

January 12, 2024

HOLIDAY HOURS

The SR/MLS will be closed on Monday, January 15, 2024, in observance of Martin Luther King Jr. Day.

STILL HAVE LOCKBOXES TO EXCHANGE?

EXTENDED, the last day to exchange old Supra boxes for new Sentrilock boxes is Monday, January 22nd. If you have 5 or more boxes to exchange, please click here to schedule an appointment. If you have fewer than 5 boxes you can stop by the SR office between 9:00 am and 11:30 am or between 1:00 pm and 4:00 pm. Monday through Friday. We will be closed on Monday, January 15th, 2024.

Be sure to visit www.sentrilock.com and click on Training & Resources to see the Training Calendar, sign up for Self Guided Training or watch How-to Videos.

PLEASE VERIFY SENTRILOCK BOXES ARE CLOSED WHEN DONE SHOWING A LISTING

We have been receiving reports of Sentrilock boxes not being properly closed when an agent leaves after a showing. If you click on REPLACE KEY, the box will open again in order for you to replace the key in the box. This can lead to the box opening as you leave the property.

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.