

“OPTIONAL” LISTINGS PROCEDURE

(Includes FSBO / One Party Sold)

*Entering FSBO and One Party Sold listings into MLS is NOT required. If you choose to enter them for comp purposes, please follow the procedure below:

Once the property is closed:

SCBR MLS Rules & Regulations - SECTION 1.32

For Sale By Owner:

All For Sale By Owner sales entered into MLS after closing should be considered a One Party Listing.

The following should be done to accomplish entering it as a comp on the MLS and keeping it from going active on the market at any point in time. This will prevent frustration for your potential buyers who might think it's available and then find out soon thereafter it is sold.

Once the property is closed:

1.) Enter the listing into MLS as a new listing:

- Enter full property info just as you would a normal listing (room measurements, etc.), as it is helpful to appraisers and realtors who will be using this as a potential comp in the future.

2.) Add verbiage in PRIVATE REMARKS:

FSBO - "FSBO - For comp purposes only."

One Party (Not FSBO) - "1 Party - For comp purposes only."

3.) Upload at least (1) Exterior photo:

Interior photos are also encouraged

4.) Upload required document(s) to LISTING CONTRACT or LC AMENDMENT to keep PRIVATE:

FSBO - **Disclosure to Customer** (Upload under **LISTING CONTRACT**)

- **Buyer Agency Agreement** (Upload under **LC AMENDMENT**)

- **Closing Disclosure** (Upload under **LC AMENDMENT**)

One Party (Not FSBO) - **One-Party Listing Contract** (Upload under **LISTING CONTRACT**)

- **Disclosure to Customer** (Upload under **LC AMENDMENT**)

- **Closing Disclosure** (Upload under **LC AMENDMENT**)

5.) Upload any other associated documents:

- Examples: **RECR**, **Add S**, etc.

6.) VERY IMPORTANT! Click on the BROKER DISTRIBUTION tab-

- **Select the first box under SELLER OPT OUT** - this will prevent this listing from going onto real estate sites online. Changing a listing to SOLD WITHOUT selecting "Seller Opt-Out" does NOT prevent it from showing up on real estate online sites as active for a short time.

7.) Click on "Add Listing"

8.) Change listing to SOLD -

- **CHANGE** (located on menu bar at the top)

- Enter MLS#
- Status - Change listing to SOLD

9.) **CONTACT ME within 48 hours** of uploading the listing to change it to [Non-MLS](#).
Failure to do so will result in fines.