



February 24, 2017

**CLOSED SALES DEADLINE**

Cutoff for February 2017, closed sales will be Wednesday, March 1, 2017 at 10:00 a.m. All sales and corrected sales **must be sent to the MLS by this date and time** in order to be reported for the month of February.

\*\*\*\*\*

**NEW AND REVISED FORMS NOW AVAILABLE**

There are now six (6) new forms and sixteen (16) revised forms that became available for use on TransactionDesk on **February 23, 2017**.

If you still use hard copy forms, these are available to order now through NWMLS.

For the Legal Bulletin from NWMLS, sample forms, and videos from **Annie Fitzsimmons**, visit the Washington REALTORS® Forms Revisions page [online here](#).

\*\*\*\*\*

**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. 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.

