

OFF MLS SALES



The '**Off MLS Sale**' (**OMS**) status in CincyMLS is used when a property is sold without being listed and marketed through MLS to all subscribers. Recording these sales helps improve data accuracy by capturing sales that occur outside of traditional MLS exposure.

OMS listings may be entered within **thirty (30) calendar days** of the Closing/Settlement Date for comp purposes, but entry is not required.

- ★ **Enter the listing** completing all required fields.
- ★ **Select OMS (Off MLS Sale)** as the status.
- ★ **Enter the Selling Information** and use the Closing/Settlement Date as the Selling Date and the Closed Price as the Sold Price.
- ★ **Listing Date/Showing Start Date** will be the Closing/Settlement Date, as is the Selling Date.
- ★ **Listing Price** will be the Sold/Closing Price, as is the Sold Price.
- ★ **Expiration Date** will be any date in the future.
- ★ **Allow on Internet** and **Show Address on Internet** will be locked to **NO**.
- ★ OMS listings are for comp purposes only and are not distributed outside of MLS.
- ★ **Buyer Side Only Transactions** will use your Agent/Office IDS for both the listing and buyer sides. Include "**Buyer's Side Only**" in the Agent Remarks and MLS staff will make the correction.
- ★ **Upload the REQUIRED primary photo AND Closing/Settlement Statement.**

REMEMBER! OMS listings are entered after the property has closed, but must be entered within thirty calendar days of the closing/settlement of the property!