

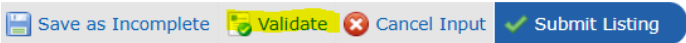
Directions for Entering Comp Listings for Selling/Buyer's Agent Credit Only Within 30 Days of Closing

You may enter "comp only" sales to the MLS database per MLS Rules, section 2.5 (b).

These include listings that were not made available for cooperation such as off market, FSBO, New Construction, and/or from a neighboring MLS that was sold by a subscriber/participant in this MLS (excludes wholesale, assigned contracts, and the acquisition side of distressed sales).

1. The cooperating agent must submit an **Authorization to Enter Comparable Sale Into MLS** form signed by the buyer/current owner indicating all of the "Sold Information" data so it can be included in the listing (See next page for this form. This packet is also available under **Matrix Related MLS Forms** from the **Forms** button on the portal page.)
2. The listing should be entered into the database as **Incomplete Status** with **all required fields completed** along with at least **one current front exterior photo**, within 30 days of closing.
Note - Photos entered into the MLS cannot be reused by another broker without the written consent of the listing broker who originated the photo(s). Office, agent and personal promotion information or image of any person is prohibited from being included anywhere on the property photos.

To avoid a fine, the Listing must remain in **Incomplete Status**, then may be submitted to ECRAR for staff to finalize via the following steps:

- a. **Selling/Buyer's Agent enters the listing** (including all required fields) in Matrix and saves as **Incomplete Status**.
 - i. To avoid a fine, **do not make a "comp only" listing active**. Only ECRAR Staff should do this.
 - ii. Use the **current/today's date for the List Date and Expiration Date** fields since the system will not allow backdating the listing.
 - iii. Enter "**For Comparable Purposes Only**" to the first line of the **Public Remarks** and **Private Remarks**.
 - iv. In the **Display and Occupancy tab**, the following fields should be set to **NO**:
 1. **Internet Y/N**
 2. **IDX Y/N**
 - v. Attach at least one exterior photo (more if possible and owner consents).
 - vi. Check the listing for errors and/or missing information on mandatory fields via the **Validate** option before saving as **Incomplete** so we don't have to contact you for corrections.
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- b. **Submit the following to staff@elmira-corningrealtors.com within 30 days of closing**:
 - i. A signed/dated **copy of the fully executed contract of sale**.
 - ii. An **Authorization to Enter Comparable Sale Into MLS** form signed by the owner that includes the **Incomplete Listing MLS#** and all the contract/closing information.
- c. **ECRAR Staff will**:
 - i. **Update the Listing Agent**, replacing it with ECnmember, our non-MLS ID.
 - ii. **Change the Listing Date** to the **Contract Date**.
 - iii. **Change the Expiration Date to the next day**.
 - iv. **Update the listing to Closed status** and enter the pertinent sales-related data.

Please contact ECRAR Staff at (607) 562-7035 or staff@elmira-corningrealtors.com with any questions before proceeding.

Authorization to Enter Comparable Sale Into MLS

This form may be used when the owner(s) agree to allow listing data to be used for comparable purposes.

FOR THIS FORM TO BE EFFECTIVE, THE SELLING/BUYER'S AGENT MUST:

- (1) Provide a copy of the fully executed contract of sale.
- (2) Include the date(s) and other related info to the sale below.
- (3) Enter in MLS Database as Incomplete and submit all to ECRAR no later than 30 days after closing.

As the owner(s) of the property located at _____, I/we hereby authorize _____ (Selling/Buyer's agent) of _____ (brokerage) to enter the aforementioned property into the multiple listing service for comparable purposes only in association with the sale and closing of the property. I/we understand that the property will not be marketed as an active listing and the sales data will not be distributed to any third-party websites. At least one exterior photo must be submitted. Photos may not be copied from a prior listing. Photos entered into the MLS cannot be used by another broker without the written consent of the listing broker who originated the photo(s).

This form does not replace or constitute an exclusive right to sell agreement or agreement to purchase the property.

Owner's Name

Owner's Signature

Date

Owner's Name

Owner's Signature

Date

Selling/Buyer's Agent

Selling/Buyer's Agent's Signature

Date

MLS Fields related to the sale of the above property:

ECRAR staff will update the Listing Agent to be ECnmember which is the Non-MLS Agent ID.

The Listing and Expiration Date will be changed to the same as the Contract Date.

Incomplete MLS#: _____

Contract Date: _____

Closed/Rented Date: _____

Sale/Rented Price: \$ _____

Selling/Buyer's Agent ID: _____

Seller Concessions: \$ _____

Selling/Buyer's Agent Name: _____

Terms of Sale:

☐ Assumption

☐ Cash

☐ Conventional

☐ FHA

☐ Lender Cash Program

(requires Conv., FHA, USDA or VA)

☐ Seller

☐ USDA

☐ VA

Submit all required docs to staff@elmira-corningrealtors.com within 30 days of closing.