

CLOSING OUT SOLD LISTINGS



DEADLINE

Listings must be changed to the Sold status within seven (7) business days of the closing/settlement date.

REQUIRED INFORMATION

The sold price, sold date, Seller paid closing costs and financing terms are among the required fields.

SELLING AGENT

The Selling Agent and Co-Selling Agent are those who represented the buyer.

NON-MEMBERS

If the Selling Agent or Office is not a member of CincyMLS or the buyer was not represented by a licensee, check the Non-Member box(es) to autofill.

Selling Agent / Office

Agent

☐ MLS Member *MLS ID 000000

☒ Non Member

Selling Co-Agent / Co-Office

Co-Agent

☐ MLS Member MLS ID 000000

☒ Non Member

LEASE/RENT

For listings that have been leased/rented, the listing must be changed to the Pending status for the Lease status to become an option. Listings must be changed to Leased within seven (7) business days of the executed Lease documents.