

BAREIS MLS®

Comparable/Sold Off MLS Listing Checklist

Entering a Sold Off MLS / Comparable Listing in BAREIS Plus

- Listings must be entered **within 30 days** after the Close of Escrow.
- **Exception:** For properties located in *Sacramento, Yolo, Placer, El Dorado, Amador, San Joaquin, Stanislaus, West Merced, Butte, Colusa, Sutter, Yuba, or Nevada* counties, listings must be entered **within 14 days** of closing.

Checklist:

- Create a New Listing** in BAREIS Plus.
- Set the **Status** to **Sold Off MLS**.
- Verify Written Permission** to post sold data for a comp sale.
 - This may be the relevant section of the **C.A.R. Purchase Agreement** or a completed **BAREIS Permission to Post** form.
- Complete Sale Information**, including:
 - Close of Escrow Date
 - Sale Price
 - Buyer and Seller Agent details (as applicable)
- Complete All Required Fields** (fields marked in red).

Important Notes:

- The **Listing Date** and **On-Market Date** must be the **same**.
- The **first line of the Private Remarks** must read: **“For Comp Purposes Only”**
- Include a **minimum of one exterior photo** of the property.

For a look at BAREIS Rules: <http://bareis.com/rules>