



July 17, 2020

FIELD CHANGES COMPLETED!

**Paragon Listing Input screens have been changed!

**Number of Listing Photos increased to 50!

**Public Remarks increased to 1024 characters

**Property Data Forms have been updated. We are awaiting processing by Transaction Desk so new fields may not appear on the form in TD yet. The Upload Listing in Transaction Desk should still work but the new fields will have to be chosen manually in Paragon after sending over the data.

**Please check out the full list of changes for important notices regarding Listing Input and Paragon Reports [Click Here](#) to view full list of changes.

REPORTING SALES IN PARAGON

- 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.
- Duplicate listings are both being reported as sold. If a listing is input as a duplicate listing, the appropriate listing must be reported as sold and you need to send a message to the MLS to have the duplicate listing deleted. Reporting both listings as sold results in our data being skewed.
- 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.

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

