



Matrix™

# Matrix Updates

May 25, 2022

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# List/Sell/Co-Agent Field Change

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## What did we change?

We added the office names at the end of the List/Sell/Co-Agent field to identify the office of list/sell agents with the same name.

## Property Types Affected

- Residential
- Rental
- Commercial Sale
- Commercial Lease
- Business Opportunity
- Vacant Land
- Income

## Processes and Listings affected

- Input
- PDF forms

# List/Sell/Co-Agent Field Change

## Previous

Agent/Office	
<b>List Agent ID</b>	
charles smith	<a href="#">i Refresh</a>
CHARLES SMITH(101607)	
CHARLES SMITH(102079)	
CHARLES SMITH(255000764)	
Charles Smith(261200995)	
CHARLES SMITH(261202250)	
CHARLES SMITH(261202719)	
Charles Smith(261203711)	
Charles Smith(261203865)	<a href="#">i Refresh</a>
Charles Smith(261551245)	
CHARLES SMITH(262002269)	
CHARLES SMITH(276506644)	<a href="#">i Refresh</a>
Charles Smithdeal(261558722)	

Agent Name and Information	

Agent Name and Information	

List Team Name	

## Current

Selling Agent	
<b>Selling Agent ID</b>	
charles smith	<a href="#">i</a>
<b>Agent Name:</b> [REDACTED]	
<b>Direct Phone:</b> [REDACTED]	
CHARLES SMITH(101607) - YELLOW KEY REALTY.COM INC	
CHARLES SMITH(102079) - OCEAN CAPITAL REAL ESTATE SERV	
CHARLES SMITH(255000764) - CROSBY & ASSOCIATES, INC.	
Charles Smith(261200995) - MATIK GLOBAL REALTY LLC	
CHARLES SMITH(261202250) - NOVA GLOBAL REALTY LLC	
CHARLES SMITH(261202719) - DUNN REALTY, LLC	
Charles Smith(261203711) - STELLAR MLS	
Charles Smith(261203865) - R P REALTY INC	
Charles Smith(261551245) - GLOBAL REAL ESTATE ADVISORS	
CHARLES SMITH(262002269) - PARADISE WEST REALTY, INC	
CHARLES SMITH(276506644) - G W REALTY GROUP LLC	
Charles Smithdeal(261558722) - FLORIDA REALTY INVESTMENTS	

Selling Team ID	
	<a href="#">i</a>

Selling Team Name	

# Units Tab Change

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## What did We Update?

- We separated the bedroom table from under the unit type field on the Income property type. We have added Bed/Unit, Bath/Unit, and Unit Type Description as new fields.

## New Fields

- Beds/Unit
- Bath/Unit
- Unit Type Description

## Property Types Affected

- Income

## Processes and Listings Affected

- Input
- PDF forms

# Unit Tab Change (Continued)

## Previous

+ Income - Add/Edit Listing Fields

Reciprocal Listing > Getting Started > Matrix Testing > Listing > Pool/Exterior > Land and Tax > Interior > **Units** > Water > Green > Owner > Community > Realtor

**Units**

Unit Type	# of Units	# Occupied	Expected Rent	Sq Ft Heated	Garage Spcs	Garage Att.
<input type="text" value="Unit Type"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Delete More

## Current

+ Income - Add/Edit Listing Fields

Reciprocal Listing > Getting Started > Matrix Testing > Listing > Pool/Exterior > Land and Tax > Interior > **Units** > Water > Green > Owner > Community > Realtor

**Units**

Unit Type	Beds /Unit	Baths /Unit	Sq Ft Heated	# of Units	# Occupied	Expected Rent
<input type="text" value="Unit Type"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Garage Spcs:  Garage Att.:

Unit Type Description:

Characters Remaining: 1024

Delete More

# Unit Tab Change (Continued)

## What are the new lookup values?

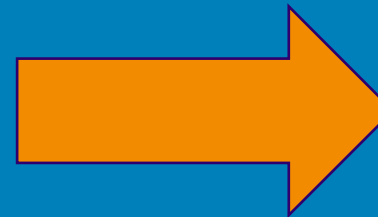
- Manager's Unit
- Apartments
- Studio
- Loft
- Penthouse

### Previous

The 'Previous' screenshot shows a web application titled 'Income - Add/Edit Listing Fields'. It has a breadcrumb trail: 'Reciprocal Listing > Getting Started > Matrix'. Under the 'Units' section, there is a 'Unit Type' dropdown menu. The dropdown is open, showing a list of options: '1 Bed/1 Bath', '2 Bed/1 Bath', '2 Bed/2 Bath', '3 Bed/1 Bath', '3 Bed/2 Bath', '4+ Bed/1 Bath', '4+ Bed/2+ Bath', 'Apartment', 'Efficiency', and 'Multi-Level'. To the right of the dropdown is a '# of' field. At the bottom right, there are 'Validate' and 'Cancel' buttons.

### Current

The 'Current' screenshot shows the same web application, but the 'Unit Type' dropdown menu has been updated. The dropdown is open, showing a new list of options: '1 Bedroom', '2 Bedroom', '3 Bedroom', '4 Bedroom Or More', 'Apartments', 'Efficiency', 'Loft', 'Manager's Unit', 'Penthouse', and 'Studio'. The 'Manager's Unit' option is highlighted in blue. The rest of the interface, including the breadcrumb trail and buttons, remains the same.



# Property Style Field Required for SDEO

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## What Changed?

- The Property Style field is now required for Sold Data Entry Only listings.

## Processes and Listings Affected

- Input
- PDF forms

## Property Types Affected

- Residential
- Land
- Commercial Sale
- Commercial lease
- Business opportunity
- Income
- Rental



# Property Style Field Required for SDEO (Continued)

---

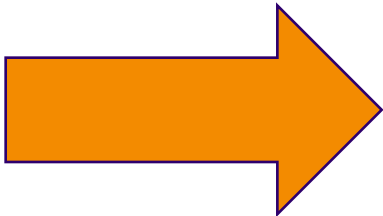
Previous

Exterior Information

Property Style

▼

?



Current

Exterior Information

Property Style

▼

?

# Room Dimensions Change

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## Why did this change?

Previously, the living room, master bedroom, and kitchen were required rooms that also required room dimensions. MAC approved to no longer require room dimension for any Property Type. Also changed the field name from Room Dimension to Approximate Room Dimensions

## Processes and Listings Affected

- Input
- PDF Input forms

## Property Types Affected

- Residential
- Rental
- SDEO

## Field Name Change

- Approx Room Dimensions (WxL)

# Room Dimensions Change (Continued)

## Previous

Reciprocal Listings > Getting Started > Matrix Testing > Listing > Pool/Exterior > Land and Tax > Interior > **Rooms** > Water > Green > Owner > Community > Realtor

### Room Details

Room Type	Rooms Level	Room Dimensions	Room Primary Floor Covering	Room Features
<div>▼ ⓘ</div>	<div>▼ ⓘ</div>	<div>ⓘ</div> X <div>ⓘ</div>	<div>Bamboo</div> <div>Brick/Stone</div> <div>Carpet</div> <div>Ceramic Tile</div> <div>▲ ⓘ</div> <div>▼</div>	<div>Bar</div> <div>Bath w Spa/Hydro Massage Tub</div> <div>Bath With Whirlpool</div> <div>Bidet</div> <div>▲</div> <div>▼</div>

## Current

### Room Details

<b>Room Type</b> <div>Kitchen ▼ ⓘ</div>	<b>Rooms Level</b> <div>First ▼ ⓘ</div>	<b>Approx Room Dimensions (WxL)</b> <div> </div> ⓘ X <div> </div> ⓘ	<b>Room Primary Floor Covering</b> <div>Bamboo</div> <div>Brick/Stone</div> <div>Carpet</div> <div>Ceramic Tile</div> <div>▲ ⓘ</div> <div>▼</div>	<b>Room Features</b> <div>Bar</div> <div>Bath w Spa/Hydro Massage Tub</div> <div>Bath With Whirlpool</div> <div>Bidet</div> <div>▲</div> <div>▼</div>
--	--	--	--	--

# New Field: Possession

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## Why We Added Possession?

To indicate within the listing when the possession will occur.

## Processes and Listings Affected

- PDF input forms

## Property Types Affected

- Residential
- Income
- Commercial Lease
- Commercial Sale
- Business Opportunity
- Vacant Land
- Rental

## New Lookup Values

- Negotiable
- Close of Escrow
- Rental Agreement

# New Field: Possession Continued

## Previous

Reciprocal Listings > Getting Started > Matrix Testing > Listing > Pool/Exterior > Land and Tax > Interior > Rooms > Water > Green > Owner > Community > **Realtor**

### Realtor Information

**Financing Available** ⓘ

- ☐ Assumable
- ☐ Cash
- ☐ Conventional
- ☐ Exchange/Trade
- ☐ FHA
- ☐ Lease Option
- ☐ Lease Purchase
- ☐ Other
- ☐ Private Financing Available

**Realtor Information** ⓘ

- ☐ 3rd Party Approval Req
- ☐ Applications in Process
- ☐ As-Is
- ☐ Assoc approval required
- ☐ Brochure Available
- ☐ CDD Addendum required
- ☐ Confidentiality Letter Required
- ☐ Contract For Deed
- ☐ Corp Owned Relo

**Realtor Information Confidential** ⓘ

- ☐ Bonus to Selling Office
- ☐ Copy of Lease Available
- ☐ Go To Site
- ☐ In-Foreclosure
- ☐ Pre-foreclosure

**Disclosures** ⓘ

- ☐ Condominium Disclosure Available
- ☐ Environmental Disclosure
- ☐ HOA/PUD/Condo Disclosure
- ☐ Land Sales Disclosure
- ☐ Lead Paint
- ☐ None
- ☐ Other
- ☐ PACE Loan Disclosure
- ☐ Seller Property Disclosure

## Current

Reciprocal Listings > Getting Started > Matrix Testing > Listing > Pool/Exterior > Land and Tax > Interior > Rooms > Water > Green > Owner > Community > **Realtor**

### Realtor Information

**Financing Available** ⓘ

- ☐ Adjustable
- ☐ Assumable
- ☐ Cash
- ☐ Conventional
- ☐ Exchange/Trade
- ☐ FHA
- ☐ Fixed 15 Year
- ☐ Fixed 30 Year
- ☐ Lease Option

**Possession** ⓘ

- ☐ Close of Escrow
- ☐ Negotiable

**Realtor Information** ⓘ

- ☐ 3rd Party Approval Req
- ☐ Applications in Process
- ☐ As-Is
- ☐ Assoc approval required
- ☐ Brochure Available
- ☐ CDD Addendum required
- ☐ Confidentiality Letter Required
- ☐ Contract For Deed
- ☐ Corp Owned Relo

**Realtor Information Confidential** ⓘ

- ☐ Bonus to Selling Office
- ☐ Copy of Lease Available
- ☐ Go To Site
- ☐ In-Foreclosure
- ☐ Pre-foreclosure

**Disclosures** ⓘ

- ☐ Condominium Disclosure Available
- ☐ Environmental Disclosure
- ☐ HOA/PUD/Condo Disclosure
- ☐ Land Sales Disclosure
- ☐ Lead Paint
- ☐ None
- ☐ Other
- ☐ PACE Loan Disclosure
- ☐ Seller Property Disclosure

# New Field: Possession Continued

## Previous – RLSE Property Type

Reciprocal Listing > Getting Started > Matrix Testing > Listing > Exterior > Land and Tax > Interior > Water > Green > Owner > Community > **Realtor**

**Realtor Information**

**Realtor Information** ?

- ☐ 3rd Party Approval Req
- ☐ Applications in Process
- ☐ Assoc approval required
- ☐ Brochure Available
- ☐ Confidentiality Letter Required
- ☐ Currently Leased
- ☐ Docs Available
- ☐ Engineering Report
- ☐ Environmental Report Available

**Realtor Information Confidential** ?

- ☐ Bonus to Lease Office
- ☐ Copy of Lease Available
- ☐ Go To Site
- ☐ In-Foreclosure
- ☐ Pre-foreclosure
- ☐ Tenant Approval

**Disclosures** ?

- ☐ Environmental Disclosure
- ☐ Lead Paint
- ☐ None
- ☐ Other

## Current - RLSE Property Type

Reciprocal Listing > Getting Started > Matrix Testing > Listing > Exterior > Land and Tax > Interior > Water > Green > Owner > Community > **Realtor**

**Realtor Information**

**Realtor Information** ?

- ☐ 3rd Party Approval Req
- ☐ Applications in Process
- ☐ Assoc approval required
- ☐ Brochure Available
- ☐ Confidentiality Letter Required
- ☐ Currently Leased
- ☐ Docs Available
- ☐ Engineering Report
- ☐ Environmental Report Available
- ☐ Floodway

**Realtor Information Confidential** ?

- ☐ Bonus to Lease Office
- ☐ Copy of Lease Available
- ☐ Go To Site
- ☐ In-Foreclosure
- ☐ Pre-foreclosure
- ☐ Tenant Approval

**Disclosures** ?

- ☐ Environmental Disclosure
- ☐ Lead Paint
- ☐ None
- ☐ Other

**Financing Available** ?

- ☐ Adjustable
- ☐ Assumable
- ☐ Cash
- ☐ Conventional
- ☐ FHA
- ☐ Fixed 15 Year
- ☐ Fixed 30 Year
- ☐ Other
- ☐ Owner
- ☐ Rural Housing

**Possession** ?

- ☐ Rental Agreement

# New Field: Front Exposure

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## Why We Added This Field?

- Front Exposure was already available in RESI and Land.
- We added this existing field to Rental, Commercial Sale, Commercial Lease, and Business Opportunity.

## Property Types Affected

- Rental
- Commercial Sale
- Commercial Lease
- Business Opportunity

## Processes and Listings affected

- Input
- PDF Input forms

# New Field: Front Exposure (Continued)

Previous

Current

+ Rental - Add/Edit Listing Fields

Reciprocal Listing Getting Started Matrix Testing Listing **Pool/Exterior** Land and Tax Interior Rooms Water Green Owner Pets Commu

**Pool**

Private Pool Y/N ☐ ?

Pool Dimensions  ?

**Pool Features**

- ☐ Above Ground
- ☐ Auto Cleaner
- ☐ Child Safety Fence
- ☐ Chlorine Free
- ☐ Deck
- ☐ Diving Board
- ☐ Fiber Optic Lighting
- ☐ Fiberglass
- ☐ Gunite/Concrete
- ☐ Heated

**Spa Y/N** ☐ ?

**Spa Features**

- ☐ Above Ground
- ☐ Heated
- ☐ In Ground
- ☐ Other
- ☐ Swim Spa

**Exterior Information**

Property Style  ?

New Construction Y/N ☐ ?

Permit Number  ?

Builder Name  ?

Builder Model  ?

**View**

- ☐ City
- ☐ Garden
- ☐ Golf Course
- ☐ Greenbelt
- ☐ Mountain(s)
- ☐ Park
- ☐ Pool
- ☐ Tennis Court
- ☐ Trees/Woods
- ☐ Water

**Horse Amenities**

- ☐ 3/8 to 1/2 Mile Track
- ☐ 5/8+ Mile Track
- ☐ Arena
- ☐ Equine Pool
- ☐ Eurocizer
- ☐ Gallop Track
- ☐ Horse Track
- ☐ None
- ☐ Other
- ☐ Race Track

**Prop Attached Y/N** ☐ ?

**Property Condition**

- ☐ Completed
- ☐ Fixer
- ☐ Pre-Construction
- ☐ Under Construction

**Builder License #**  ?

**Projected Completion Date**  ?

**Property Description**

- ☐ Corner Unit
- ☐ Studio/Efficiency
- ☐ Elevated
- ☐ End Unit
- ☐ Garage Apartment
- ☐ High Rise
- ☐ In M/H Community
- ☐ Mid Rise
- ☐ Modular
- ☐ Out of M/H Community
- ☐ Penthouse
- ☐ Stilt Home

**Other Structures**

- ☐ Additional Single Family Home
- ☐ Barn(s)
- ☐ Boathouse
- ☐ Cabana
- ☐ Corral(s)
- ☐ Finished RV Port
- ☐ Gazebo
- ☐ Greenhouse
- ☐ Guest House
- ☐ Kennel/Dog Run

**Exterior Features**

- ☐ Awning(s)
- ☐ Balcony
- ☐ Dog Run
- ☐ Fenced
- ☐ French Doors
- ☐ Gray Water System
- ☐ Hurricane Shutters
- ☐ Irrigation System
- ☐ Lighting
- ☐ Other

**Lot Features**

- ☐ Coastal/Construction Control Line
- ☐ Conservation Area
- ☐ Corner Lot
- ☐ Cul-De-Sac
- ☐ Drainage Canal
- ☐ Flag Lot
- ☐ Flood Insurance Required
- ☐ Flood Zone
- ☐ Greenbelt
- ☐ Highway

**# Paddocks/Pastures**  ?

**# of Stalls**  ?

Save as Incomplete Validate Cancel Input Submit Listing

+ Rental - Add/Edit Listing Fields

Reciprocal Listing Getting Started Matrix Testing Listing **Pool/Exterior** Land and Tax Interior Rooms Water Green Owner Pets Commu

**Pool**

Private Pool Y/N ☐ ?

Pool Dimensions  ?

**Pool Features**

- ☐ Above Ground
- ☐ Auto Cleaner
- ☐ Child Safety Fence
- ☐ Chlorine Free
- ☐ Deck
- ☐ Diving Board
- ☐ Fiber Optic Lighting
- ☐ Fiberglass
- ☐ Gunite/Concrete
- ☐ Heated

**Spa Y/N** ☐ ?

**Spa Features**

- ☐ Above Ground
- ☐ Heated
- ☐ In Ground
- ☐ Other
- ☐ Swim Spa

**Exterior Information**

Property Style  ?

New Construction Y/N ☐ ?

Permit Number  ?

Builder Name  ?

Builder Model  ?

**View**

- ☐ City
- ☐ Garden
- ☐ Golf Course
- ☐ Greenbelt
- ☐ Mountain(s)
- ☐ Park
- ☐ Pool
- ☐ Tennis Court
- ☐ Trees/Woods
- ☐ Water

**Horse Amenities**

- ☐ 3/8 to 1/2 Mile Track
- ☐ 5/8+ Mile Track
- ☐ Arena
- ☐ Equine Pool
- ☐ Eurocizer
- ☐ Gallop Track
- ☐ Horse Track
- ☐ None
- ☐ Other
- ☐ Race Track

**Prop Attached Y/N** ☐ ?

**Property Condition**

- ☐ Completed
- ☐ Fixer
- ☐ Pre-Construction
- ☐ Under Construction

**Builder License #**  ?

**Projected Completion Date**  ?

**Property Description**

- ☐ Corner Unit
- ☐ Studio/Efficiency
- ☐ Elevated
- ☐ End Unit
- ☐ Garage Apartment
- ☐ High Rise
- ☐ In M/H Community
- ☐ Mid Rise
- ☐ Modular
- ☐ Out of M/H Community
- ☐ Penthouse
- ☐ Stilt Home

**Other Structures**

- ☐ Additional Single Family Home
- ☐ Barn(s)
- ☐ Boathouse
- ☐ Cabana
- ☐ Corral(s)
- ☐ Finished RV Port
- ☐ Gazebo
- ☐ Greenhouse
- ☐ Guest House
- ☐ Kennel/Dog Run

**Exterior Features**

- ☐ Awning(s)
- ☐ Balcony
- ☐ Dog Run
- ☐ Fenced
- ☐ French Doors
- ☐ Gray Water System
- ☐ Hurricane Shutters
- ☐ Irrigation System
- ☐ Lighting
- ☐ Other

**Lot Features**

- ☐ Coastal/Construction Control Line
- ☐ Conservation Area
- ☐ Corner Lot
- ☐ Cul-De-Sac
- ☐ Drainage Canal
- ☐ Flag Lot
- ☐ Flood Insurance Required
- ☐ Flood Zone
- ☐ Greenbelt
- ☐ Highway

**# Paddocks/Pastures**  ?

**# of Stalls**  ?

**Front Exposure**  ?

Save as Incomplete Validate Cancel Input Submit Listing



# New Field: Development

---

## Why Did We Add This Field?

This field determines if the property could be used for new development.

## Property Types Affected

- Residential
- Income
- Rental
- Vacant Land
- Commercial Sale
- Commercial Lease
- Business Opportunity

## Processes and Listings affected

- Input
- PDF Input forms

# New Field: Development (Continued)

Previous

Current

StellarMLS

MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS

?

Enter Shorthand or MLS#

Residential - Add/Edit Listing Fields

Reciprocal Listings

Getting Started

Matrix Testing

Listing

Pool/Exterior

Land and Tax

Interior

Rooms

Water

Green

Owner

Community

Realtor

Listing Information

Was this listing on a temporary exclusion from the MLS prior to you entering it?  
No

Listing Contract Date

Listing Type

List Price

Listing Service Type

Expiration Date

Representation

Special Sale Provision

☐ Auction  
☐ Bank Owned/REO  
☐ Short Sale  
☐ None

Address

Street Number

Unit Number

County

Floors In Unit/Home

Building Name/Number

Street Dir Pre

City

Country

Floor Number

Building Elevator

Street Name

State

Total # Floors

Street Type

Zip

Street Dir Post

Zip + 4

Southwest

SW Subdv Sub Condo Number

SW Subdv Community Name

Schools

Elementary School

Middle or Junior School

High School

Auction

Auction Type

Auction - Property Access Y/N

Buyers Premium

Auction Firm/Auction Website

Map Not Found

Latitude Longitude Update Map  
Get Lat/Long from address Set Lat/Long manually  
Choose Google Street View

Save as Incomplete

Validate

Cancel Input

Submit Listing

StellarMLS

MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS

?

Enter Shorthand or MLS#

Residential - Add/Edit Listing Fields

Reciprocal Listings

Getting Started

Matrix Testing

Listing

Pool/Exterior

Land and Tax

Interior

Rooms

Water

Green

Owner

Community

Realtor

Listing Information

Was this listing on a temporary exclusion from the MLS prior to you entering it?  
No

Listing Contract Date

Listing Type

List Price

Listing Service Type

Expiration Date

Representation

Special Sale Provision

☐ Auction  
☐ Bank Owned/REO  
☐ Government Owned  
☐ Probate Listing  
☐ Short Sale  
☐ None

Address

Street Number

Unit Number

County

Floors In Unit/Home

Building Name/Number

Street Dir Pre

City

Country

Floor Number

Building Elevator

Street Name

State

Total # Floors

Street Type

Zip

Street Dir Post

Zip + 4

Southwest

SW Subdv Sub Condo Number

SW Subdv Community Name

Schools

Elementary School

Middle or Junior School

High School

Auction

Auction Type

Auction - Property Access Y/N

Buyers Premium

Auction Firm/Auction Website

Map Not Found

Latitude Longitude Update Map  
Get Lat/Long from address Set Lat/Long manually  
Choose Google Street View

Save as Incomplete

Validate

Cancel Input

Submit Listing

# New Fields: Master Association

---

## Why Are We Adding Master Association?

The master association is responsible for maintaining or providing the maintenance of all common property in the complex which is not owned and controlled by any of the sub-associations.

## Processes and Listings Affected


- RESI,INC,LAND Input
- PDF Input forms


## Property Types Affected

- Residential
- Income
- Vacant Land

# New Fields: Master Association (Continued)

## Previous





 MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS




 Enter Shorthand or MLS#

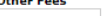

+ Residential - Add/Edit Listing Fields

Reciprocal Listings > Getting Started > Matrix Testing > Listing > Pool/Exterior > Land and Tax > Interior > Rooms > Water > Green > Owner > **Community** > Realtor



**Association Information**

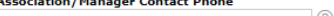
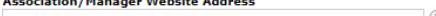
HOA/Comm Assn Y/N  ? HOA Fee Requirement  ? HOA Fee  ? HOA Payment Schedule  ?

Condo Fee  ? Condo Fee Schedule  ? Addtl Mo. Maint Fee  ?


Other Fees  ? Other Fee Schedule  ?

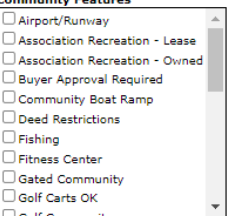
Along with the Association/Manager, Contact Name - Association Email, Association Website Address or Association Phone must be filled in to successfully submit the listing.

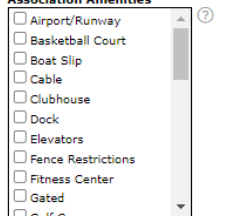
Association/Manager Contact Name  ? Association/Manager Email  ?

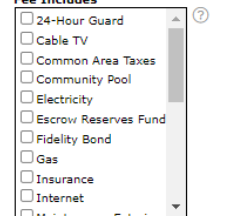
Association/Manager Contact Phone  ? Association/Manager Website Address  ?


**Community**





Housing for Older Persons Y/N  ?

**Community Features**  ?


**Association Amenities**  ?


**Fee Includes**  ?

Amenities w/Addnl Fees 

 Save as Incomplete  Validate  Cancel Input  Submit Listing

## Current





 MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS




 Enter Shorthand or MLS#



+ Residential - Add/Edit Listing Fields

Reciprocal Listings > Getting Started > Matrix Testing > Listing > Pool/Exterior > Land and Tax > Interior > Rooms > Water > Green > Owner > **Community** > Realtor



**Association Information**

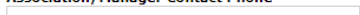
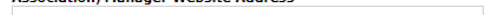
HOA/Condo Y/N  ? HOA Fee Requirement  ? HOA Fee  ? HOA Payment Schedule  ?


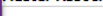
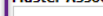
Condo Fee  ? Condo Fee Schedule  ? Addtl Mo. Maint Fee  ?



Other Fees  ? Other Fee Schedule  ?

Along with the Association/Manager, Contact Name - Association Email, Association Website Address or Association Phone must be filled in to successfully submit the listing.


Association/Manager Contact Name  ? Association/Manager Email  ?

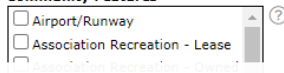
Association/Manager Contact Phone  ? Association/Manager Website Address  ?

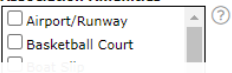
**Master Assoc. Y/N**  ? **Master Assoc. Fee**  ? **Master Assoc. Fee Frequency**  ?

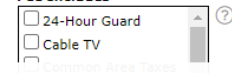
**Master Assoc. Name**  ? **Master Assoc. Phone**  ?





**Community**

Housing for Older Persons Y/N  ?

**Community Features**  ?

**Association Amenities**  ?

**Fee Includes**  ?

 Save as Incomplete  Validate  Cancel Input  Submit Listing

# New Lookup Values - Special Sale Provision

---

## What We Added?

- Government Owned
- Probate Listing

## Property Types Affected

- Income
- Commercial Sale
- Business Opportunity
- Residential
- Land
- Sold Data Entry Only

## Processes and Listings Affected

- Input
- PDF forms

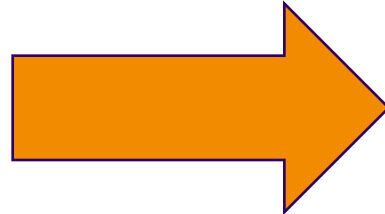
# New Lookup Values - Special Sale Provision

---

## Previous

### Special Sale Provision <sup>?</sup>

- ☐ Auction
- ☐ Bank Owned/REO
- ☐ Short Sale
- ☐ None



## Current

### Special Sale Provision <sup>?</sup>

- ☐ Auction
- ☐ Bank Owned/REO
- ☐ Government Owned
- ☐ Probate Listing
- ☐ Short Sale
- ☐ None

# New Lookup Values – 2023 Weeks Available

---

## Why We Added This?

- We added 2023 values to extend the Weeks Available field.

## Property Types Affected

- Rental

## Processes and Listings affected

- Input
- PDF forms

# New Lookup Values – 2023 Weeks Available

---

## Previous

**Weeks Available**

- ☐ 2022, Nov 20 until Nov 26
- ☐ 2022, Nov 27 until Dec 3
- ☐ 2022, Dec 4 until Dec 10
- ☐ 2022, Dec 11 until Dec 17
- ☐ 2022, Dec 18 until Dec 24
- ☐ 2022, Dec 25 until Dec 31

## Current

**Weeks Available**

- ☐ 2023, Jan 1 until Jan 7
- ☐ 2023, Jan 8 until Jan 14
- ☐ 2023, Jan 15 until Jan 21
- ☐ 2023, Jan 22 until Jan 28
- ☐ 2023, Jan 29 until Feb 4
- ☐ 2023, Feb 5 until Feb 11



# New Lookup Values - 2023 Months Available

---

## Why We Added This?

- We are adding 2023 values to extend the months Available Lookups.

## Property Types Affected

- Rental

## Processes and Listings affected

- Input
- PDF forms

# New Lookup Values - 2023 Months Available

---

## Previous

### Months Available

☐ 2022, July

☐ 2022, August

☐ 2022, September

☐ 2022, October

☐ 2022, November

☐ 2022, December

?

## Current

### Months Available

☐ 2023, January

☐ 2023, February

☐ 2023, March

☐ 2023, April

☐ 2023, May

☐ 2023, June

?

# New Lookup Values - Window Features

---

## Why we added this?

- Previously only in RESI. We added new lookup values under the Window Features to Income, Commercial Sale, Business opportunity, and Commercial Lease.

## Property Types Affected

- Income
- Rental
- Commercial Sale
- Commercial Lease
- Business Opportunity
- Residential already has Window features, but the new lookups will be applied.

## Processes and Listings affected

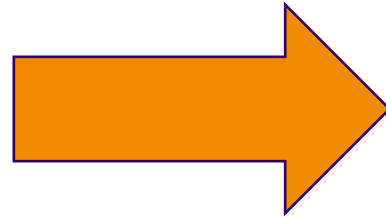
- Input
- PDF forms

# New Lookups Values - Window Features

## Previous

**Window Features** ⓘ

- ☐ Blinds
- ☐ Drapes
- ☐ ENERGY STAR Qualified Windows
- ☐ Insulated Windows
- ☐ Low Emissivity Windows
- ☐ Rods
- ☐ Shades
- ☐ Shutters
- ☐ Solar Screens
- ☐ Thermal Windows
- ☐ Window Treatments



## Current

**Window Features** ⓘ

- ☐ Aluminum Frames
- ☐ Blinds
- ☐ Display Windows
- ☐ Double Pane Windows
- ☐ Drapes
- ☐ ENERGY STAR Qualified Windows
- ☐ Impact Glass/Storm Windows
- ☐ Insulated Windows
- ☐ Low Emissivity Windows
- ☐ Rods
- ☐ Shades
- ☐ Shutters
- ☐ Solar Screens
- ☐ Thermal Windows
- ☐ Tinted Windows
- ☐ Window Treatments
- ☐ Wood Frames

# New Lookup Values – Community Features

## Property Types Affected

- Residential
- SDEO

## New Value

- Community Mailbox

**Community Features**

- ☐ Airport/Runway
- ☐ Association Recreation - Lease
- ☐ Association Recreation - Owned
- ☐ Buyer Approval Required
- ☐ Community Boat Ramp
- ☐ Community Mailbox
- ☐ Deed Restrictions
- ☐ Fishing
- ☐ Fitness Center
- ☐ Gated Community

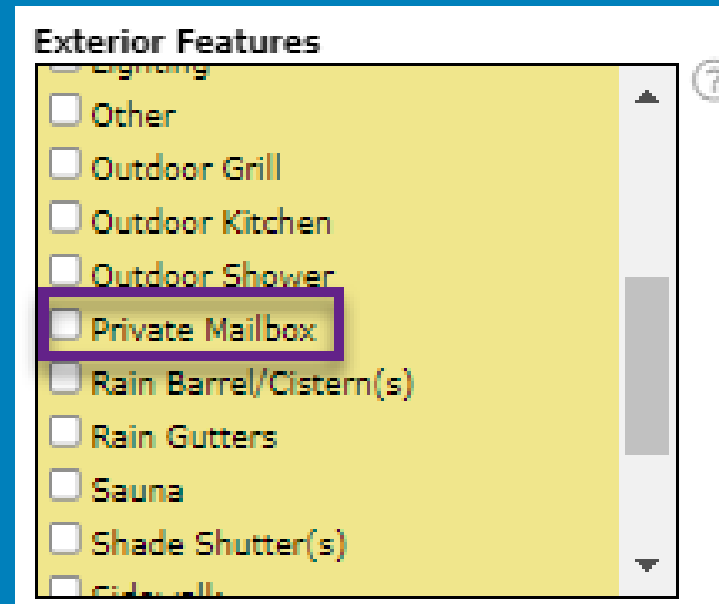
# New Lookup Values – Exterior Features

## Property Types Affected

- Residential
- SDEO

## New Value

- Private Mailbox



The image shows a screenshot of a software interface for selecting exterior features. A dropdown menu titled 'Exterior Features' is open, displaying a list of options. The option 'Private Mailbox' is highlighted with a purple rectangular box. Other visible options include 'Other', 'Outdoor Grill', 'Outdoor Kitchen', 'Outdoor Shower', 'Rain Barrel/Cistern(s)', 'Rain Gutters', 'Sauna', 'Shade Shutter(s)', and 'Side Walk'. A question mark icon is visible to the right of the dropdown menu.

# New Lookup Values – Property Style

---

## What We Added?

- We added “Modular Home” to the Property Style look up values.

## Property Types Affected

- Residential

## Processes and Listings Affected

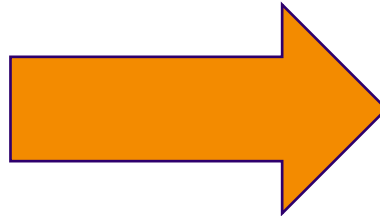
- Input
- PDF forms

# New Lookup Values - Property Style

Previous

Property Style

- 1/2 Duplex
- Condo - Hotel
- Condominium
- Dock-Rackominium
- Farm
- Garage Condo
- Manufactured Home
- Mobile Home
- Single Family Residence
- Townhouse
- Villa



Current

Property Style

- 1/2 Duplex
- Condo - Hotel
- Condominium
- Dock-Rackominium
- Farm
- Garage Condo
- Manufactured Home
- Mobile Home
- Modular Home
- Single Family Residence
- Townhouse
- Villa



# New Lookup Values – Current Use

---

## What we added?

- Tracts
- Highway Frontage

## Property Types Affected

- Land

## Processes and Listings affected

- Input
- PDF forms

# New Lookup Values – Current Use (Continued)

## Previous

+ Vacant Land - Add/Edit Listing Fields

Reciprocal Listing > Getting Started > Matrix Testi

**Site Information**

**Current Use (Property Style)**

Subdivision  
Timber  
Trans/Cell Tower  
Tree Farm  
Unimproved Land  
Wetland

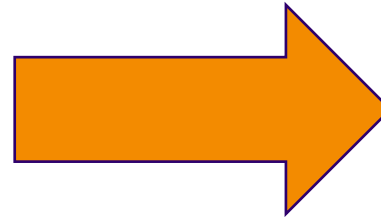
+ Vacant Land - Add/Edit Listing Fields

Reciprocal Listing > Getting Started > Matrix Testi

**Site Information**

**Current Use (Property Style)**

Farm  
Fishery  
Horses  
Industrial  
Land Fill



## Current

+ Vacant Land - Add/Edit Listing Fields

Getting Started > Listing > **Site** > Land and Tax

**Site Information**

**Current Use (Property Style)**

Subdivision  
Timber  
Tracts  
Trans/Cell Tower  
Tree Farm  
Unimproved Land

+ Vacant Land - Add/Edit Listing Fields

Getting Started > Listing > **Site** > Land and Tax

**Site Information**

**Current Use (Property Style)**

Commercial  
Farm  
Fishery  
Highway Frontage  
Horses

# New Lookup Values - Sewer

---

## Why We Added This?

- We added “PEP-Holding tank” to all property types “Sewer” field.
- The PEP (Pretreatment Effluent Pumping) System is a part of a central sewage system designed for a particular area. In areas served by the PEP system each home will have a buried tank, a small pump and a control panel that is mounted on the home.

## Property Types Affected

- Income
- Rental
- Commercial Sale
- Commercial Lease
- Business Opportunity
- Residential
- Land

## Processes and Listings Affected

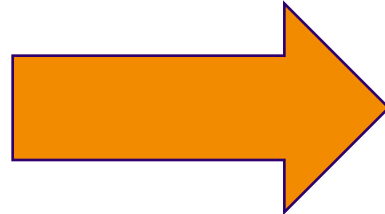
- Input
- PDF forms

# New Lookup Value – Sewer (Continued)

## Previous

**Sewer**

- ☐ Aerobic Septic
- ☐ None
- ☐ Private Sewer
- ☐ Public Sewer
- ☐ Septic Needed
- ☐ Septic Tank
- ☐ Other



## Current

**Sewer**

- ☐ Aerobic Septic
- ☐ None
- ☐ PEP-Holding Tank
- ☐ Private Sewer
- ☐ Public Sewer
- ☐ Septic Needed
- ☐ Septic Tank
- ☐ Other

# New Lookup Values - Lot Features

## Property Types Affected

- Residential
- Income
- Rental
- Vacant Land
- Commercial Sale
- Commercial Lease
- Business Opportunity

## New Value

- Rolling Slope

**Lot Features**

☐ On Golf Course

☐ Oversized Lot

☐ Pasture/Agriculture

☐ Rolling Slope

☐ Sidewalks

☐ Street Brick

☐ Street Dead-End

☐ Street One Way

☐ Street Paved

# New Lookup Values - Green Energy Features

## Property Types Affected

- Residential
- Income
- Rental

## New Value(s)

- Construction
- Exposure/Shade
- Incentives

**Green Energy Features**

☐ Appliances

☐ Construction

☐ Energy Monitoring System

☐ Exposure/Shade

☐ HVAC

☐ Incentives

☐ Insulation

☐ Lighting

☐ Pool

?

# New Lookup Values – Garage/Parking Features

## Property Types Affected

- Residential
- Rental
- Income
- Commercial Lease
- Commercial Sale
- Business Opportunity

## New Value

- Deeded

**Garage/Parking Features**

- ☐ Boat Parking
- ☐ Circular Drive
- ☐ Common
- ☐ Converted Garage
- ☐ Covered Parking
- ☐ Curb Parking
- ☐ Deeded
- ☐ Driveway
- ☐ Electric Vehicle Charging Station(s)
- ☐ Garage Door Opener

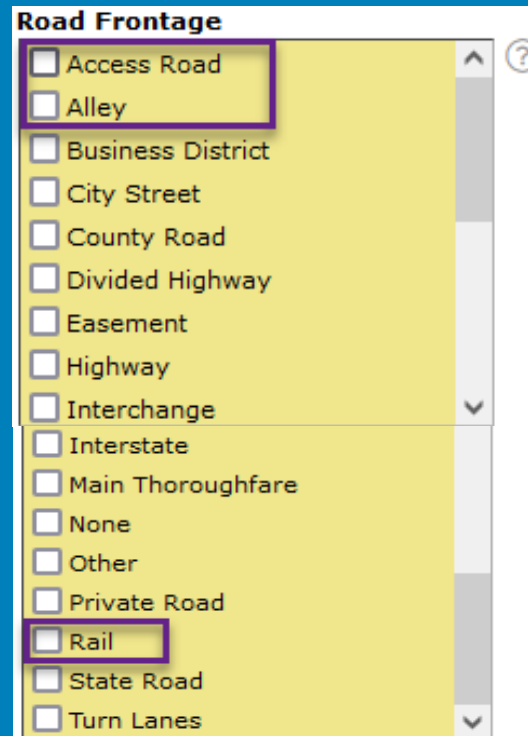
# New Lookup Values – Road Frontage

## Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity
- Vacant Land

## New Value(s)

- Access Road
- Alley
- Rail



**Road Frontage**

- ☐ Access Road
- ☐ Alley
- ☐ Business District
- ☐ City Street
- ☐ County Road
- ☐ Divided Highway
- ☐ Easement
- ☐ Highway
- ☐ Interchange
- ☐ Interstate
- ☐ Main Thoroughfare
- ☐ None
- ☐ Other
- ☐ Private Road
- ☐ Rail
- ☐ State Road
- ☐ Turn Lanes



# New Lookup Values – Interior Features

## Property Types Affected

- Residential
- Rental
- Income
- SDEO

The screenshot shows a dropdown menu titled "Interior Features" with a list of options. The options are: Accessibility Features, Attic Fan, Attic Ventilator, Built in Features, Cathedral Ceiling(s), Ceiling Fans(s), Central Vacuum, Chair Rail, Coffered Ceiling(s), Crown Molding, Dry Bar, Dumbwaiter, and Eating Space In Kitchen. The "Accessibility Features" and "Chair Rail" options are highlighted with a purple box.

## New Value(s)

- Accessibility Features
- Chair Rail
- Smart Home

The screenshot shows a dropdown menu titled "Interior Features" with a list of options. The options are: Pest Guard System, Sauna, Skylight(s), Smart Home, Solid Surface Counters, Solid Wood Cabinets, Split Bedroom, Stone Counters, Thermostat, Thermostat Attic Fan, Tray Ceiling(s), and Vaulted Ceiling(s). The "Smart Home" option is highlighted with a purple box.

# New Look Up Values - MLS ZIP Code

## Why We Added This?

The cities Waldo in Alachua County and Palm Coast were missing two zip codes in Matrix zip code search and the zip code lookup field.

Find the value

Search for : palm

Available Options (1291 / 40)

- 32909 - Palm Bay/Melbourne
- 33480 - Palm Beach
- 33410 - Palm Beach Gardens
- 33418 - Palm Beach Gardens
- 34991 - Palm City
- 34990 - Palm City
- 32142 - Palm Coast**
- 32135 - Palm Coast
- 32164 - Palm Coast
- 32137 - Palm Coast
- 34684 - Palm Harbor
- 34682 - Palm Harbor
- 34683 - Palm Harbor
- 34685 - Palm Harbor
- 33619 - Tampa / Palm River / Progress

Current Selection

Add->

<-Remove

Cancel OK

## Property Types Affected

- Residential
- Income
- Rental
- Vacant Land
- Commercial Sale
- Commercial Lease
- Business Opportunity

## New Value(s)

- 32694 - Waldo
- 32142 - Palm Coast

MLS Zip

- 32694
- 32960 - Vero Beach
- 32968 - Vero Beach
- 32963 - Vero Beach
- 32361 - Wacissa
- 32694 - Waldo**

☒ Or ☐ Not

# Lookup Value Change: Bayoo to Bayou

---

## Why Are We Adding This?

- We are correcting “Bayoo” to “Bayou” in the Street Type for ALL property types. It was in our system incorrectly.

## Property Types Affected

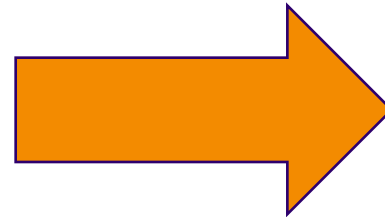
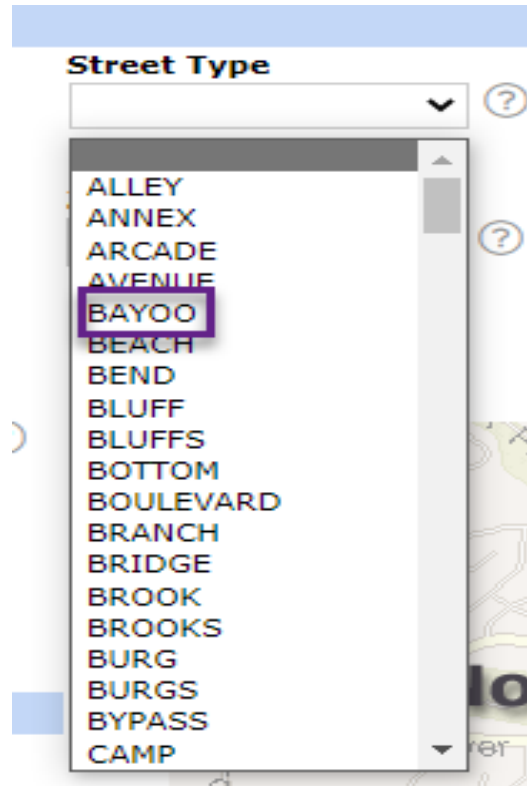
- Income
- Commercial Sale
- Business Opportunity
- Residential
- Land
- Rental
- Commercial Lease

## Processes and Listings Affected

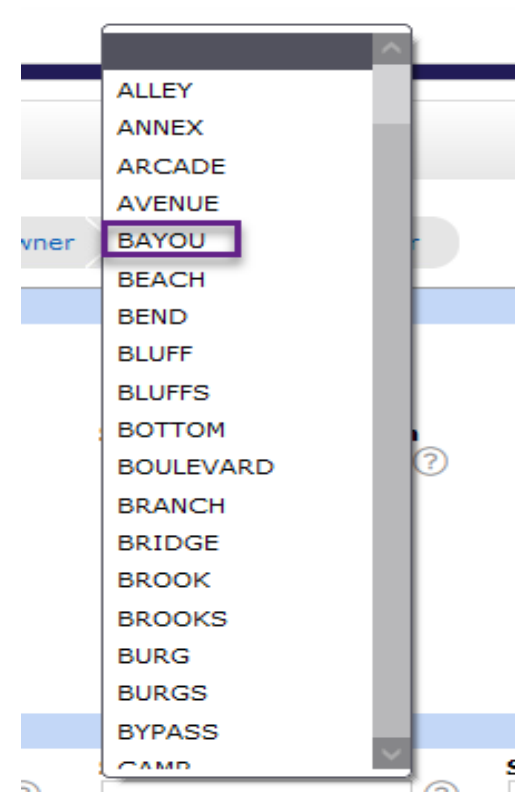
- Input
- PDF forms

# Lookup Value Change: Bayoo to Bayou (Continued)

Previous



Current



# Removed Values - 2020-2021 Weeks Available

---

## Why We Removed This?

- We removed 2020-2021 Values from the Weeks Available field. Since 2020-2021 is the past, there is no need for these values in the system.

## Property Types Affected

- Rental

## Processes and Listings affected

- Input
- PDF forms

# Removed Values: 2020-2021 Weeks Available

---

## Previous

### Weeks Available

- ☐ 2020, Nov 1 until Nov 7
- ☐ 2020, Nov 8 until Nov 14
- ☐ 2020, Nov 15 until Nov 21
- ☐ 2020, Nov 22 until Nov 28
- ☐ 2020, Nov 29 until Dec 5
- ☐ 2020, Dec 6 until Dec 12

## Current

### Weeks Available

- ☐ 2022, Apr 24 until Apr 30
- ☐ 2022, May 1 until May 7
- ☐ 2022, May 8 until May 14
- ☐ 2022, May 15 until May 21
- ☐ 2022, May 22 until May 28
- ☐ 2022, May 29 until Jun 4

# Removed Values - 2020-2021 Months Available

---

## Why We Removed This?

- We removed 2020-2021 Values from the months Available field. Since 2020-2021 is the past, there is no need for these values in the system.

## Property Types Affected

- Rental

## Processes and Listings affected

- Input
- PDF forms

# Removed Values - 2020-2021 Months Available

---

## Previous

### Months Available

☐ 2020, December

☐ 2020, November

☐ 2021, April

☐ 2021, August

☐ 2021, December

☐ 2021, February

▲

▼

?

## Current

### Months Available

☐ 2022, January

☐ 2022, February

☐ 2022, March

☐ 2022, April

☐ 2022, May

☐ 2022, June

▲

▼

?





# For Support:

## **EMAIL**

---

[support@StellarMLS.com](mailto:support@StellarMLS.com)

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800-686-7451