



January 3, 2020

CLOSED SALES DEADLINE

Cutoff for 2019 closed sales will be Friday, January 3, 2020 at noon. All sales and corrected sales must be sent to the MLS by this date and time in order to be reported for 2019.

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BROKER LOAD OF CLOSED SALES IN PARAGON COMING SOON

Beginning on Monday, January 6, 2020, closed sales can be reported directly in the Paragon system by staff and brokers with listing input access.

- Closed sales must be reported by the next business day after recording.
• FSBO sales must still be sent to the SAR/MLS for closed sales reporting.
• Duplicate listings may only be reported once. Send an email to the SAR/MLS and the SAR/MLS staff will remove the duplicate listing from the system.
• Closed sales may still be emailed or faxed to the SAR/MLS office to be input at no charge.
• Closed Sales must continue to be reported by 10 a.m. on the first working day of the month to ensure that they are included in the monthly statistical reports. (For example, all January 2020 sales must be reported by 10 a.m. on February 3, 2020 to be included in the January numbers.)

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REAL ESTATE SIGNS IN PROPERTY PHOTOS NOT ALLOWED

The MLS Steering Committee recommended and the Board of Directors approved the policy that there are not to be any real estate signs in your property photos.

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EXHIBIT A REQUIRED ON ALL PROPERTIES

The MLS Steering Committee recommended and the Board of Directors approved the requirement that an Exhibit A be uploaded as an Associated Document on all properties within the next business day of the listing being input in the MLS - to be added to the Citation Policy Tier 1 violation under Section 9 of the MLS Rules and Regulations with revisions to the best practices to be as follows eliminating our previous third option:

In order of best business practices, Exhibit A could be:

1. The Exhibit A page from a preliminary commitment issued by a title company;
2. A copy of the last recorded deed labeled as Exhibit A. Listing broker should confirm with seller(s) nothing has changed (including events such as a dedication for a road along a side of the property, a boundary line adjustment, a condemnation or other partial taking of part of the property by a governmental body, etc.).

