How to ENTER Comp Sold listings

Select the appropriate COMP SOLD form.

On the Property Info tab, you will be asked if you have submitted an exemption authorization form for your listing. If it's a required property type located within the BSC MLS service area on less than 40 acres and no exemption form was ever submitted, entering your listing for comparison purposes would be a violation of the BSC MLS listing entry policy.

You will notice a few changes to the Add/Edit tabs along the top...

> The "Showing Info" tab has been renamed "List Agent Info"; the lockbox and showing instruction fields have been removed.

> The "Buyer Agent Info" has been removed from the "Closing Info" and are now their own separate tabs.

> A new page has been created called "MLS Approval".

Before you can submit the listing as COMP SOLD, it must be reviewed and approved by MLS staff first.

1. Once you are finished entering your listing details, click the Validate button at the bottom to make sure all required fields are completed.

2. On the Approval page, select YES for "Ready for Approval", then **SAVE AS PARTIAL**

3. Staff will review the listing. If any corrections need to be made, we will respond with a note (see below).

4. If everything looks good, the listing will be approved and immediately reported as SOLD..

COMP SOLD listings must be entered within 30 days of closing

Please allow MLS staff up to 3 weekdays for approval

How to SEARCH for Comp Sold listings

Select YES for "Comparison Only", along with any other criteria you want to include >

NOTE – be advised that your search may not immediately produce the desired results since this is a new procedure. Over time you will find more and more comparison only listings using this search method.

The alternative search method is to add "Agent Remarks" and/or "Comments or Improvements" to your list of Additional Fields and type ***comp*** into the box next to it...

COMP SOLD listings will be identified on the 360 Property View and All Fields Detail reports with a statement at the top that says "**This data has been added for comparison purposes only; the property was not listed on the MLS.**"

As you might expect, some fields have been removed. Examples include:

- All syndication fields (Realtor.com, ListHub, VOW Comment)
- Sales Price to List Price Ratio
- Financials (Terms Acceptable, Preferred Title Company, Ownership)
- General Information (Expiration Date, Lockbox Type, Owner Name)

COMP SOLD listings must be entered within 30 days of closing

Please allow MLS staff up to 3 weekdays for approval