



February 17, 2023

The Spokane REALTORS®/Multiple Listing Service will be open on Monday, February 20, 2023.

REMINDER ABOUT REMARKS SECTION!

Please remember that the public remarks section is to be used only for describing the house. Any "Agent to Agent" remarks (i.e. contact or showing information) must be entered into the Agent Remarks portion of the listing. The agent remarks section is easily viewable on the "1 Page Detail" and the "All Fields Detail" reports.

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. They will also continue to accumulate Days on the Market (DOM) until changed to Pending. 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.



RPR AVAILABLE TO YOU!

The Realtor Property Resource (RPR) is a FREE website that combines public record data and MLS data in one place for you. Visit www.narrpr.com to create your free account. After you create your account, make use of their mobile solution at m.narrpr.com.