

# Authorization to Enter Comparable Sale Into MLS

This form may be used when the owner(s) agree to allow listing data to be used for comparable purposes.

## FOR THIS FORM TO BE EFFECTIVE, THE SELLING/BUYER'S AGENT MUST:

- (1) Provide a copy of the fully executed contract of sale.
- (2) Include the date(s) and other related info to the sale below.
- (3) Enter in MLS Database as Incomplete and submit all to CCBR no later than 30 days after closing.

As the owner(s) of the property located at \_\_\_\_\_, I/we hereby authorize \_\_\_\_\_ (Selling/Buyer's agent) of \_\_\_\_\_ (brokerage) to enter the aforementioned property into the multiple listing service for comparable purposes only in association with the sale and closing of the property. I/we understand that the property will not be marketed as an active listing and the sales data will not be distributed to any third-party websites. At least one exterior photo must be submitted. Photos may not be copied from a prior listing. Photos entered into the MLS cannot be used by another broker without the written consent of the listing broker who originated the photo(s).

This form does not replace or constitute an exclusive right to sell agreement or agreement to purchase the property.

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selling/Buyer's Agent

\_\_\_\_\_  
Selling/Buyer's Agent's Signature

\_\_\_\_\_  
Date

*MLS Fields related to the sale of the above property:*

*CCBR staff will update the Listing Agent to be C000 which is the Non-MLS Agent ID.*

*The Listing and Expiration Date will be changed to the same as the Contract Date.*

**Terms of Sale:**

Incomplete MLS#: \_\_\_\_\_

Contract Date: \_\_\_\_\_

Closed/Rented Date: \_\_\_\_\_

Sale/Rented Price: \$ \_\_\_\_\_

Selling/Buyer's Agent ID: \_\_\_\_\_

Selling/Buyer's Agent Name: \_\_\_\_\_

- Assumption
- Cash
- Conventional
- FHA
- Seller
- USDA
- VA