



June 28, 2019

HOLIDAY HOURS

The SAR/MLS will be closed on Thursday, July 4th and Friday, July 5th, 2019, in observance of Independence Day. We wish you and your staff a safe and happy holiday.

CLOSED SALES DEADLINE

Cutoff for June 2019 closed sales will be Monday, July 1, 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 July.

“EXHIBIT A” Required on All Properties

The MLS Steering Committee recommended and the Board of Directors approved the requirement that an “Exhibit A” be uploaded as an Associated Document on all properties within the next business day of the listing being input in the MLS – **including listings with a status of Pending before Listed.**

In order of best business practices, Exhibit A could be:

1. The “Exhibit A” page from a preliminary commitment issued by a title company;
2. A copy of the last recorded deed labeled as “Exhibit A”. Listing broker should confirm with seller(s) nothing has changed (including events such as a dedication for a road along a side of the property, a boundary line adjustment, a condemnation or other partial taking of part of the property by a governmental body, etc.).

“ACTIVE/NO SHOW STATUS”

Your leadership approved using an “Active/No Show” status when you put a listing in Paragon that is not available for showing for a specified amount of time (including “coming soon”).

If you are entering a listing that is ready to be marketed but is not available for showing you still need to disclose the date the property will be available to show in the Agent Remarks but now you will also need to check the “Active/No Show” status instead of “New” when inputting. This will flag your listing in the MLS as well as on websites.

- No showings by anyone are allowed during this period of time.
- Your “Active/No Show” can only be changed to “Active” - not “New”.
- Once you make the listing “Active” you will not be able to put it back as “Active/No Show”.
- Properties marked as “Active/No Show” will still go out in syndication feeds as well as auto notifications and the collab center.

[Click here](#) to view the FAQs for Active/No Show and other changes that went into effect October 1, 2018.

