



## August 31, 2018

The SAR/MLS will be closed on Monday, September 3, 2018 in observance of Labor Day. We wish you and your staff a safe and happy holiday.

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### CLOSED SALES DEADLINE

Cutoff for August 2018, closed sales will be Tuesday, September 4, 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 August.

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### CANCEL AND RE-LIST POLICY

Listing a property, canceling it and entering it in as “NEW” is not acceptable. You must have a **minimum of 30 days** after canceling a listing before you can enter it in as a “New” listing **in the same office**. This is a fineable offense and will be closely monitored.

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### LISTING FLAGS

The following abbreviations are used to flag listings to indicate Status. Active listings that are new or that have had price or status changes are flagged for 7 days, e.g. “NEW” flag then reverts to “ACT” for “Active”.

Status Flag	Definition
NEW	New listings in system 7 days or less
ACT	Active listing, in system over 7 days, no recent status changes
PCH	Price change in last 7 days
EXT	Extended expiration date in last 7 days
BOM	Back on the market
BOMR	Released listing that has been put back on the market.
CTG	Contingent Listing (still on the market)
CTGI	Contingent on Inspection
CTGH	Contingent on Sale of Buyers Home
CTGS	Contingent on Short Sale Approval
TOM	Temporarily off market, contract still exists
LSD	Under lease to purchase contract (off market but not closed)
PND	Pending sale (off market but not closed)
PBL	Pending before listed
SOLD	Sold Closed
EXP	Expired Listing
RLSD	Released listing (contract is cancelled)
FELL	Offer fell through (was pending, deal flubbed, now expired)

