

Business Opportunity

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 (**).

| | | | | | | | | | |
|--|--|--|--|--|-----------------|--|-------------|--|--|
| Status | | | | | | | | | |
| *Listing Status: <input 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) | | | | | | | | | |
| Basics | | | | | | | | | |
| Listing Information: | | | | | | | | | |
| *List Price: | | | | | List Price Low: | | | | |
| *Parcel Number Available? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | *Parcel Number: | | | | | | |
| Additional Parcels? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Additional Parcels (Separated By Comma): | | | | | | |
| Seller Consider Concessions? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | |
| County/City/Area/Tract: | | | | | | | | | |
| *County: | | | *City: | | | | **MLS Area: | | |
| 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 | | | | | | | | | |
| *Street Name: | | | | | | | | | |
| Str Suffix: | | | | | | | | | |
| <div><div><input type="checkbox"/> Alley</div><div><input type="checkbox"/> Avenue</div><div><input type="checkbox"/> Boulevard</div><div><input type="checkbox"/> Causeway</div><div><input type="checkbox"/> Circle</div><div><input type="checkbox"/> Court</div><div><input type="checkbox"/> Cut / Cutoff</div></div> <div><div><input type="checkbox"/> Drive</div><div><input type="checkbox"/> Expressway</div><div><input type="checkbox"/> Freeway</div><div><input type="checkbox"/> Grove</div><div><input type="checkbox"/> Highway</div><div><input type="checkbox"/> Interstate</div><div><input type="checkbox"/> Island</div></div> <div><div><input type="checkbox"/> Junction</div><div><input type="checkbox"/> Lane</div><div><input type="checkbox"/> Loop</div><div><input type="checkbox"/> Mall</div><div><input type="checkbox"/> Parkway</div><div><input type="checkbox"/> Pass / Bypass</div><div><input type="checkbox"/> Pathway</div></div> <div><div><input type="checkbox"/> Pike</div><div><input type="checkbox"/> Place</div><div><input type="checkbox"/> Plaza</div><div><input type="checkbox"/> Rise</div><div><input type="checkbox"/> Road</div><div><input type="checkbox"/> Run</div><div><input type="checkbox"/> Square</div></div> <div><div><input type="checkbox"/> Street</div><div><input type="checkbox"/> Terrace</div><div><input type="checkbox"/> Trace</div><div><input type="checkbox"/> Trail</div><div><input type="checkbox"/> Turnpike</div><div><input type="checkbox"/> Walk</div><div><input type="checkbox"/> Way</div></div> | | | | | | | | | |

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Basic Information continued:

Business Name:

Zoning:

Minimum Down Amount:

Lot Size Area:

*Lot Size Units: ☐ Square Feet ☐ Square Meters

Lot Size Source:

☐ Appraiser
☐ Assessor
☐ Builder

☐ Estimated
☐ GIS Calculated
☐ Not Taped

☐ Other
☐ Owner
☐ Plans

☐ Public Records
☐ See Remarks
☐ Seller

☐ Survey
☐ Taped

Lot Dimensions Source:

☐ Appraiser
☐ Assessor
☐ Builder

☐ Estimated
☐ GIS Calculated
☐ Not Taped

☐ Other
☐ Owner
☐ Plans

☐ Public Records
☐ See Remarks
☐ Seller

☐ Survey
☐ Taped

Listing Terms:

☐ 1031 Exchange
☐ Cal Vet Loan
☐ Cash
☐ Cash To Existing Loan
☐ Cash to New Loan
☐ Contract
☐ Conventional
☐ Fannie Mae

☐ FHA
☐ FHA 203(b)
☐ FHA 203(k)
☐ Freddie Mac
☐ Government Loan
☐ Land Use Fee
☐ Lease Back
☐ Lease Option

☐ Lien Release
☐ Non-Smoking Premises
☐ Owner May Carry
☐ Owner Pay Points
☐ Owner Survey
☐ Owner Will Carry
☐ Private Financing Available
☐ Relocation Property

☐ Subject To Court
☐ Subject To Other
☐ Submit
☐ Subordinate
☐ Trade
☐ Trust Conveyance
☐ Trust Deed
☐ USDA Loan

☐ VA Loan
☐ VA No Loan
☐ VA No No Loan

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 language that violates Fair Housing/HUD Guidelines.

Exclusions:

Inclusions:

Business URL:

Business URL Description:

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://

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://

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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 (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://

Business Details

Business Information:

| | | |
|---|---|---|
| Building Features: <input type="checkbox"/> Elevators <input type="checkbox"/> Living Quarters <input type="checkbox"/> Phone System <input type="checkbox"/> Rec Room <input type="checkbox"/> TV System | Special Licenses: <input type="checkbox"/> None <input type="checkbox"/> Beer/Wine <input type="checkbox"/> Class H <input type="checkbox"/> Gambling <input type="checkbox"/> Other <input type="checkbox"/> Professional | Hours/Days of Operation: <input type="checkbox"/> Evenings Only <input type="checkbox"/> Open 24 Hours <input type="checkbox"/> Open 7 Days <input type="checkbox"/> Open 8 Hours/Day <input type="checkbox"/> Open -8 Hours/Day <input type="checkbox"/> Open 8+ Hours/Day <input type="checkbox"/> Open Monday-Friday <input type="checkbox"/> Open Saturday <input type="checkbox"/> Open Sunday |
| *# of Full Time Employees: | *# of Part Time Employees: | Reason For Selling: |
| Equipment Value: | Inventory Value: | |
| *Ownership Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Franchise <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor | | Parking Total: |
| | | Seating Capacity: |
| Years Current Owner: | Hours Owner Works: | Professional Mgmt Expense: |

Lease Information:

| | | |
|---------------------------|---|---|
| Total Actual Rent: | Monthly NNN: | Equipment Expense: |
| Lease Expiration: | Lease Assignable? <input type="checkbox"/> Yes <input type="checkbox"/> No | Lease Renewal Option? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Financial Information:

| | |
|---|--------------------------------|
| Accounting Type: <input type="checkbox"/> Actual <input type="checkbox"/> ProForma | Gross Operating Income: |
| Operating Expense: | Net Profit: |

Office & MLS

Listing Information:

| | |
|--|--|
| *Dual Variable Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| *Listing Contract Date: | *Expiration Date: |
| Listing Service: <input type="checkbox"/> Entry Only <input type="checkbox"/> Full Service <input type="checkbox"/> Limited Service | Sign on Property? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| **Start Showing Date (required only for Coming Soon - ≤ 21 days in the future): | |
| *Listing Agreement: <input type="checkbox"/> Seller Reserved <input type="checkbox"/> Exclusive Right To Sell | <input type="checkbox"/> Exclusive Right With Exception <input type="checkbox"/> Net <input type="checkbox"/> Open <input type="checkbox"/> Probate |

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Office & MLS continued:

Occupant Information:

*Showing Contact Type:

☐ None

☐ Agent

☐ Occupant

☐ Other

☐ Owner

☐ Property Manager

☐ See Remarks

Showing Contact Name:

Showing Contact Phone:

Ext:

Occupant Information:

*Occupant Type:

☐ Owner

☐ Tenant

☐ Vacant

Owner Name:

Owner Phone:

Showing Information:

*Showing Instructions:

*Lock Box Location:

*Lock Box Description:

☐ None

☐ Call Listing Office

☐ Combo

☐ Multacc

☐ Risco

☐ See Remarks

☐ Seller providing Access

☐ Sentrilock

☐ Supra

Lock Box Version:

☐ Supra

☐ Supra BT

☐ Supra BT LE

Lock Box Serial Number:

Contact Information:

Other Phone Description:

Other Phone Number:

Ext:

*Preferred Order of Contact: — Select up to 6 contact options using the numbers 1 to 6 to specify the order.

___ Agent Cell Ph

___ Agent Direct Ph

___ Agent Email

___ Agent Fax

___ Agent Home Ph

___ Agent Pager Ph

___ Agent Text Message

___ Agent Toll Free

___ Agent Voice Mail

___ Co-Agent Cell Ph

___ Co-Agent Direct Ph

___ Co-Agent Email

___ Co-Agent Fax

___ Co-Agent Home Ph

___ Co-Agent Pager Ph

___ Co-Agent Text Message

___ Co-Agent Toll Free

___ Co-Agent Voice Mail

___ Offers Email

___ Office Fax

___ Office Ph

___ Other

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?

☐ Yes

☐ No

*Internet Address Display?

☐ Yes

☐ No

*Internet Consumer Comment?

☐ Yes

☐ No

*Internet Automated Valuation Display?

☐ Yes

☐ No

*Neighborhood Market Report Seller Participant?

☐ Yes

☐ No

Agent information:

List Agent MLS ID:

Co-List Agent MLS ID:

List Team ID:

Co-List Team ID:

Offers Email:

Photographer MLS ID:

State License - Listing Agent

Listing Agent information:

List Agent:

*List Agent State License Number:

Co-Listing Agent information:

Co-List Agent:

Co-List Agent State License Number:

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| Open House | | |
|---|---|--|
| Open House #1: | | |
| Date: | Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Showing Agent: | | Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended |
| Refreshments: <input type="checkbox"/> Yes <input type="checkbox"/> No | Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker | Active? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Virtual Open house URL: | | |
| Comments: | | |
| Open House #2: | | |
| Date: | Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Showing Agent: | | Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended |
| Refreshments: <input type="checkbox"/> Yes <input type="checkbox"/> No | Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker | Active? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Virtual Open house URL: | | |
| Comments: | | |
| Open House #3: | | |
| Date: | Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Showing Agent: | | Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended |
| Refreshments: <input type="checkbox"/> Yes <input type="checkbox"/> No | Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker | Active? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Virtual Open house URL: | | |
| Comments: | | |
| Open House #4: | | |
| Date: | Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM | to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Showing Agent: | | Attended: <input type="checkbox"/> Agent <input type="checkbox"/> Seller <input type="checkbox"/> Unattended |
| Refreshments: <input type="checkbox"/> Yes <input type="checkbox"/> No | Drawing? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Open House Type: <input type="checkbox"/> Virtual Public <input type="checkbox"/> Virtual Broker | Active? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Virtual Open house URL: | | |
| Comments: | | |
| 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. | | |

| Signatures | |
|---------------------------------|-------|
| Agent Signature: | Date: |
| Sellers Signature: | Date: |
| Broker/Participant's Signature: | Date: |
| Sellers Signature: | Date: |