August 9, 2019

PLEASE DON'T USE 0 AS A GRID NUMBER IF YOU ARE UNSURE

If you don't know what grid your property is in, putting 000 does not work. 000 is an actual grid located in Southeast Spokane County near Rockford. We are getting quite a few complaints about listings entered in grid 000 that are actually located in other areas. If you do not have a grid map handy, the grid map is online, just **click here** or click on the Maps button on the home page of Paragon. You can always call the SAR office if you are unsure of the grid for a property.

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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_

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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.