

CRMLS MATRIX

Quick Reference Guide

Adding Green Features to Listings

Follow the steps below to add green features, such as Building Certifications, Certification Rating, Year of Certification, and other Green Features to listings.

Step 1:

Click the **Add/ Edit** tab in the CRMLS Matrix Platform.

Step 2:

New Listings:

Click the **Add New** Link to start the Listing Input wizard.

Existing Listings:

Select the listing you want to add green features to in the **Quick Modify** drop down menu. You can also type the ML number in the **MLS#** field and click **Modify**.

Step 3:

Follow the prompts on the screen to add or modify your existing listing. When you get to the **Green** section of the Listing Input Wizard, add all of the Green Features that apply to your listing in the available fields.

Step 4:

When you're finished adding or modifying your listing, click **Submit Listing**.

Green features for listings will be displayed on the Agent Full and Customer Full search result display and reports.

Home Search My Matrix **Add/Edit** Finance Roster Realist Tax PinPC

Input

Use this page to input into Matrix. To Add or Modify a listing click the appropriate link. To quickly modify one of your own listings, select from the Quick Modify drop down list. To access your previously saved entries click Partially Completed Listings.

Listings

- [Add New](#) or [Modify Existing](#) Residential
- [Add New](#) or [Modify Existing](#) Residential Income
- [Add New](#) or [Modify Existing](#) Residential Lease
- [Add New](#) or [Modify Existing](#) Business Opportunity
- [Add New](#) or [Modify Existing](#) Commercial/Industrial
- [Add New](#) or [Modify Existing](#) Commercial Lease
- [Add New](#) or [Modify Existing](#) Land/Lot
- [Add New](#) or [Modify Existing](#) Mobile Homes

Quick Modify: --Select Listing from My Inventory-- or type -- MLS # -- and click [Modify](#).

Basics Description Features Land/Terms Office/MLS **Green** Open House

Green Features

Certification:

NOTE: It is highly recommended that any representation of certification be accompanied by an upload of the certification documents into the Supplements for this listing. Supplements may be uploaded along with photos after the initial listing input is completed. If you select a Building Certification the Certifying Organization, Rating and Year Certified will be required. If you do not see a specific Certification in this list, please contact Customer Service with the name and contact information for the Certification you would like added.

Building Certification:
LEED for Homes
LEED for Neighborhood Development
Energy Star
Home Energy Rating Service (HERS)
Home Energy Rating Service (HERS) Phase II
National Green Building Standard (NGBS)
NAHB Model Green Home Building Guidelines (GBG)
GreenPoint Rated (Build It Green)

Certifying Organization:
Certification Rating/Score:
Year Certified:

Marketing Features:

The following features are designed to speak to the laymen who may be less knowledgeable about the specific features described in our regular feature fields. i.e. TVA Insulation Package versus Energy Efficient Insulation. Any use of these fields should accompany documentation or information when questioned by a potential buyer.

Energy Efficient:
Construction
Insulation
Windows
Doors
Roofing

Energy Generation:
Solar
Wind
Geothermal

Sustainability (Constructed with):
Recycled Materials
Renewable Materials
Recyclable Materials
Biodegradable Materials
Conserving Materials/Methods

Water Conservation:
Landscaping
Flow Control
Reclamation

WalkScore:
<http://www.WalkScore.com>

Save to Partially Completed Listings Preview Cancel Input **Submit Listing**