

NEW PROPERTY TYPE LAUNCHED

SOLD DATA ENTRY ONLY

The SOLD ENTRY ONLY property type has been created for members to enter off-market sales into the VMLS. These are NOT required to be entered, but there are rules as to how and when they are to be entered. The rules as to how these are to be entered are as follows:

Sold Data For Entry Only Listings (Office Exclusive Listings, Single-Party Listings, Optional Property types. These entries are optional; however, Participants must adhere to the following guidelines when entering this type of property. The Sold Entry Only property type MUST be used.

- 1. The listing cannot be uploaded until the transaction has closed.*
- 2. Listings shall not be entered as Active, Pending, or Pending-Continue to Show*
- 3. The status of the listing must be set to Closed with the correct Listing Date, Under Contract Date, and Closing date upon entering into the VMLS. Listings shall not be entered as Active, Pending, or Pending-Continue to Show.*
- 4. Sales must be loaded within 2 (two) business days of the closing date.*
- 5. Must upload one front exterior photo.*
- 6. Notation must be made in Realtor Remarks: Listing entered for statistical purposes only.*
- 7. Relevant data for the above data categories must be entered into the MLS by the participant no later than two (2) business days after the Effective Date, which is defined as the Contract Date or the Listing Date or the date on which the last required signature on the relevant document is received by the participant, whichever is later*

These types of properties are entered as any other listing would be entered using the SOLD ENTRY ONLY property type. You will follow the same workflow with a few exceptions:

- FSBO listings will now allow you to enter “non member” in the Listing Agent field in this property type.
- The listing date and under contract date can now be the same. However the closing date must be after the listing and under contract date.
- You do not have to enter “for statistical purposes” or “for data entry purposes only” into the remarks field. This is optional.
- Listings MUST be closed immediately after entry.
- Sold entry only listings shall only be entered using this property type.

Quick tutorial attached [HERE](#)