

SOLD BEFORE SENT

Off-Market Sales can be entered into CincyMLS for comparable purposes within thirty (30) days of the Closing/Settlement Date.

- The listing must be entered as any other new listing with all required fields.
- Enter the listing under your MLS ID and Office ID. Staff will change to "Non-Member" if needed.
- Enter the closing price from the Settlement Statement in the List Price field.
- Use the Entry date as the List Date and Showing Start Date. The Expiration Date will be any date in the future.
- Enter "Sold before sent" in the Marketing Remarks.
- Set "Allow on Internet" and "Show Address on Internet" to No.
- Upload a primary photo/sketch as required for all listings.
- Change the status to Pending using the entry date as the Pending Date and any date in the future as the Estimated Closing Date.
- Change the status to Sold with all required information. Use the entry date as the Selling Date.
- Send the first page of the Settlement Statement to MLSDocs@CincyMLS.com with the MLS number at the top.
- If the property was a For Sale by Owner, For Sale by Builder or the Listing Agent/Office is not a member of CincyMLS, write "Buyer's Agent Only" at the top of the Settlement Statement.

MLS OF GREATER CINCINNATI

TUESDAY TIP
09/06/2022