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June 30, 2017

The SAR/MLS will be closed on Monday and Tuesday, July 3rd and 4th, 2017, in observance of Independence Day. We wish you and your staff a safe and happy holiday.

CLOSED SALES DEADLINE

Cutoff for June 2017, closed sales will be Wednesday, July 5, 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 June.

DATA ACCURACY IS IMPORTANT

HERE ARE COMMON ERRORS REPORTED ON LISTINGS IN THE MLS

Everyone benefits by having accurate, timely and objective property information in the MLS. Your listings are also going to public websites (i.e. company websites, realtor.com, etc.) and if incorrect data is input into the MLS, the incorrect information is going out to the public.

The following information should be double checked to assure correct information.

- Area/Grid. Many times the area is input for the grid number. The result can be a valley property showing up on the north side. Please be sure to double check your grid number.
- Primary photo must be the exterior of the structure. This means that condominiums must have a primary photo of the building (not a sign out front, picture of the view or the living room).
- Potential Short Sale field needs to have correct information. If the property is potentially going to be a short sale, the Potential Short Sale field must be set to yes. You should also put short sale in the terms field.
- Sub-Type of property. Condos and manufactured homes are sometimes mistakenly listed as a residential site built property.
- REO/Lender Owned field needs to have the correct information. If the property is bank owned, the REO/Lender Owned field must be set to yes.
- Style of construction. A manufactured home is not to be marked as a 1 story or a split level marked as a 2 story.
- Public remarks are only to be used to describe the physical traits of the property. Contact information or websites of any kind belong in the Agent remarks only.
- Virtual Tour links must go directly to the virtual tour of the property.
- Make sure all status changes are reported by the next business day. Contingencies must be reported even if the property is still being marketed – **this includes potential short sales**. A contingent status is an active status.
- Total square footage being entered in the assessed square footage field. The assessed square footage is the footprint of the building.



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