

April 12, 2024

ACCESSORY DWELLING UNIT (ADU) SQUARE FOOTAGE

Please note that the 'Total Apx Sq Ft' field should exclusively reflect the square footage of the main dwelling. To facilitate the search for properties with Accessory Dwelling Units (ADUs), we ask that properties featuring an ADU specify the combined square footage in the 'Public Remarks' field. Simply input 'Combined Apx SqFt = XXXX,' with 'XXXX' representing the numerical value. Thank you for your cooperation.

To locate properties with Combined Apx SqFt listed in the Remarks, navigate to Search > Residential. Access the Secondary Criteria section and enter "Combined Apx Sqft" (in parentheses) into the Public Remarks field. This will return listings with that information. Accurate entry ensures ease of access to relevant listings for everyone.

STATUS CHANGES

(Price Changes, Extension, Pendlings, 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 into the MLS. The only time the MLS needs a copy of the Status Change form is if you want the MLS to make the changes for you.

REPORTING SALES

Contingent to Pending – Remember that if you report a property as contingent, you need to change the status to pending once the contingency has been removed. A contingent sale is still an active status, so if a property has a contingent status, and the expiration date is prior to the sale closing, it will automatically expire. **They will also continue to accumulate Days on the Market (DOM) until changed to Pending.**

Pending listings remain pending until they are reported as sold or put back on market.

Correct MLS numbers - Please check to make sure you have the correct MLS# on your forms before submitting them to the MLS. Many Status Change Forms are being sent in with the wrong MLS#'s on them.

Expired Listings - Once a listing has expired it can **not** be changed to Sold Closed unless it went Pending prior to it expiring. If it has, please make sure to put the Pending date on the MLS Status Change form when sending in the Sold information.

Financing and Additional Agents - When sending in your closed sales please remember to check off the type of financing. Also, if there are any additional listing agents or sales agents, please be sure to list them down below the sale information in the spaces provided.

Reporting Duplicates as Sold - Make sure to include both MLS numbers when reporting a duplicate listing as sold closed. MLS will make one of the numbers sold and the other one will be deleted from the system.