

ESTIMATED CLOSING DATE

The Easiest Violation to Avoid!

ESTIMATED CLOSING DATE (ECD)

The ECD must indicate when the property is expected to close. If the date has passed, it must be updated to a date in the future.

DOCUMENTATION

Because the ECD is an estimated date for closing, documentation is not required.

SOLD?

If the property has closed, update the status in MLS within seven (7) business days of the closing date.



SET UP EMAIL ALERTS

Log in to CincyMLS and select Email Alerts Setup under the Admin menu on the top.

Choose Overdue Pending Listings, complete setup, and Save.

Select to receive email alert notifications for your listing events, prospects and tasks

Send Alert to:

- Expired Listings
- Overdue Pending Listings
- Unmanaged Listings
- Incomplete Listings
- Missing Primary Picture
- Missing Attached Documents

Document Types

- Residential
- Land
- Multi Family
- Commercial
- Lease/Rent

- Auto-Prospecting Ending Soon
- Overdue Tasks
- Coming Soon Period Ending

Alert Time a.m. p.m.

THE
CINCYMLS
OUR MLS - OUR FUTURE

TUESDAY TIP
05/09/2023