



March 30, 2018

CLOSED SALES DEADLINE

Cutoff for March 2018, closed sales will be Monday, April 2, 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 March.

REPORTING SALES ON STATUS CHANGE FORM 4139

The MLS has been receiving sales on the Northwest MLS form 19 instead of SAR Status Change form 4139. All changes must be submitted on the SAR form.

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

SELLER WAIVER LOOKUP TOOL

A Seller Waiver of Benefits lookup tool has been added to our MLS Dashboard. If you see a property with a sign or a customer has told you about a property for sale but are not able to find it in the MLS, it may have a Seller's Waiver of MLS Benefits on file. **The lookup tool can be used to search by address or street name to determine if a Seller's Waiver of MLS Benefits has been submitted to the SAR.** A Seller's Waiver must be submitted to the MLS by the next business day on any Mandatory Properties being marketed but not entered into the MLS.

