

Once you have completed all required data fields, click on the "Upload Listing" button:

File - AA Fonts - Transaction Forms - Upload Listing

PC Version

Matrix Residential Input Form * Denotes required information that must be provided.

MLS # 2047700

Address Information

*Street Number: 1645 *Street Name: NEWFORT Place Unit #: N *Street Suffix: []

*Area: [] Lot #: [] *City: Kenner

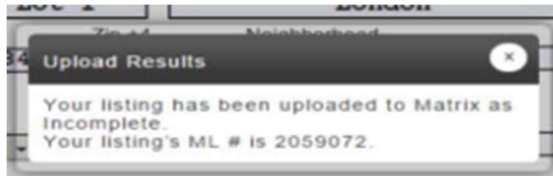
*State: LA *City Limit Y/N: [] *Zip: 70065 Zip +4: [] Neighborhood: [] Subdivision: []

*Parish: [] Sub Code: [] *Bounding Streets: []

Listing Information

*Dwelling Type: [] *Listing Type: [] *List Price: 62,000.00 Association: []

At this point, you will receive confirmation that your listing has been uploaded to Matrix as 'Incomplete'.



From here, in Matrix access your incomplete listing and after reviewing for full accuracy hit the "submit button to switch it to "active" status. If it is not ready to go "active" you can save it as incomplete

REMINDER: Make sure you add all required photos and applicable supplements.