



March 27, 2020

CLOSED SALES DEADLINE

Cutoff for March 2020, closed sales will be Wednesday, April 1, 2020 at 10:00 a.m. All sales and corrected sales **must be entered into the MLS by this date and time** in order to be reported for the month of March.

SAR/MLS OFFICE OPEN FOR BUSINESS

Your Spokane Association of REALTORS® MLS is **open for business** under new rules until further notice due to the governor's emergency order from the COVID-19 global pandemic.

The doors to the office at 1924 North Ash Street are locked; all staff continues to work remotely.

It is our pleasure to continue to serve you as a valued member of the Association during this challenging time. Your business continues so our business continues. Let's stay in touch:

Telephone: (509) 326-9222

Email: front@spokanerealtor.com

Regular business hours: weekdays, 8:30 a.m. to 4:30 p.m.

SALES CAN BE REPORTED BY STAFF AND BROKERS

As of 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 to angie@spokanerealtor.com to be input at no charge. **At this time we cannot accept faxed status change forms because of the “Stay Home, Stay Healthy” order.**
- **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 March 2020 sales must be reported by 10 a.m. on April 1, 2020 to be included in the March numbers.)**

