



August 26, 2022

CLOSED SALES DEADLINE

Cutoff for August 2022 closed sales will be Thursday, September 1, 2022 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.

DUPLICATE LISTINGS

What are the rules?

A property cannot be listed more than once in the MLS except as a duplicate listing. Properties listed at more than one price because of different features or additional work being completed are not allowed.

- 1. \$5.00 fee – both for broker load listings and for MLS input. You may submit payment with the property data sheet or you will be billed by email.
2. Only across Property Types (not areas). You can input a stand alone condo with no common walls in as both residential site built and condo.
3. The words "Duplicate Listing" must be in the remarks of both listings and the box for Duplicate Listing must be checked.
4. When a change is made on the property, both list numbers must be changed!
5. When the property sells, you must send in a Sold Closed status change on one number and notify the MLS of the duplicate listing number. The duplicate listing will be removed from the system.

STATUS CHANGES

(Price Changes, Extension, Pendings, Releases Sales)

If these changes are made in your office or if you have made these changes yourself, you DO NOT need to send a copy of the Status Change form in to the MLS. The only time the MLS needs a copy of the Status Change form is if you want the MLS to makes the changes for you.

AGENT TO AGENT REMARKS

Please remember that the public remarks section is to be used only for describing the house. Any "Agent to Agent" remarks (i.e. contact or showing information) must be entered into the Agent Remarks portion of the listing. The agent remarks section is easily viewable on the "1 Page Detail" and the "All Fields Detail" reports. Keep in mind the fines are being strictly enforced.