

Entering Comps Or Unlisted Sold

Listings that qualify: Sales of property not previously listed in the MLS with buyer representation. This does NOT include the sale of a house without the transfer of land.

1. Enter your listing in the appropriate property type (i.e. Single Family, Land, Commercial, etc)
 - Select Property SubType **Unlisted Sold**
 - Listing Period will be today's date in both boxes
 - List Price will be the same as Selling Price
 - Office & Agent ID will be populated with your name – LEAVE THIS AS IS, STAFF WILL UPDATE THIS
 - Marketing Remarks must include **Actual Sold Date =**
 - **Enter ALL other information possible with accuracy. This listing is being entered for COMP purposes, not to raise sales rankings. This listing is subject all ALL MLS Rules & Regulations.**
2. Save listing as **INCOMPLETE - DO NOT MAKE ACTIVE!**
3. Upload a main photo
4. Send an email to dawn@bcarnc.com or Cynthia@bcarnc.com with the following information:
 - Address of incomplete listing
 - Selling Price
 - Sold Financing
 - Selling Agent ID & Office
5. Dawn or Cynthia will change the listing from Incomplete to Sold. NOTE – the selling date will be today's date, Staff cannot “go back in time” with a sale date, remember to note the actual sale date in remarks!