



August 30, 2019

HOLIDAY HOURS

The SAR/MLS will be closed on Monday September 2, 2019, in observance of Labor Day. We wish you and your staff a safe and happy holiday.

CLOSED SALES DEADLINE

Cutoff for August 2019, closed sales will be Tuesday, September 3, 2019 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.

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.



RPR AVAILABLE TO YOU!

The Realtor Property Resource (RPR) is a FREE website that combines public record data and MLS data in one place for you. Visit www.narrpr.com to create your free account. After you create your account, make use of their mobile solution at m.narrpr.com.



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