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**November 9, 2018**

**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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**“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.

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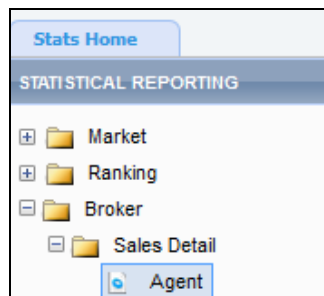
**RESTRICTION OF EXPIRATION DATE CHANGES**

The SAR MLS Steering Committee and Board of Directors voted to require office level access to make any changes to expiration dates after a listing is saved. Expiration dates are not to be changed without the knowledge/authorization of the firm. The SAR staff can also make these changes with Form 4139 filled out and signed by the MLS Participant (firm’s managing broker) but you will be charged \$6.

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**DO YOU NEED AN EASY WAY TO CHECK YOUR SALES FOR THE YEAR?**

Go to Resources and select Statistical Reporting. In the Statistical Reporting Area, go to the Sales Detail section under Broker. This will bring up of your sales (listing or sale side) that were reported in 2013. Participants (firm brokers) are able to view this report for all agents/brokers in their office.



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