


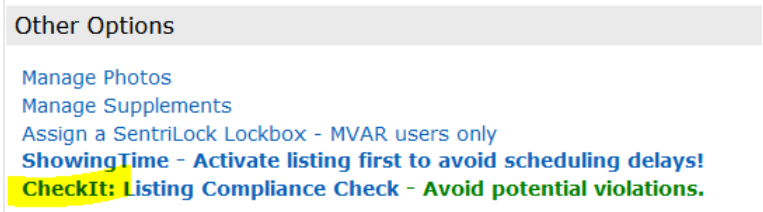
## Directions for Entering Comp Listings for Selling/Buyer's Agent Credit Only Within 30 Days of Closing

You may enter "comp only" sales to the MLS database per MLS Rules, section 2.5 (b). These include listings that were not made available for cooperation such as off market, FSBO, New Construction, and/or from a neighboring MLS that was sold by a subscriber/participant in this MLS (excludes wholesale, assigned contracts, and the acquisition side of distressed sales).

1. The cooperating agent must submit an **Authorization to Enter Comparable Sale Into MLS** form signed by the buyer/current owner indicating all of the "Sold Information" data so it can be included in the listing (available in Dotloop, **Transaction Desk** and the **CCBR Contracts and Forms** page under **MLS Forms**).
2. The listing should be entered into the database as **Incomplete Status** with **all required fields completed** along with at least **one current exterior photo**, within 30 days of closing.  
Note - Photos entered into the MLS cannot be reused by another broker without the written consent of the listing broker who originated the photo(s).

To avoid a fine, the Listing must remain in **Incomplete Status**, then may be submitted to CCBR for staff to finalize via the following steps:

- a. **Selling/Buyer's Agent enters the listing** (including all required fields) in Matrix and saves as **Incomplete Status**.
  - i. To avoid a fine, **do not make a comp only listing active**. Only CCBR Staff should do this.
  - ii. Use the **current/today's date for the List Date and Expiration Date** fields since the system will not allow backdating the listing.
  - iii. Enter "**For Comparable Purposes Only**" to the first line of **Private Remarks**.
  - iv. In the **Display and Occupancy tab**, the following fields should be set to **NO**:
    1. **Internet Y/N**
    2. **IDX Y/N**
  - v. Attach at least one exterior photo (more if possible and owner consents).
  - vi. Check the listing for compliance via the **CheckIt** option in **Add/Edit** before submitting to CCBR so we do not have to contact you back for corrections. 



- b. **Submit the following to [mlsccbr@gmail.com](mailto:mlsccbr@gmail.com) within 30 days of closing:**
  - i. A signed/dated **copy of the fully executed contract of sale**.
  - ii. An **Authorization to Enter Comparable Sale Into MLS** form signed by the owner that includes the Incomplete Listing MLS# and all the contract/closing information.
- c. **CCBR Staff will:**
  - i. **Update the Listing Agent**, replacing it with C000, our non-MLS ID.
  - ii. **Change the Listing and Expiration Dates** to the same as the **Contract Date**.
  - iii. **Update the listing to Closed status** and enter the pertinent sale-related data.

Please contact the Board Staff at 716-484-9426 or [mlsccbr@gmail.com](mailto:mlsccbr@gmail.com) with any questions before proceeding.