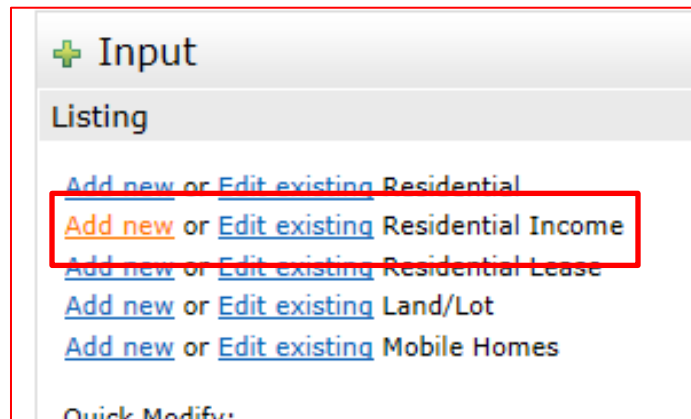




## MATRIX RESIDENTIAL INCOME UNIT INFO

To fill out the Residential Unit Information section of the listing agreement, follow the steps listed below.

1. Click on the Add/Edit tab on your CRISNetMLS Matrix homepage.
2. Click on the Add New Residential Income property link.



3. On the Basics tab of the Residential Income listing form, enter the **total** number of units on the property.

**Basic Information:**

Senior Community:  Rent Control:  Year Built:  Year Built Src:  Stories:

Sqft. Structure:  Lot Size:  Source:  Stories Total:  Entry Level:

Association? (YN):  Lot Size Type:  Entry Location:

Sqft Studio Approx Avg:  Gross Equity: \$

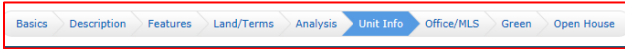
Sqft 1 Bedrm Approx Avg:  Present Loans Amt.: \$

Sqft 2 Bedrm Approx Avg:  Have:

Sqft 3 Bedrm Approx Avg:  # of Bldgs:  # of Units:

Save to Partially Completed Listings Preview Cancel Input Submit Listing

When you get to the Unit Info tab, shown here



4. You will see a list numbered from 1 to 13. Fill out the rows with your unit information. *Each row describes **all** like units.*

The screenshot shows the 'Residential Income Detail' form. At the top, there is a navigation menu with 'Unit Info' selected. Below the menu, the form is titled 'Unit Information' and includes fields for 'Current Status is: Active', 'ML Number:', and 'Address:'. The main section is a table with the following columns: Type, #Units, #Bedrms, #Baths, Furnished?, Garage Spaces, Garage Attached/Detached, Actual Rent, Total Rent, and Pro Forma. There are four rows of data, each with input fields for the values.

| Type | #Units | #Bedrms | #Baths | Furnished?  | Garage Spaces | Garage Attached/Detached | Actual Rent | Total Rent | Pro Forma |
|------|--------|---------|--------|-------------|---------------|--------------------------|-------------|------------|-----------|
| 1.   | 3      | 1       | 1      | Unfurnished | 1             | Detached                 | 750         | 750        | 750       |
| 2.   | 2      | 2       | 1      | Partially   | 1             | Detached                 | 850         | 850        | 850       |
| 3.   | 1      | 2       | 2      | Unfurnished | 2             | Detached                 | 1000        | 1000       | 1000      |
| 4.   | 2      | 3       | 2      | Unfurnished | 2             | Detached                 | 1500        | 1500       | 1500      |

The # Units column represents HOW MANY of the units are the same. This column is NOT to use to identify the actual unit #. The total number of units entered in this section must equal the total number of units noted in the Basics section of your Residential Income listing agreement.

**Column numbers when added together MUST equal basics page total**

One row can describe all units, or as noted above multiple units as long as they have the same features.

If you have an error message on the Basics page where it asks for total number of units, you have entered the unit information in the Units Info tab incorrectly. The number of units on the Basics Tab MUST match the total number of units listed on the Units Info page.

The screenshot shows the 'Basics' page with several input fields. On the right side, there are two fields: '# of Bldgs' with a value of 1 and '# of Units' with a value of 6. The '# of Units' field has a red error icon next to it, indicating a discrepancy.

**If this error message appears, go back to the Units Info tab and double check the number of units entered equal the total number of units here.**