

# Units Input Form for Matrix

Use this form to describe individual units

Unit # \_\_\_\_\_

Bedrooms: \_\_\_\_\_ Full Baths: \_\_\_\_\_ Half Baths: \_\_\_\_\_ Total Rooms: \_\_\_\_\_ # Unit Stories: \_\_\_\_\_ Floor Location: \_\_\_\_\_

Rent: \_\_\_\_\_ Deposit: \_\_\_\_\_ Parking Spaces: \_\_\_\_\_ Lockbox: \_\_\_\_\_ Avail Date: \_\_\_/\_\_\_/\_\_\_

**Rental Type**

\_\_\_ Carriage House Apt    \_\_\_ Entire House    \_\_\_ Garage Apt    \_\_\_ Lower Level Apt    \_\_\_ Mobile Home  
\_\_\_ Efficiency Apt

**Occupied**

\_\_\_ Available 1 Year    \_\_\_ Available 3 – 6 Months    \_\_\_ Tenant    \_\_\_ Vacant    \_\_\_ Other-See Remarks  
\_\_\_ Available 1 – 3 Months    \_\_\_ Owner

**Rent Includes**

\_\_\_ Electric    \_\_\_ Garbage    \_\_\_ Maintenance    \_\_\_ Water    \_\_\_ Other-See Remarks  
\_\_\_ Garage    \_\_\_ Gas

**Features**

\_\_\_ Carpet    \_\_\_ Disposal    \_\_\_ Furnished    \_\_\_ Patio    \_\_\_ Washer  
\_\_\_ Central Air    \_\_\_ Dryer    \_\_\_ Handicapped    \_\_\_ Range    \_\_\_ Window Units  
\_\_\_ Central Heat    \_\_\_ Fire Alarm    \_\_\_ Hardwood Floors    \_\_\_ Refrigerator    \_\_\_ Other  
\_\_\_ Deck    \_\_\_ Fireplace    \_\_\_ Other Heat    \_\_\_ W/D Connection    \_\_\_ None  
\_\_\_ Dishwasher

Tenant Occupied: Yes / No

Lease Term Ends: \_\_\_/\_\_\_/\_\_\_

Prop Mgmt: Yes / No

**Existing Lease Information**

\_\_\_ 0 – 6 Month    \_\_\_ 6 – 12 Months    \_\_\_ Month-to-Month    \_\_\_ Option to Buy    \_\_\_ Other  
\_\_\_ 1 – 3 Years    \_\_\_ 7 – 12 Years    \_\_\_ Multi-Year    \_\_\_ Option to Renew    \_\_\_ No Lease  
\_\_\_ 4 – 6 Years    \_\_\_ Daily/Weekly

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Prop Mgmt: Yes / No

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