



August 16, 2019

REPORTING FOR SALE BY OWNER SALES TO THE MLS

The Property Data Form is now required as well as the following:

- (1) Broker must have written permission from client to enter the information into the MLS;
(2) All required information must be filled out;
(3) The sub type must be Non-MLS Sold;
(4) Must have an exterior photo;
(5) 'See Remarks' is unacceptable for required 'Feature' fields unless they actually have the information in the remarks section - Sold Closed will not be processed until this information is filled in;
(6) The only status available for this SubType is 'PBL'. Once the MLS receives a notice of Closed Sale, MLS will change the listing office and listing agent to 'Non MLS' and enter the sale side of the transaction (sale price, office, agent and terms).

COMMISSIONS REMINDER

Members of the Spokane Association of REALTORS® are reminded that all compensation of the Professional services of a real estate broker is negotiable between the broker and his or her client.

There are no recommended commission rates, fee schedules, or compensation tables available, endorsed, published, or recognized by any board, association, state association or the NATIONAL ASSOCIATION OF REALTORS®.

The nature and amount of compensation should be agreed to in writing between the broker and the client at the time the broker's services are retained.

The compensation paid by a listing broker to a cooperating broker in respect to any listing is established by the listing broker in his or her offer of cooperation with compensation, and is not fixed, controlled, recommended or maintained by any person other than the listing broker and his or her client.

MLS DEADLINES

NEW LISTINGS and ALL CHANGES to be input by the MLS staff into the computer must be received by 10:00 a.m. or they will be input the next business day. There is a \$6.00 input fee for each MLS number.

