

# Tips for Disclosing Net Sales / Admin Fees

From GRAR Member Services



We hear many complaints that this information is shared very late in the process. Here are some helpful tips when entering your listing.

- **This sort of information** needs be disclosed in advance of submitting an offer. Not disclosing this may potentially turn into an Ethics violation.
- **A good place** to disclose net sales is in the **Private Remarks** in Matrix since this section is reserved for information to be shared with other MLS Participants.
- **The same is true** with regard to disclosing any associated Bank/Admin fees for Bank and REO properties. This, too, should be disclosed to MLS Participants via the MLS Private Remarks.
- **The Public Remarks** is not an appropriate section for this type of disclosure.