

How to Enter a Comparable/Sold Off MLS Listing

Step One - Within 30 days after the Close of Escrow, create a new listing in BAREIS MLS® ensuring the following:

SoldoffMLS/CompSale field is marked “Yes”

Verify Exclusion Confirmation*

*Exclusion Confirmation and written Permission to Post Sold Data is required for a Comp Sale.

Verify C.A.R. Purchase Contract*

(A BAREIS Permission to Post form may be used as well.)

The “On-market Date” field must be the same as the “Listing Date” field;
and

The first line of the Confidential Remarks field reads “For Comp Purposes Only”.

Submit the listing as “Active”.

Step Two

Add at least one exterior photo.

Step Three

Change the listing status to **SoldOffMLS**

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

BAREIS MLS® Fax: (707) 577-0140

You may also contact the Data Integrity Department at (707) 575-8000 or Rules@norcalmls.com with questions.