



December 15, 2017

The SAR office will be closed on December 15th from 11:30 a.m. until 2:30 a.m. for our staff holiday luncheon.

CLOSED SALES DEADLINE

Cutoff for 2017 closed sales will be Wednesday, January 3, 2018 at noon All sales and corrected sales **must be sent to the MLS by this date and time** in order to be reported for 2017.

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

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.

