



LISTINGS FOR SALE OR LEASE

Properties available for both sale and lease may be entered in MLS under each entry type if there are two separate listing agreements.

FOR SALE

- Enter Residential or Multi-Family property as for sale.
- Send a copy of the Listing Agreement or New Listing Validation Form to MLS.
- If the For Sale listing goes into the Pending status, mark the For Lease listing as Withdrawn.
- When the For Sale listing closes, cancel the For Lease listing and submit the Cancellation Form to MLS.

FOR LEASE

- Enter property under the Lease/Rent property type.
- Send a copy of the Exclusive Right to Lease or New Listing Validation Form to MLS.
- If the For Lease property moves to the Leased status, the For Sale listing may remain Active if still for sale, or it may be changed to Canceled or Withdrawn.
- If the For Sale listing is Canceled, submit the Cancellation Form to MLS.

TUESDAY TIP
05/23/2023