

Did You Know That a Residential Property Can Be Listed as For Sale AND For Lease?

Have the property owners sign separate listing agreements and follow the instructions below.

For Sale

- Enter Residential or Multi Family property as For Sale.
- Send copy of the Listing Agreement or the New Listing Validation Form.
- If the For Sale listing goes into the Pending status, change the For Lease listing to Withdrawn.
- If the For Sale listing goes into the Sold Status, Cancel the For Lease listing and send the Cancellation Form.

For Lease

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listing goes into the Leased status, the For Sale listing may remain Active, if still for sale, or it may be changed to Withdrawn or Cancelled.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

MLS OF GREATER CINCINNATI

Tuesday Tip

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