



December 20, 2019

HOLIDAY HOURS

The SAR/MLS will be closed on Wednesday, December 25, 2019 in observance of Christmas Day and Wednesday, January 1, 2020 in observance of New Year's Day. We wish you and your staff a safe and happy holiday.

BROKER LOAD OF CLOSED SALES IN PARAGON COMING SOON

Beginning on Monday, January 6, 2020, closed sales can be reported directly in the Paragon system by staff and brokers *with listing input access*.

- Closed sales must be reported by the next business day after recording.
- FSBO sales must still be sent to the SAR/MLS for closed sales reporting.
- Duplicate listings may only be reported once. Send an email to the SAR/MLS and the SAR/MLS staff will remove the duplicate listing from the system.
- Closed sales may still be emailed or faxed to the SAR/MLS office to be input at no charge.
- **Closed Sales must continue to be reported by 10 a.m. on the first working day of the month to ensure that they are included in the monthly statistical reports. (For example, all January 2020 sales must be reported by 10 a.m. on February 3, 2020 to be included in the January numbers.)**



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