



**December 27, 2019**

**HOLIDAY HOURS**

The SAR/MLS will be closed on Wednesday, January 1, 2020 in observance of New Year's Day. We wish you and your staff a safe and happy holiday.

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**CLOSED SALES DEADLINE**

Cutoff for 2019 closed sales will be **Friday, January 3, 2020 at noon**. All sales and corrected sales **must be sent to the MLS by this date and time** in order to be reported for 2019.

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**BROKER LOAD OF CLOSED SALES IN PARAGON COMING SOON**

**Beginning on Monday, January 6, 2020**, closed sales can be reported directly in the Paragon system by staff and brokers *with listing input access*.

- Closed sales must be reported by the next business day after recording.
- FSBO sales must still be sent to the SAR/MLS for closed sales reporting.
- Duplicate listings may only be reported once. Send an email to the SAR/MLS and the SAR/MLS staff will remove the duplicate listing from the system.
- Closed sales may still be emailed or faxed to the SAR/MLS office to be input at no charge.
- **Closed Sales must continue to be reported by 10 a.m. on the first working day of the month to ensure that they are included in the monthly statistical reports. (For example, all January 2020 sales must be reported by 10 a.m. on February 3, 2020 to be included in the January numbers.)**

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