



# MLS WEEKLY NEWS & INFO

September 27, 2019

## CLOSED SALES DEADLINE

Cutoff for September 2019 closed sales will be Tuesday, October 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 September.

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## REPORTING SALES ON STATUS CHANGE FORM 4139

The MLS has been receiving 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. 2<sup>nd</sup> 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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## “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 - to be added to the Citation Policy Tier 1 violation under Section 9 of the MLS Rules and Regulations with revisions to the best practices to be as follows eliminating our previous third option:

### 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.).

