



Required Procedures for Submitting Non-MLS (Comp Only) Properties

Responsibilities of the MLS Participant:

The participant is responsible for entering the information in Realtracs once the permission form is received from the current buyer. The property must be listed as incomplete and then changed directly to a closed status. **DO NOT LIST THE PROPERTY AS ACTIVE.** This will ensure the listing history is accurately reflected in the MLS. A copy of the Non-MLS permission form and the closing statement must be emailed to data@realtracs.com. Please note: edits to the database to fix improperly entered listing details (e.g., removing an active date) will incur a \$150 engineering data correction fee per change.

Realtracs will correct the list, under contract, and closed dates, as well as the listing agent field.

Please Note:

- The statement “**For Comp Purposes Only**” must be entered in the Remarks section of the property listing *along with* a description or condition statement of the property. Please note that Non-MLS properties will not be accepted without a description or condition statement listed in the Remarks.
- Adding at least one representative photo of the property is required.
- The Purchase Agreement must be made available to Realtracs upon request.
- If requested, the participant must produce the documents within 24 hours.
- Failure to provide the requested documentation will result in a \$100 fine and removal of the listing from the MLS.

Timeline for Adding a Non-MLS Property to the System

When a request to add a Non-MLS listing is received, the schedule below will be followed:

Schedule for Entering Non-MLS Comp Listings

Date	Charge
Closed Date - Sixty (60) Days After Closing	Free
Sixty-One (61) Days - One Year After Closing	\$30.00
Listings Over One Year from Closing Date	*

****Please note: Closed Listings over a year old will not be accepted as Non-MLS***



Non-MLS Data Input Permission Form

The Real Property to which this permission form applies is generally known as:

_____ and was represented by _____,
(Street Address) (Buyer's Agent)

during the original sale of this property on _____ with a sales price
(Sales Contract Date*)

of _____.
(Contract Price)

****The Sales Contract Date is NOT the closing date.***

The New Owner(s) understands by signing this form, permission is granted to the buyer's broker to enter property information into the Realtracs database. Such information will be submitted to the New Owner(s) on a data input form for their approval prior to being filed in the Realtracs MLS system.

This information is for Comparable Purposes only and is true to the best of the Owner(s) knowledge.

(Buyer's Signature)

(Buyer's Signature)

(Buyer's Agent Signature)

Date of Agreement

Note: Upon receipt of the proper signatures, enter this property in the MLS system and email form to data@realtracs.com. Please include the MLS# _____ when sending. Thank you.