



# The Oakville, Milton and District Real Estate Board

## MATRIX INPUT FIELD DEFINITIONS

JUNE 28, 2017

Input Field	Business Rule/How to use	Description
<b>Alternate MLS® Number</b>		This field is used if you have this property listed on more than one Board. Example, you could insert the TREB MLS number in this field.
<b>Assessment Roll Number</b>	The ARN MUST be between 15 and 24 digits in length and can be obtained from Geowarehouse. This is a mandatory field.	Each property has certain identifiers such as Assessment Roll Number (ARN) which can be linked to ownership, and assessed value information for each individual property or “parcel” of land in Ontario.
<b>Fronting on</b>	This field is mandatory	This is the side of the street that the property/building’s entrance is on.
<b>Direction Cross Street</b>	This field has a 20-character limit	Major intersection closest to the property
<b>Region/District</b>	This is a mandatory field. If you are unsure of the Region/District, please use the "Auto-Fill these address Fields" links available.	The Region/District in which the property is located
<b>Municipality/Area</b>	This is a mandatory field. If you are unsure of the Municipality/Area, please use the "Auto-Fill these address Fields" links available.	The Municipality/Area in which the property is located
<b>Neighbourhood</b>	This is a mandatory field. If you are unsure of the Neighbourhood, please use the "Auto-Fill these address Fields" links available.	The Neighbourhood or Sub-District in which the property is located

<b>Legal Description</b>	This field has a 255-character limit. If you require additional characters, please continue your legal description in the REALTOR® Remarks section.	Legal description is the geographical description of a real estate property for the purpose of identifying the property for legal transactions. A legal description of the property unambiguously identifies the location, boundaries, and any existing easements on the property. To obtain the full legal description please visit Geowarehouse.
<b>Zoning</b>	This field is mandatory. Please be specific (ie: RL3). If this is unknown, please visit <a href="#">CLICK HERE</a> for a full map of the Oakville Zoning by-laws.	A zoning by-law implements the policies of an official plan. It regulates how land and buildings are used, the location of buildings, lot coverage, building heights and other provisions necessary to ensure proper development.
<b>Price (List or Lease)</b>	This field is mandatory. Use this field for properties For Sale or For Lease	
<b>Deposit</b>	This field is mandatory. Can be input as a numerical/dollar amount OR text (ie. "Negotiable")	The amount of money that is required at time of offer.
<b>Income Potential</b>		Does this property have a potential revenue stream? Examples: Rental property, Room Rental, or basement apartment.
<b>Taxes</b>	This field is mandatory. This information can be obtained from Geowarehouse	
<b>Assessment</b>	To obtain the assessment information for a property please visit Geowarehouse.	The Municipal Property Assessment Corporation (MPAC) is responsible for property assessments in Ontario. An assessment is the value assigned by MPAC to all property including land and buildings. It is used to determine the taxes each property owner pays.
<b>Assessment Year</b>	To obtain the assessment information for a property please visit Geowarehouse.	The year in which the assessment was complete

<b>Freehold with Common Elements Fee</b>	This is a mandatory field.	Is this property a Freehold property with common element fee's? Common element fee's may include but are not limited to snow and/or garbage removal, grass cutting, or exterior maintenance.
<b>Additional Monthly Fees</b>		The additional Monthly Fee's field applies to a Freehold property with Common element fee's. If a freehold property has a monthly maintenance fee for things such as, garbage and/or snow removal please insert the dollar value in this field.
<b>Square Footage</b>	This is a mandatory field. Please note that the <b>EXACT</b> square footage is required. You may <b>NOT</b> enter in a range in this field. If exact square footage is unknown, Geowarehouse has a report available for purchase which identifies the exact square footage.	Total above grade square footage of the property
<b>Sq. Ft Source</b>	This is a mandatory field.	The source in which the EXACT square footage was obtained.
<b>Features/Area Influences</b>	This is not a mandatory field.	Influences that affect the value of land and/or the physical features of the area surrounding the property.
<b>Under Contract</b>	This is a mandatory field.	Items on or in the property that a monthly fee is charged for service or ownership. Example: A hot water tank rental.
<b>Rooms</b>	Room information is mandatory. Please ensure that you are entering in a Room Level, Room Type, and measurements for each Room you are entering. Bathrooms are also entered in here. Please make sure you are selecting number of pieces from the Room Feature list.	

<b>Public Remarks</b>	This field is mandatory. In accordance with the ORTIS MLS® Rules and Regulations, Section 2.12 (a), Please DO NOT include any contact information in the public remarks.	Public Remarks are comments about the property that are to be made available to the public.
<b>Private REALTOR® Remarks</b>	In accordance with the ORTIS MLS® Rules and Regulations, Section 2.07 (F), Please DO NOT include any disclaimers of responsibility by the Listing Brokerage or the Seller for the accuracy or completeness of the information on the MLS® Listing, or any requirement for Members or Co-operating Brokerages or Buyers to verify the information.	REALTOR® Remarks are comments about the property that are private and for REALTORS® only. Please include any special instructions in this field. For example: showing and/or offer information.
<b>Inclusions</b>	This is not a mandatory field.	A list of items that are included in the purchase price of the property. Example: Appliances, outdoor items, window coverings, ETC.
<b>Exclusions</b>	This is not a mandatory field.	A list of items that are NOT included in the purchase price of the property. Example: TV & Mounts, Bar equipment, mirrors, ETC.
<b>Interest Bearing Brokerage Trust Account?</b>	This is a mandatory field.	Brokerages are required to deposit all money that comes into the brokerage's hands in trust for other persons in connection with the brokerage's business into a designated trust account. This trust account will be either interesting bearing or non-interest bearing.
<b>Seller &amp; L/BR Have Special Agreement/Conditions</b>	This is a mandatory field.	Example - Excluded purchaser or amended contract.
<b>Alternate Feature Sheet URL</b>	URL's must include the HTTP:// or HTTPS:// prefix to function	Visitors to REALTOR.ca who click on this property will be redirected to this page if a URL is entered in this field, instead of the general REALTOR.ca information page for this listing.