

## October 2009 – Keystone Enhancements - Commercial Changes

We're adding some highly requested new fields and picklists options for **Commercial** listings. When entering a listing in Keystone you will see these new options:

- **Building/Project Name** – Located under the General/Building section and to be used for entering the name of a building construction project.
- **Investment Y/N** – Located in the General section of Keystone and used specify if the commercial property is an investment property. This is a mandatory field.
- **Number of Assigned Parking Spaces** – Located under Lot/Parking in Keystone and used to specify the number of assigned parking spaces included with a commercial property.
- **Number of Garage Spaces** – Located under Lot/Parking in Keystone and used to specify the number of garage spaces included with a commercial listing.
- **Rent Special Terms** – Located under Listing/Remarks and used to enter the special terms for a renting a commercial property.
- **Property Status** – Located under Building/Features. This new field has pick list options for under construction, under renovation, existing or proposed. This is a mandatory field.
- **Net (Sq Ft) Building** – This column was formerly labeled Net (Sq Ft).
- **Gross (Sq Ft) Building** – This field was formerly labeled Gross (Sq Ft).
- **Parking Ratio (# of spaces/1,000 Sq. Feet)** – This field was formerly labeled Parking Ratio.
- Parking, located under Building/Features, has new picklist options for **Underground, Attached, Detached, Basement Garage** or None. This is a mandatory field.
- Ownership, located under General, has a new picklist option for **Ground Rent**. After selecting Ground Rent and clicking save you will see fields for Annual Ground Rent, Capitalized Value – Ground Rent and Ground Rent – Remaining Years.

### These fields will be mandatory for Commercial listings:

- **Investment Y/N**
- **Property Status**
- **Riparian Rights Convey Y/N (Mandatory if waterfront equals yes for all property types)**
- **Min Lease (rental)**
- **Max Lease (rental)**
- **Parking**
- **Price/SQ FT**

All of this information will also be searchable in Matrix!