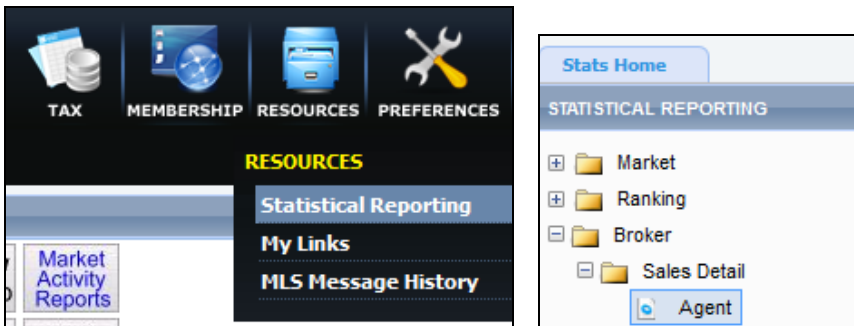


**December 11, 2020**

**DO YOU NEED AN EASY WAY TO CHECK YOUR SALES FOR THE YEAR?**

With the end of the year fast approaching, this is a good time to make sure that all of your 2020 sales have been reported to the MLS. 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 2020. Participants (firm brokers) are able to view this report for all agents/brokers in their office.



\*\*\*\*\*

**REPORTING SALES ON STATUS CHANGE FORM 4139**

The MLS has been receiving reports 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.

How Sold **R**

Pending Date **R**

Closed Date **R**

Sold Price **R**  ,

Selling Agent 1 **R**

Sell Team

**SALE CLOSED** \*Sale Price \$

\*Sale Firm  \*Sale Broker

\*Financing (Check one)  FHA  VA  CONV  CONTRACT  
 ASSUMP  CASH  OTHER

\*Additional List/Sale Firms/Brokers (i.e. 2<sup>nd</sup> broker)

List Firm(s):  List Broker(s):

Sales Firm(s):  Sales Broker(s):