Cement Siding
- Clapboard
- Concrete

**Construction Materials continued:**

- Drywall Walls
- Ducts Professionally Air-Sealed
- Fiber Cement
- Fiberglass Siding
- Flagstone
- Frame
- Glass
- Hardboard
- HardiPlank Type
- ICFs (Insulated Concrete Forms)
- Lap Siding
- Log
- Log Siding
- Masonite
- Metal Siding
- Natural Building
- NES Insulation Pkg
- Other
- Plaster
- Radiant Barrier
- Rammed Earth
- Redwood Siding
- See Remarks
- Shake Siding
- Shingle Siding
- Slump Block
- Spray Foam Insulation
- Steel
- Steel Siding
- Stone

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

<b>Building Details continued:</b>			
<p><b>Construction Materials continued:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Stone Veneer</li> <li><input type="checkbox"/> Straw</li> <li><input type="checkbox"/> Stucco</li> <li><input type="checkbox"/> Synthetic Stucco</li> <li><input type="checkbox"/> TVA Insulation Pkg</li> <li><input type="checkbox"/> Unknown</li> <li><input type="checkbox"/> Vertical Siding</li> <li><input type="checkbox"/> Vinyl Siding</li> <li><input type="checkbox"/> Wood Siding</li> <li><input type="checkbox"/> Stone Veneer</li> </ul> <p><b>Roof:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Asbestos Shingle</li> <li><input type="checkbox"/> Asphalt</li> <li><input type="checkbox"/> Bahama</li> <li><input type="checkbox"/> Barrel</li> <li><input type="checkbox"/> Bitumen</li> <li><input type="checkbox"/> Bituthene</li> <li><input type="checkbox"/> Clay</li> <li><input type="checkbox"/> Common Roof</li> <li><input type="checkbox"/> Composition</li> <li><input type="checkbox"/> Concrete</li> <li><input type="checkbox"/> Copper</li> <li><input type="checkbox"/> Elastomeric</li> <li><input type="checkbox"/> Fiberglass</li> <li><input type="checkbox"/> Fire Retardant</li> <li><input type="checkbox"/> Flat</li> <li><input type="checkbox"/> Flat Tile</li> <li><input type="checkbox"/> Foam</li> <li><input type="checkbox"/> Green Roof</li> <li><input type="checkbox"/> Mansard</li> <li><input type="checkbox"/> Membrane</li> <li><input type="checkbox"/> Metal</li> <li><input type="checkbox"/> Mixed</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Reflective</li> <li><input type="checkbox"/> Ridge Vents</li> <li><input type="checkbox"/> Rolled/Hot Mop</li> <li><input type="checkbox"/> See Remarks</li> <li><input type="checkbox"/> Shake</li> <li><input type="checkbox"/> Shingle</li> <li><input type="checkbox"/> Slate</li> <li><input type="checkbox"/> Spanish Tile</li> <li><input type="checkbox"/> Stone</li> <li><input type="checkbox"/> Synthetic</li> <li><input type="checkbox"/> Tar/Gravel</li> <li><input type="checkbox"/> Tile</li> <li><input type="checkbox"/> Wood</li> </ul> <p><b>Heating:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Central</li> <li><input type="checkbox"/> Zoned</li> </ul>	<p><b>Heating continued:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Baseboard</li> <li><input type="checkbox"/> Floor Furnace</li> <li><input type="checkbox"/> Wall Furnace</li> <li><input type="checkbox"/> Space Heater</li> <li><input type="checkbox"/> Forced Air</li> <li><input type="checkbox"/> Gravity</li> <li><input type="checkbox"/> Heat Pump</li> <li><input type="checkbox"/> Radiant</li> <li><input type="checkbox"/> Electric</li> <li><input type="checkbox"/> Natural Gas</li> <li><input type="checkbox"/> Propane</li> <li><input type="checkbox"/> Kerosene</li> <li><input type="checkbox"/> Pellet Stove</li> <li><input type="checkbox"/> Wood</li> <li><input type="checkbox"/> Oil</li> <li><input type="checkbox"/> Solar</li> <li><input type="checkbox"/> ENERGY STAR Qualified Equipment</li> <li><input type="checkbox"/> High Efficiency</li> <li><input type="checkbox"/> Combination</li> <li><input type="checkbox"/> Fireplace(s)</li> <li><input type="checkbox"/> Humidity Control</li> <li><input type="checkbox"/> Wood Stove</li> <li><input type="checkbox"/> See Remarks</li> </ul> <p><b>Security Features:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 24 Hour Security</li> <li><input type="checkbox"/> Gated with Attendant</li> <li><input type="checkbox"/> Automatic Gate</li> <li><input type="checkbox"/> Carbon Monoxide Detector(s)</li> <li><input type="checkbox"/> Card/Code Access</li> <li><input type="checkbox"/> Closed Circuit Camera(s)</li> <li><input type="checkbox"/> Fire and Smoke Detection System</li> <li><input type="checkbox"/> Fire Rated Drywall</li> <li><input type="checkbox"/> Fire Sprinkler System</li> <li><input type="checkbox"/> Firewall(s)</li> <li><input type="checkbox"/> Gated Community</li> <li><input type="checkbox"/> Gated with Guard</li> <li><input type="checkbox"/> Guarded</li> <li><input type="checkbox"/> Resident Manager</li> <li><input type="checkbox"/> Security Lights</li> <li><input type="checkbox"/> Security System</li> <li><input type="checkbox"/> Smoke Detector(s)</li> <li><input type="checkbox"/> Window Bars</li> <li><input type="checkbox"/> Wired for Alarm System</li> </ul> <p><b>*Laundry:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Common Area</li> <li><input type="checkbox"/> Community</li> <li><input type="checkbox"/> Dryer Included</li> <li><input type="checkbox"/> Electric Dryer Hookup</li> <li><input type="checkbox"/> Gas &amp; Electric Dryer Hookup</li> <li><input type="checkbox"/> Gas Dryer Hookup</li> <li><input type="checkbox"/> In Carport</li> </ul>	<p><b>*Laundry continued:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In Closet</li> <li><input type="checkbox"/> In Garage</li> <li><input type="checkbox"/> In Kitchen</li> <li><input type="checkbox"/> Individual Room</li> <li><input type="checkbox"/> Inside</li> <li><input type="checkbox"/> Laundry Chute</li> <li><input type="checkbox"/> Upper Level</li> <li><input type="checkbox"/> Outside</li> <li><input type="checkbox"/> Propane Dryer Hookup</li> <li><input type="checkbox"/> See Remarks</li> <li><input type="checkbox"/> Stackable</li> <li><input type="checkbox"/> Washer Hookup</li> <li><input type="checkbox"/> Washer Included</li> </ul> <p><b>Cooling:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Central Air</li> <li><input type="checkbox"/> Dual</li> <li><input type="checkbox"/> Zoned</li> <li><input type="checkbox"/> Wall/Window Unit(s)</li> <li><input type="checkbox"/> Evaporative Cooling</li> <li><input type="checkbox"/> Heat Pump</li> <li><input type="checkbox"/> Humidity Control</li> <li><input type="checkbox"/> Whole House Fan</li> <li><input type="checkbox"/> Electric</li> <li><input type="checkbox"/> Gas</li> <li><input type="checkbox"/> ENERGY STAR Qualified Equipment</li> <li><input type="checkbox"/> High Efficiency</li> <li><input type="checkbox"/> SEER Rated 13-15</li> <li><input type="checkbox"/> SEER Rated 16+</li> <li><input type="checkbox"/> See Remarks</li> </ul> <p><b>Fence:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Average Condition</li> <li><input type="checkbox"/> Barbed Wire</li> <li><input type="checkbox"/> Block</li> <li><input type="checkbox"/> Brick</li> <li><input type="checkbox"/> Chain Link</li> <li><input type="checkbox"/> Cross Fenced</li> <li><input type="checkbox"/> Electric</li> <li><input type="checkbox"/> Excellent Condition</li> <li><input type="checkbox"/> Fair Condition</li> <li><input type="checkbox"/> Glass</li> <li><input type="checkbox"/> Goat Type</li> <li><input type="checkbox"/> Good Condition</li> <li><input type="checkbox"/> Grapestake</li> <li><input type="checkbox"/> Invisible</li> <li><input type="checkbox"/> Livestock</li> <li><input type="checkbox"/> Masonry</li> <li><input type="checkbox"/> Needs Repair</li> <li><input type="checkbox"/> New Condition</li> <li><input type="checkbox"/> Partial</li> <li><input type="checkbox"/> Pipe</li> </ul>	<p><b>Fence continued:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Poor Condition</li> <li><input type="checkbox"/> Privacy</li> <li><input type="checkbox"/> Redwood</li> <li><input type="checkbox"/> Security</li> <li><input type="checkbox"/> See Remarks</li> <li><input type="checkbox"/> Split Rail</li> <li><input type="checkbox"/> Stone</li> <li><input type="checkbox"/> Stucco Wall</li> <li><input type="checkbox"/> Vinyl</li> <li><input type="checkbox"/> Wire</li> <li><input type="checkbox"/> Wood</li> <li><input type="checkbox"/> Wrought Iron</li> </ul> <p><b>Signage:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign Freestanding</li> <li><input type="checkbox"/> Sign on Building</li> </ul> <p><b>Building Features:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elevators</li> <li><input type="checkbox"/> Living Quarters</li> <li><input type="checkbox"/> Phone System</li> <li><input type="checkbox"/> Rec Room</li> <li><input type="checkbox"/> TV System</li> </ul> <p><b>Waterfront Features:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Across the Road from Lake/Ocean</li> <li><input type="checkbox"/> Bay Front</li> <li><input type="checkbox"/> Beach Access</li> <li><input type="checkbox"/> Beach Front</li> <li><input type="checkbox"/> Canal Front</li> <li><input type="checkbox"/> Creek</li> <li><input type="checkbox"/> Fishing in Community</li> <li><input type="checkbox"/> Includes Dock</li> <li><input type="checkbox"/> Lagoon</li> <li><input type="checkbox"/> Lake</li> <li><input type="checkbox"/> Lake Front</li> <li><input type="checkbox"/> Lake Privileges</li> <li><input type="checkbox"/> Marina in Community</li> <li><input type="checkbox"/> Navigable Water</li> <li><input type="checkbox"/> Ocean Access</li> <li><input type="checkbox"/> Ocean Front</li> <li><input type="checkbox"/> Ocean Side of Freeway</li> <li><input type="checkbox"/> Ocean Side Of Highway 1</li> <li><input type="checkbox"/> Pond</li> <li><input type="checkbox"/> Reservoir in Community</li> <li><input type="checkbox"/> River Front</li> <li><input type="checkbox"/> Sea Front</li> <li><input type="checkbox"/> Seawall</li> <li><input type="checkbox"/> Stream</li> <li><input type="checkbox"/> Waterfront With Home Across Road</li> </ul>
<b>Utilities:</b>			
<p><b>Utilities:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Cable Available</li> <li><input type="checkbox"/> Cable Connected</li> <li><input type="checkbox"/> Cable Not Available</li> <li><input type="checkbox"/> Electricity Available</li> <li><input type="checkbox"/> Electricity Connected</li> <li><input type="checkbox"/> Electricity Not Available</li> <li><input type="checkbox"/> Natural Gas Available</li> <li><input type="checkbox"/> Natural Gas Connected</li> <li><input type="checkbox"/> Natural Gas Not Available</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Phone Available</li> <li><input type="checkbox"/> Phone Connected</li> <li><input type="checkbox"/> Phone Not Available</li> </ul>	<p><b>Utilities continued:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Propane</li> <li><input type="checkbox"/> See Remarks</li> <li><input type="checkbox"/> Sewer Available</li> <li><input type="checkbox"/> Sewer Connected</li> <li><input type="checkbox"/> Sewer Not Available</li> <li><input type="checkbox"/> Underground Utilities</li> <li><input type="checkbox"/> Water Available</li> <li><input type="checkbox"/> Water Connected</li> <li><input type="checkbox"/> Water Not Available</li> </ul> <p><b>*Water Source:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Agricultural Well</li> <li><input type="checkbox"/> Cistern</li> </ul>	<p><b>*Water Source continued:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Private</li> <li><input type="checkbox"/> Public</li> <li><input type="checkbox"/> See Remarks</li> <li><input type="checkbox"/> Shared Well</li> <li><input type="checkbox"/> Well</li> </ul> <p><b>Electric:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 220 Volts For Spa</li> <li><input type="checkbox"/> 220 Volts in Garage</li> <li><input type="checkbox"/> 220 Volts in Kitchen</li> <li><input type="checkbox"/> 220 Volts in Laundry</li> <li><input type="checkbox"/> 220 Volts in Workshop</li> <li><input type="checkbox"/> 220V Other - See Remarks</li> </ul>	<p><b>Electric continued:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 220 Volts</li> <li><input type="checkbox"/> 440 Volts</li> <li><input type="checkbox"/> Electricity - On Bond</li> <li><input type="checkbox"/> Electricity - On Property</li> <li><input type="checkbox"/> Electricity - Unknown</li> <li><input type="checkbox"/> Heavy</li> <li><input type="checkbox"/> Photovoltaics on Grid</li> <li><input type="checkbox"/> Photovoltaics Seller Owned</li> <li><input type="checkbox"/> Photovoltaics Stand-Alone</li> <li><input type="checkbox"/> Photovoltaics Third-Party Owned</li> <li><input type="checkbox"/> Standard</li> </ul>

# Commercial Sale

# California Regional MLS Matrix Listing Input Form

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

<b>Utilities continued:</b>			
<b>Laundry Equipment Own Lease:</b> <input type="checkbox"/> Lease <input type="checkbox"/> Own		<b>Voltage:</b>	<b>Amperage:</b>
<b>Phase:</b>		<b>Clearance Height Min:</b>	<b>Clearance Height Max:</b>
<b>Garage and Parking:</b>			
<b>Parking Total:</b>	<b>Uncovered Spaces:</b>	<b>Carport Spaces:</b>	<b>Parking Ratio:</b>
<b>Land &amp; Terms</b>			
<b>Land Information:</b>			
<b>Land Use:</b> <input type="checkbox"/> Industrial <input type="checkbox"/> Mobile Home Park <input type="checkbox"/> Multi-Family <input type="checkbox"/> Office <input type="checkbox"/> Other <input type="checkbox"/> Retail			
<b>Number of Buildings:</b>		<b>Number of Units Leased:</b>	<b>anchors / Co-Tenants:</b>
<b>Topography:</b>		<b>Zoning:</b>	<b>Lot Size Dimensions:</b>
<b>Lot Dimensions Source:</b> <input type="checkbox"/> Builder <input type="checkbox"/> Not Taped <input type="checkbox"/> Plans <input type="checkbox"/> Survey			
<input type="checkbox"/> Appraiser <input type="checkbox"/> Estimated <input type="checkbox"/> Other <input type="checkbox"/> Public Records <input type="checkbox"/> Taped			
<input type="checkbox"/> Assessor <input type="checkbox"/> GIS Calculated <input type="checkbox"/> Owner <input type="checkbox"/> See Remarks			
<b>Listing Terms:</b>			
<input type="checkbox"/> 1031 Exchange <input type="checkbox"/> Fannie Mae <input type="checkbox"/> Lease Back <input type="checkbox"/> Owner Will Carry <input type="checkbox"/> Trade			
<input type="checkbox"/> Cal Vet Loan <input type="checkbox"/> FHA <input type="checkbox"/> Lease Option <input type="checkbox"/> Private Financing Available <input type="checkbox"/> Trust Conveyance			
<input type="checkbox"/> Cash <input type="checkbox"/> FHA 203(b) <input type="checkbox"/> Lien Release <input type="checkbox"/> Relocation Property <input type="checkbox"/> Trust Deed			
<input type="checkbox"/> Cash To Existing Loan <input type="checkbox"/> FHA 203(k) <input type="checkbox"/> Non-Smoking Premises <input type="checkbox"/> Subject To Court <input type="checkbox"/> USDA Loan			
<input type="checkbox"/> Cash to New Loan <input type="checkbox"/> Freddie Mac <input type="checkbox"/> Owner May Carry <input type="checkbox"/> Subject To Other <input type="checkbox"/> VA Loan			
<input type="checkbox"/> Contract <input type="checkbox"/> Government Loan <input type="checkbox"/> Owner Pay Points <input type="checkbox"/> Submit <input type="checkbox"/> VA No Loan			
<input type="checkbox"/> Conventional <input type="checkbox"/> Land Use Fee <input type="checkbox"/> Owner Survey <input type="checkbox"/> Subordinate <input type="checkbox"/> VA No No Loan			
<b>Current Financing:</b>			
<input type="checkbox"/> None <input type="checkbox"/> Cal Vet Loan <input type="checkbox"/> Fannie Mae <input type="checkbox"/> Government Loan <input type="checkbox"/> USDA			
<input type="checkbox"/> FHA <input type="checkbox"/> Contract <input type="checkbox"/> FHA 203(b) <input type="checkbox"/> Other <input type="checkbox"/> VA No Loan			
<input type="checkbox"/> VA <input type="checkbox"/> Conventional <input type="checkbox"/> FHA 203(k) <input type="checkbox"/> Private <input type="checkbox"/> VA No No Loan			
<input type="checkbox"/> Assumable <input type="checkbox"/> Existing Bonds <input type="checkbox"/> Freddie Mac <input type="checkbox"/> Trust Deed			
<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		<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>Sign on Property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>**Start Showing Date (required only for Coming Soon - &lt;= 21 days in the future):</b>			
<b>*Listing Agreement:</b> <input type="checkbox"/> Seller Reserved <input type="checkbox"/> Exclusive Right With Exception <input type="checkbox"/> Open			
<input type="checkbox"/> Exclusive Right To Sell <input type="checkbox"/> Net <input type="checkbox"/> Probate			
<b>Occupant Information:</b>			
<b>*Showing Contact Type:</b> <input type="checkbox"/> None <input type="checkbox"/> Agent <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"/> None <input type="checkbox"/> Multacc <input type="checkbox"/> Seller providing Access			
<input type="checkbox"/> Call Listing Office <input type="checkbox"/> Risco <input type="checkbox"/> Sentrilock			
<input type="checkbox"/> Combo <input type="checkbox"/> See Remarks <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>	

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

**Office & MLS continued:**

**Contact Information:**

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

**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	

**Agent information:**

List Agent MLS ID:	Co-List Agent MLS ID:
List Team ID:	Co-List Team ID:
Offers Email:	Photographer MLS ID:

**BRE - Listing Agent/State License**

**Listing Agent information:**

List Agent:	*List Agent State License Number:
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**Co-Listing Agent information:**

Co-List Agent:	Co-List Agent State License Number:
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**Financial Information**

**General Financial Information:**

Accounting Type: <input type="checkbox"/> Actual <input type="checkbox"/> ProForma	Tax Annual Amount:
Cap Rate:	Tax Year:    Tax Rate:

**Annual Expense Information:**

Expense Year:	Real Estate Tax:	Personal Property Amount:	Legal Accounting: Advertising:
Advertising:	Insurance:	Electric:	Water/Sewer:
Trash:	Prof. Management:	Resident Manager:	Building:
Maintenance:	Supplies:	Other:	Total Expenses:
Reserves:			

**Annual Operating Information:**

Gross Scheduled Income:	Vacancy Allowance:	Vacancy Allowance Rate:	Laundry Income:
Other Income:	Effective Gross:	Operating Expense:	Net Operating Income:

**Unit Information**

**Unit Information:**

# of Units in Community:	Max Tot Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters	Min Total Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters	
Cap Rate:	Tax Year:	Tax Rate:	
<b>Unit #1</b>			
# Of Units:	#Beds:	#Baths:	Rent:
Area:	Area Units: <input type="checkbox"/> Square Feet <input type="checkbox"/> Square Meters	Description:	