



August 27, 2021

CLOSED SALES DEADLINE

Cutoff for August 2021 closed sales will be Wednesday, September 1, 2021 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 August.

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.

How Sold	R	
Pending Date	R	mm/dd/yyyy
Closed Date	R	mm/dd/yyyy
Sold Price	R	, 000
Selling Agent 1	R	This is the Agent representing the buyer
Sell Team		

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

