

The Shift: All Things Matrix



New mandatory fields

New mandatory fields are being added to Fusion to ensure closer data alignment with the regional Matrix system. This will mean you have more complete, comprehensive data and your listings will comply with the MLS[®] rules of the regional Matrix system.

Effective **Tuesday, January 24, 2017**, five new mandatory fields will be added to Fusion broker load. These fields will be required for all your listings, as noted below:

1. Total Area

Will be mandatory for all commercial property types, excluding business-only listings. The information will be required in the “*Total Area*” line on the Property Information Form.

2. Heat Source

Will be mandatory for all residential property types. Use the field for “*Fuel*” on the Residential Property Information Form.

3. Square Footage

Will be mandatory for all residential property types. Place the information in the “*Square Footage +/-*” line on the Residential Property Information Form. You can write the source of square footage underneath.

There are a number of ways you can obtain the square footage of a property:

Builder floor plans

If the house you are listing has a builder's floor plan, it may be acceptable to use it. You should be aware, however, that the floor plan from *before* the house was built may differ from the *actual* floor plan that was built. While you can cite the builder's floor plan, it's worth your while to do a quick check to make sure the rooms are reasonably accurately represented. Remember: the listing salesperson or broker is responsible for the accuracy of all information contained in a listing.

Floor plans

There are a number of companies you can hire to measure square footage, draw floor plans and provide other services for a fee. A quick internet search gave us four companies close to the Hamilton-Burlington market area:

- [Measure Masters](#)
- [Measured Up](#)
- [PLANiT Measuring](#)
- [Planitar](#)

LBO (Listing Broker's Office, or measuring yourself)

For those of you who will take your own measurements, you should know there is no standardized way of measuring the square footage of a structure in Canada. There are, however, a number of recognized methods to measure square footage.

The American National Standards Institute (ANSI), with the National Association of Home Builders, developed an *American National Standard for Single-Family Residential Buildings*. Their document has a good description of what goes into measuring square footage, although it doesn't provide a lot of examples of measuring various types of houses. Read the [guideline](#).

The Appraisal Institute of Canada (AIC) has developed guidelines that are widely used; they can be found [here](#). They are very similar to the [ACRE method](#) developed by the Alliance for Real Estate Education (ACRE) (which is no longer operating) and which is still included in the reference guide OREA issues in the Ontario licensing course. The ACRE method includes examples of a few more types of dwellings than the Appraisal Institute's guidelines.

There's no question it would be easier if there was one, approved way to calculate square footage and a website to explain it, but there isn't. If you check out those sites, however, most refer to one of the recognized methods mentioned above - ANSI, AIC or ACRE.

What is probably most important, if you are measuring square footage yourself, is that you choose one of the recognized methods, understand the calculations and use that method consistently. If there are any discrepancies, you should be able to show that you diligently adhered to calculating it in a legitimate way.

Public Records

MPAC offers two reports that provide square footage - the [Residential Floor Area Report](#) and the [Detailed Level 2 Report](#). (The links will take you to samples of the reports.) You can purchase the reports through the GeoWarehouse Store for \$5 and \$8 respectively.

Other sources

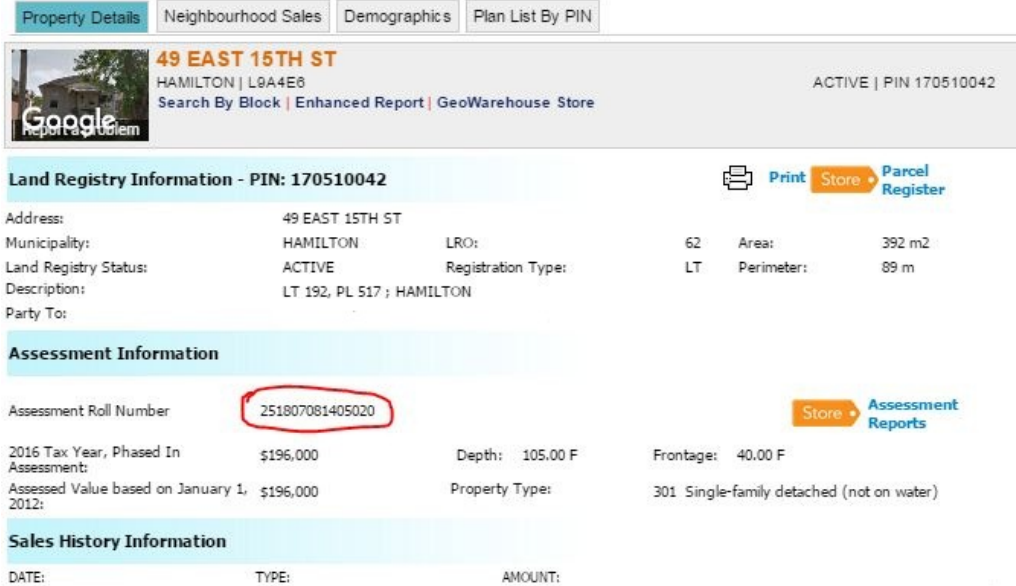
You may have other sources for obtaining the square footage of a property.

The most important thing to remember is that you have to do your own due diligence to ensure the information is reliable. It is not enough to rely on the word of the seller or use the information from a previous listing; you should be checking the information yourself so *you* know it is accurate. Remember: REBBA 2002 requires you to accurately represent the property.

4. Assessment Roll Number

Will be mandatory for all residential and commercial property types. Enter the information in the “Roll #” section of the Property Information Form.

To access a property’s Assessment Roll Number, view the “Assessment Information” section under the “Property Details” tab in GeoWarehouse:



Property Details | Neighbourhood Sales | Demographics | Plan List By PIN

49 EAST 15TH ST
HAMILTON | L9A4E8
ACTIVE | PIN 170510042
Search By Block | Enhanced Report | GeoWarehouse Store

Land Registry Information - PIN: 170510042

Address: 49 EAST 15TH ST
Municipality: HAMILTON LRO: 62 Area: 392 m2
Land Registry Status: ACTIVE Registration Type: LT Perimeter: 89 m
Description: LT 192, PL 517 ; HAMILTON
Party To:

Assessment Information

Assessment Roll Number: **251807081405020**

2016 Tax Year, Phased In Assessment: \$196,000 Depth: 105.00 F Frontage: 40.00 F
Assessed Value based on January 1, 2012: \$196,000 Property Type: 301 Single-family detached (not on water)

Sales History Information

DATE:	TYPE:	AMOUNT:
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5. Zoning for listings located in Brantford, Cambridge, Guelph, Kitchener-Waterloo, Niagara, Oakville/Milton and Simcoe

Will be mandatory for all residential and commercial property types in these areas. Zoning will not be mandatory for listings located in the RAHB area.

Information on property zoning is available through the *Residential Detailed Report (Level 2)* in GeoWarehouse. This is the same report on which you can find square footage.

While zoning is not mandatory for listings located in the RAHB area, there are helpful resources available to you to find the zoning for properties in Hamilton and Burlington. Check out the interactive maps on the City of Hamilton and Hamilton Economic Development websites at:

<http://map.hamilton.ca> (City of Hamilton)
<https://spatialsolutions.hamilton.ca/ZoningLookup/> (Hamilton EcDev)

For zoning inquiries or verifications, you can contact the City of Hamilton at building@hamilton.ca or 905.546.2720.

Zoning information (including an interactive map) for the *City of Burlington* is available at <https://www.burlington.ca/en/zoning>. For zoning inquiries or verifications, contact the City of Burlington at 905.335.7642.

Changes to “For Lease or Sale” Listings

Also as of January 24, 2017, Fusion will no longer accept *For Lease or Sale* on a single MLS® number. If you have a property that is for sale or lease, enter it twice in broker load – once as a *For Sale Only* and once as a *For Lease Only*.

If you have a current *For Lease or Sale* listing, you will need to amend it so that the current listing becomes *For Sale Only*, with any lease information – including leasing commission to leasing broker – removed. Then create a new MLS® number for the lease only, with the appropriate leasing information.

As of the same date, the regional Matrix system will delete “*For Lease or Sale*” as a search category. If you are searching for properties that are for either lease or sale, select *For Sale*, *For Lease* or both options, as applicable. Listings that were previously listed *For Lease or Sale* and have sold or been leased will automatically be sorted as sales or leases, according to the sale and lease price fields. Listings where the sale price is *greater than zero* and the lease price is *zero* will be classified as a sale; listings where the sale price is *zero* and the lease rate is *greater than zero* will be classified as leases.

Remember to update your Contacts and Saved Searches in regional Matrix

When RAHB’s Matrix system is available, your Contacts and Saved Searches will be moved over from the regional Matrix system. Therefore, you should make sure that all your Contacts and Saved Searches are updated in the regional Matrix system and turned *on*, and all your Contacts and Saved Searches in Fusion are turned *off*.

If you haven’t been using your Contacts and Saved Searches in the regional Matrix system, you should do so. You will find your contacts and saved searches that were moved to Matrix in January, 2016; if you have made changes or added to them in Fusion through the year, you will have to enter all those searches and contacts manually into the regional Matrix system. And then remember to turn *on* your regional Matrix searches and contacts and turn *off* your Fusion searches and contacts, or your clients will receive messages from both systems.

Please note that you must move your contacts and saved searches to the regional Matrix system prior to the final cutover to RAHB’s own Matrix system, or you will lose them. You still have plenty of time before that happens; we expect to cut over to the RAHB Matrix system prior to the 2017 spring market.