

# Matrix Lease Input Form

\*Denotes required information that must be provided.

MLS #

## Address Information

\*Street Number  Pre Direction  \*Street Name  Unit #  \*Street Suffix

N,S,E,W

Lot #  \*State  \*Parish  \*City  Subdivision

AL,MS,LA,OT

\*City Limit Y/N  \*Zip  Zip +4  Neighborhood

\*Bounding Street

Avenue,Boulevard,Circle,Court,Cove,Drive,Drive East,Drive West,Heights,Highway,Lane,Loop,None,Other,Park,Parkway,Pass,Place,Plaza,Point,Road,Square,Street,Terrace,Trace,Walk,Way

## Listing Information

\*Listing Type  \*Lease Type  \*Sub Type (max values = 3)

ERS-Exclusive Right to Sell Listing  
ERSP-Exclusive Right to Sell Listing w/Named Prospects  
EA-Exclusive Agency Listing

COMM-Commercial  
IND-Industrial  
RES-Residential

3PL-3Plex  
 4PL- 4Plex  
 APT-Apartment  
 CND-Condo  
 COR-Corp Rentals  
 DUP-Duplex/Dbl  
 HOT-Hotel  
 MOT-Motel

OFC-Office  
 OTH-Other  
 RET-Retail  
 RES-Restaurant  
 SNG-Single Family  
 SHP-Shopping Ctr  
 TNH-Townhouse  
 VLD-Vacant Land

WHS-Warehouse

\*List Price  Association

Directions

## General Information

\*Appx Living Sqft  \*Sqft Source  \*Stories  Yr Rem/Yr Ren/Yr Blt  \*Approx Age

Appraisal, Condo Documents, Measured, Tax Records

\*Age Description 1  \*Age Description 2 (max value=3)

NEW-NEW  
RSL-Resale  
FXUP-Fixer Upper  
TD-Tear Down

Condition  
New, Excellent, Very Good, Average, Fair, Poor

To Be Built  
Under Construction  
Never Occupied  
Age Unknown  
Historic  
All Original  
Remodeled Structure-All Major Mechanical Systems

Renovated Cosmetic Changes of at least 50%  
Under Renovation  
None

Waterfront  
WF-Water Front  
WC-Water Access Comm  
WV-Water View

Wtrfrnt Nav Y/N  Waterfront  Acres

Lot Size  Elevation Cert Avail Y/N

Green Bldg Cert Attached Y/N  \*Water  \*Electricity  \*Gas  \*Sewer Type  Zoning

N-None, P-Public, W-Well  
C-Cleco, E-Entergy, O-Other, W-WST  
BU-Butane, NA-Natural, NO-None, PO-Propane  
C-City, N-None, S-SEPTIC, T-Treatment Plant, U-Utility Co

Term  \*Option To Buy Y/N  \*ADA Features Y/N  \*Security Deposit  \*Measure Apx Not Guaranteed Y/N  \*Possession Date

Exterior (max values = 3) Exterior Features (max values = 8) Additional Features (max values = 8) Appliances Included (max values = 8)

- |  |  |   |  |  |
|--|--|---|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> AS-Aluminum Siding</li> <li><input type="checkbox"/> BR-Brick</li> <li><input type="checkbox"/> BW-Blue Wood Siding</li> <li><input type="checkbox"/> CD-Cedar</li> <li><input type="checkbox"/> CI-Cinder Block</li> <li><input type="checkbox"/> CO-Concrete</li> <li><input type="checkbox"/> FR-Frame</li> <li><input type="checkbox"/> HP-Hardy Plank</li> <li><input type="checkbox"/> IC-Insulated Concrete Forms</li> <li><input type="checkbox"/> LO-Log</li> <li><input type="checkbox"/> M-Metal</li> <li><input type="checkbox"/> MO-Modular or Panelized Const</li> <li><input type="checkbox"/> OT-Other</li> <li><input type="checkbox"/> RE-Reclaimed Materials</li> <li><input type="checkbox"/> SB-Straw Bale</li> <li><input type="checkbox"/> SI-Siding</li> <li><input type="checkbox"/> SP-Structural Insulated Panels</li> <li><input type="checkbox"/> ST-Stucco</li> <li><input type="checkbox"/> VS-Vinyl Siding</li> <li><input type="checkbox"/> WS-Wood Siding</li> </ul> | <ul style="list-style-type: none"> <li>BA-Balcony</li> <li>BRP-Boat/RV Parking</li> <li>BY-Bayou</li> <li>CK-Creek</li> <li>CL-Canal</li> <li>CY-Coutryard</li> <li>DK-Dock</li> <li>DP-Driveway Permeable Surface</li> <li>FE-Fence</li> <li>LK-Lake</li> <li>OEB-Outdoor Ent Area BeyAvgPatio</li> <li>OK-Outdoor Kitchen</li> <li>OS-Outdoor Shower</li> <li>OSP-Outdoor Speakers</li> <li>PD-Pond</li> <li>PO-Porch</li> <li>POS-Porch Screened In</li> <li>PR-Pier</li> <li>RR-River</li> <li>SEC-Security Cameras</li> <li>SP-Sprinkler System</li> <li>TC-Tennis Court</li> <li>TV-TV/Monitor</li> <li>WS-Window Screens</li> </ul> | <ul style="list-style-type: none"> <li>AF- Attic Fan</li> <li>BP-Butlers Pantry</li> <li>CT-Cable TV</li> <li>CM-Carbon Monoxide Detector</li> <li>CC-Cathedral Ceilings</li> <li>CF-Ceiling Fan</li> <li>CV-Central Vacuum</li> <li>DE-Dehumidifier</li> <li>DF-Disability Features</li> <li>EG-Electric Garage</li> <li>EL-Elevator</li> <li>GC-Granite Counters</li> <li>HT-Hydro Tub</li> <li>IC-Intercom</li> <li>MA-Multiple Attics</li> <li>NC-No Carpet</li> <li>OK-Outdoor Kitchen</li> <li>PA-Pantry</li> </ul> | <ul style="list-style-type: none"> <li>PA-Pull Down Attic Stairs</li> <li>RT-Public Transportation</li> <li>SS-Security System</li> <li>SH-Smart Home</li> <li>SA-Smoke Alarm</li> <li>SC-Stone Counters</li> <li>SP-Sprinkler System</li> <li>ST-Stainless Steel Appliances</li> <li>SW-Storm Windows</li> <li>TC-Tray Ceiling</li> <li>VC-Vaulted Ceiling</li> <li>WA-Walk-in Attics</li> <li>HU-Washer/Dryer Hookups</li> <li>WB-Wet Bar</li> <li>WG-Whole House Generator</li> <li>WE-Wired for Ethernet</li> <li>WS-Wired for Surround Sound</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> CT-Cook Top</li> <li><input type="checkbox"/> DO-Dlb Oven</li> <li><input type="checkbox"/> DR-Dryer</li> <li><input type="checkbox"/> DS-Disposal</li> <li><input type="checkbox"/> DW-Dishwasher</li> <li><input type="checkbox"/> IM-Ice Maker</li> <li><input type="checkbox"/> M-Microwave</li> <li><input type="checkbox"/> OV-Oven</li> <li><input type="checkbox"/> RA-Range</li> <li><input type="checkbox"/> RE-Refrigerator</li> <li><input type="checkbox"/> RO-Range/Oven</li> <li><input type="checkbox"/> TM-Trash Masher</li> <li><input type="checkbox"/> WA-Washer</li> <li><input type="checkbox"/> WI-Wine Cooler</li> </ul> |
|--|--|---|--|--|

\*Air (max values = 2)

\* Lot Description (max values = 2)

Foundation (max values = 2)

\* Car Storage (max values = 3)

- 1-One 2-
- Two
- 3+-Three or More C-
- Central
- DW-Ductless Wall Unit
- GE-Geothermal
- HP-Heat Pump
- NO-None
- OT-Other
- WU-Window Unit

- AC1-1-5 Acres
- AC2-6-10 Acres
- AC3-11-20 Acres
- AC4-20+ Acres
- ACR-Acre
- CND-Condo
- COR-Corner
- CUL-Cul De Sac
- FAR-Farm
- GAT-Gated Community
- GCC-Golf Course Community
- GCF-Golf Course Front
- GCV-Golf Course View
- IRR-Irregular
- LEV-Levee
- OVR-Oversized
- PAS-Pasture
- PAT-Patio/Garden Home
- REG-Regular

- OTH-Other
- RAI-Raised
- SLA-Slab

Energy Efficient Features (max values = 5)

- CER-3rd Party Certification
- EAF-Enhanced Air Filtration
- ESA-Energy Star Appliances
- HVA-HVAC 16Seer+
- HWH-Water Heater
- INS-Insulation
- LAN-Native/Drought Resistant Landscaping
- LFP-Low Flow Plumbing
- LIT-Lighting
- SOL-Solar
- WIN-Windows

- 1-One
- 2-Two
- 3+-Three or More
- AS-Assigned
- AT-Attached
- CP-Carport
- CV-Covered
- DE-Detached
- DR-Driveway Only
- GR-Garage
- LT-Lot
- NO-None
- OF-Off Street Parking

\*Heat (max values = 2)

- 1-One 2-
- Two
- 3+-Three or More C-
- Central
- DW-Ductless Wall Unit
- F-Floor
- G-Gas
- GE-Geothermal
- HP-Heat Pump
- NO-None
- OT-Other
- WU-Window Unit

Car Storage 3

**Remarks**

Public Remarks for NOM Website and Public Viewing (characters 512)

Agent Remarks (characters 340)

**Residential Information**

<p>Style</p> <input style="width: 100%;" type="text"/> <p>Acadian, Arts &amp; Crafts, Boat House, Camleback, Camp, Cape Cod, Center Hall, Colonial, Contemporary, Cottage,Craftsman, Creole Cottage, Creole French Colonial, Creole Townhouse, Farm, French Country, French Provincial, Georgian, Mobile Home, Modular, Other, Party Wall double, Ranch, Raised Basement, Shot Gun, Spanish, Split Level, Townhouse, Tudor, Victorian</p>	<p>*Bedrooms</p> <input style="width: 100%;" type="text"/>	<p>*Bath Full</p> <input style="width: 100%;" type="text"/>	<p>*Bath Half</p> <input style="width: 100%;" type="text"/>	<p>*Total Square Ft</p> <input style="width: 100%;" type="text"/>																	
<p>Utilities Paid By</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Water</td> <td style="width: 15%;">Electric</td> <td style="width: 15%;">Gas</td> <td style="width: 15%;">Section 8 Allowed Y/N</td> <td style="width: 15%;">Furnished Y/N</td> <td style="width: 20%;">Pool (max values = 2)</td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Owner Tenant</td> <td>Owner Tenant</td> <td>Owner Tenant</td> <td></td> <td></td> <td> <input type="checkbox"/> AG-Above Ground  <input type="checkbox"/> CO-Community  <input type="checkbox"/> HE-Heated  <input type="checkbox"/> HS-Heated Solar  <input type="checkbox"/> IN-Inground  <input type="checkbox"/> NO-None  <input type="checkbox"/> SW-Salt Water         </td> </tr> </table>	Water	Electric	Gas	Section 8 Allowed Y/N	Furnished Y/N	Pool (max values = 2)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Owner Tenant	Owner Tenant	Owner Tenant			<input type="checkbox"/> AG-Above Ground <input type="checkbox"/> CO-Community <input type="checkbox"/> HE-Heated <input type="checkbox"/> HS-Heated Solar <input type="checkbox"/> IN-Inground <input type="checkbox"/> NO-None <input type="checkbox"/> SW-Salt Water	<p>*Pet Restrictons Y/N</p> <input style="width: 100%;" type="text"/>	<p>*Pets Allowed</p> <p>Cat Dog None Other</p>	<p>Pets Deposit</p> <input style="width: 100%;" type="text"/>
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<p>Elementary School</p> <input style="width: 100%;" type="text"/>	<p>Middle School</p> <input style="width: 100%;" type="text"/>		<p>High School</p> <input style="width: 100%;" type="text"/>																		
<p>Junior School</p> <input style="width: 100%;" type="text"/>																					

**Commercial Information**

Whse Sqft	Office Sqft	Sqft Min	Sqft Max	Electrical Phase	Electrical Volts	Electrical Amps											
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>											
<p>Lease Includes (max values = 4)</p> <p>BLD-Building EQU-Equipment LND-Land OTH-Other</p>	<p>Expenses Paid By:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Utilities</td> <td style="width: 15%;">Janitorial</td> <td style="width: 15%;">Real Estate Tax</td> <td style="width: 15%;">Insurance</td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Owner Tenant</td> <td>Owner Tenant</td> <td>Owner Tenant</td> <td>Owner Tenant</td> </tr> </table>			Utilities	Janitorial	Real Estate Tax	Insurance	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Owner Tenant	Owner Tenant	Owner Tenant	Owner Tenant	<p>Dock Y/N</p> <input style="width: 100%;" type="text"/>	<p>Ceiling Height</p> <input style="width: 100%;" type="text"/>
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Owner Tenant	Owner Tenant	Owner Tenant	Owner Tenant														
				<p># Doors</p> <input style="width: 100%;" type="text"/>	<p>Eave Height</p> <input style="width: 100%;" type="text"/>												

**Listing Office/Financial Information**

\*List Agent MLS ID   \*Agent Name                      Phone                      Email                      Office Name  
                                                                                       

List Broker Code                      Office Phone  
                     

Co Agent MLS ID   Co Agent Name                      Phone                      Email                      Office name  
                                                                                       

Co List Broker Code                      Office Phone  
                     

**Listing & Compensation**

\*Commission TCMP Type   \*Comm To Coop Member   \*Shown by (max values = 2)                      Shown By 2                      Appointment Contact Phone  
                                                                                       

\$ %                                             A-Appointment                      W-Walk Through                       24-24 Hour Access  
 K-Key                      S-Showing Time                       CU-Customized Hours  
 L-GSREIN BT Box Only                       ST-Standard 8am-9pm or Daylight 9am-10pm  
 V-Vacant  
 D- Drive By

Occupied by Whom

\*VOW Y/N                      \* Public Address Y/N                      \*VOW Comments Y/N                      \*VOW AVM Y/N                      \*Internet Y/N                      \*IDX Websites Y/N  
                                                                                                             

\*Entered By                      \*Entered Where                      \*How Commission Paid                      \*When Commission Paid  
                                                                    
   Board                      Annual                      Other  
   Office

**Office Special Information**

Owner Name                      Home Phone                      Other Phone  
                                           

Spouse Name                      Home Phone                      Other Phone  
                                           

Occupant Name                      Home Phone                      Other Phone  
                                           

Seller Email Address

Key #                      Keybox #                      Alarm Code                      Alarm Phone  
                                                                 

**List/Date**

\*List Date                      \*Expiration Date  
                     

**Showing Instructions**

Showing Instructions (66 characters)

Showing Assist Showing Instructions (170 Characters)

Unbranded Virtual Tour

**Additional Room Information - Required for all existing rooms**

*Room Type	*Dimension 1	*Dimension 2	*Ceiling Height	*Flooring
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedroom, Den, Breakfast, Dining, Foyer, Kitchen, Gameroom, Laundry, Keeping Room, Living, Library, Master Bedroom, Loft, Master Bathroom, Media, Mud Room, Office, Other, Playroom, Study, Sun Room			*Level <input type="text"/> Lower Upper	BA-Bamboo MA-Marble BR-Brick NS-Natural Stone CA-Carpet OT-Other CO-Cork SC-Stained/Scorned Concrete EW-Engineered Wood SW-Sustainably Harvested Cert. Wood GL-Green Label Certified Carpet TE-Terrazzo LA-Laminate Wood TI-Tile LI-Linoleum-Natural, VL-Vinal LO-Locally Harvested or Salvaged Wood WD-Wood

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