



August 11, 2017

**PUBLIC REMARKS FOR PROPERTY DESCRIPTION ONLY**

Please refer to your MLS Rules and Regulations, **Section 1.3 LISTING DETAILS**, which states:

“All Property Data Sheets delivered to the Association shall be complete in every detail specified on the form. **The listing Participant may not enter any contact information such as names, phone numbers, email addresses, web site addresses or service provider information in any section of the listing which appears in the “public handout” report.** The Public Remarks are intended for property information only. All contact information, bonus information, special conditions and/or contingencies, showing information or information regarding access to the property must be entered into the Agent Remarks section of the listing and through the showing instructions.”

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**PRICE CHANGE ON NEW LISTINGS**

Have you ever put in a new listing and discovered that the price was entered incorrectly?? This has happened to all of us at one time or another and when you go in to change the price, the status automatically changes to Price Change. The best thing to do is to send the correction in to the MLS on a status change form with an explanation of what happened and that the listing should remain NEW. The Original List Price will also reflect the correct price. There is no charge for this and it ensures that the listings status is marked correctly and that the List price and the Original List price match.

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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. 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.

