

March 1, 2024

CLOSED SALES DEADLINE

Cutoff for February 2024, closed sales will be Friday, March 1st 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 February.

PLEASE VERIFY EXPIRED/RELEASED LISTINGS HAVE NOT BEEN RELISTED BEFORE CALLING

Make sure to check the Property History (or do an address search) on an Expired or Released Property before reaching out to the sellers. Often listings are relisted or have a duplicate listing that is still active with the listing brokerage.

Article 16 of the Code of Ethics addresses contacting the clients of other Realtors. [View the Code of Ethics](#)

SHOWINGS REMINDER

Please remember to follow the showing info. The SR has received complaints of brokers not following the instructions and disrupting the homeowners. Be considerate of the seller's property. Do not allow anyone to eat, drink, smoke, dispose of trash, use bathing or sleeping facilities, or bring pets. Leave the house as you found it (lights off, doors locked, etc) unless instructed otherwise. **Also be sure to leave your card and put the key back in the lockbox.** *Please be respectful of the Public, Property and your Peers.*

TO BE BUILT SUBTYPE

This subtype is defined as: A home to be built by a Licensed Contractor with one or more available floor plans on a specific lot or available lots yet to be determined by a buyer.

- The intent of this Sub-Type is to allow builders to market their available floors plans to buyers and real estate brokers as well as making all parties aware that these homes do not exist at time of listing.
- To Be Built listings may not exceed the actual number of available lots. The intent is to market available floor plans that can be built on available lots.
- Real property addresses will not be used unless that is the only location of the To Be Built listing. Note: if Builders Ln is one of the streets available to be built on, then 123XX Builders Ln may be used as the address. The intent is not to identify a specific address, unless appropriate.
- If the listing changes from To Be Built to Under Construction/New Construction, the sub type can be changed accordingly. The listing can be copy/cloned for this purpose if the To be Built listing will remain in effect for other pre-sales.

New Construction and Under Construction are defined as having a foundation poured. Selecting either of these requires Apx Beg Dates.