


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

These include listings that were not made available for cooperation such as an off market, FSBO, New Construction, and/or a listing 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).

Note: Comp only transactions will not count towards year end transaction sides for UNYREIS membership.

1. The original owner/seller must sign an **Authorization to Enter Comparable Sale Into MLS** form (available in **TransactionDesk** and the **GRAR.org Contracts and Forms** page under **Miscellaneous Forms**).
2. The listing should be entered into the database as **Incomplete Status** with **all required fields completed** along with at least **one front exterior photo**, within 30 days of closing. **To avoid a fine, the Listing must remain in Incomplete Status, then may be submitted to GRAR 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 GRAR 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. In Matrix, the **Display and Occupancy tab** should be set to **NO** for the following fields:
 1. **Internet Y/N**
 2. **IDX Y/N**
 - iv. Attach at least one exterior photo (more if possible and owner/seller consents).
 - v. Check the listing for compliance via the **CheckIt** option in **Add/Edit** before submitting to GRAR so we do not have to contact you back for corrections. 
 - b. **Submit the following to GRARMLSRules@grar.net within 30 days of closing:**
 - i. A signed/dated **copy of the primary contract of sale**.
 - ii. An **Authorization to Enter Comparable Sale Into MLS** form signed by the Seller that includes the Incomplete Listing MLS# and all the contract/closing information.
 - c. **GRAR Staff will:**
 - i. Update the Listing Agent, replacing it with 25359, our non-MLS ID.
 - ii. Change the Listing and Expiration Dates to the same as the Contract Date.
 - iii. Update the listing to Closed status and enter the pertinent Sale related data.



Please contact our MLS Rules Team at 585-292-5000 or grarmlsrules@grar.net with any questions before proceeding.