



July 27, 2018

**CLOSED SALES DEADLINE**

Cutoff for July 2018 closed sales will be Wednesday, August 1, 2018 at 10:00 a.m. All sales and corrected sales **must be sent to the MLS by this date and time** in order to be reported for the month of July.

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**REPORTING SALES**

**Contingent to Pending** – Remember that if you report a property as contingent, you need to change the status to pending once the contingency has been removed. A contingent sale is still an active status, so if a property has a contingent status, and the expiration date is prior to the sale closing, it will automatically expire. **They will also continue to accumulate Days on the Market (DOM) until changed to Pending.** Pending listings remain pending until they are reported as sold or put back on market.

**Correct MLS numbers** - Please check to make sure you have the correct MLS# on your forms before submitting them to the MLS. Many Status Change Forms are being sent in with the wrong MLS#'s on them.

**Expired Listings** - Once a listing has expired it can **not** be changed to Sold Closed unless it went Pending prior to it expiring. If it has, please make sure to put the Pending date on the MLS Status Change form when sending in the Sold information.

**Financing and Additional Agents** - When sending in your closed sales please remember to check off the type of financing. Also, if there are any additional listing agents or sales agents, please be sure to list them down below the sale information in the spaces provided.

**Reporting Duplicates as Sold** - Make sure to include both MLS numbers when reporting a duplicate listing as sold closed. MLS will make one of the numbers sold and the other one will be deleted from the system.

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**REPORTING SALES ON STATUS CHANGE FORM 4139**

The MLS has been receiving sales on the Northwest MLS form 19 instead of SAR Status Change form 4139. All changes must be submitted on the SAR form.

We are also getting a lot of sales that are being completed incorrectly. The Sale firm is the name of the firm that is representing the buyer. The Sale broker is the name of the broker representing the buyer. Additional List and Sale Firms and Brokers is for the second list and sale agent. Also, the only options for Finance are the ones shown. If you select other, please put the type of financing in the Agent Remarks.

**SALE CLOSED** \*Sale Price \$ \_\_\_\_\_

\*Sale Firm Firm representing buyer \*Sale Broker Broker representing buyer

\*Financing (Check one)  FHA  VA  CONV  CONTRACT  
 ASSUMP  CASH  OTHER **← Any additional info must be put in Agent Remarks**

\*Additional List/Sale Firms/Brokers (i.e. 2<sup>nd</sup> broker)

List Firm(s): Additional Firm representing seller List Broker(s): Additional Broker representing seller

Sales Firm(s): Additional Firm representing buyer Sales Broker(s): Additional Broker representing buyer

