



October 26, 2018

CLOSED SALES DEADLINE

Cutoff for October 2018, closed sales will be Thursday, November 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 October.

“ACTIVE/NO SHOW STATUS”

Your leadership just approved using an “Active/No Show” status when you put a listing in Paragon that is not available for showing for a specified amount of time (including “coming soon”).

If you are entering a listing that is ready to be marketed but is not available for showing you still need to disclose the date the property will be available to show in the Agent Remarks but now you will also need to check the “Active/No Show” status instead of “New” when inputting. This will flag your listing in the MLS as well as on websites.

- No showings by anyone are allowed during this period of time.
- Once you make the listing “Active” you will not be able to put it back as “Active/No Show”.
- Properties marked as “Active/No Show” will still go out in syndication feeds as well as auto notifications and the collab center.

[Click here](#) to view the FAQs for Active/No Show and other changes that went into effect October 1, 2018.

REPORTING SALES ON STATUS CHANGE FORM 4139

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 or no MLS#'s on them.

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. 2nd 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

