



# Instructions for Comp Purpose Listings

## To enter a For Sale By Owner:

- Follow the procedure for adding a listing.
- Include the main exterior photo of this property and upload the buyer's agency agreement.
- Comment in Public Remarks: FSBO Comp Purposes Only.
- After you complete the above procedures, closeout the property and call at 414-778-5400 or email [admin@metromls.com](mailto:admin@metromls.com) so we can change the listing agent to Non, MetroMLS.
- Properties not entered within 10 days will receive a \$25 per month sanction.

**One Party Listings are entered after being sold. Appraisers and agents use as a guide for comps. It doesn't speak in a cooperative manner if a One Party Listing is entered before being sold. To enter a sold One Party Listing:**

- Follow the procedure for adding a listing.
- Include the main exterior photo of this property and upload the listing contract.
- Comment in Public Remarks: One Party Listing – Comp purposes only.
- Properties not entered within 10 days will receive a \$25 per month sanction.
- Listings entered after four months of the expiration date will need to be closed by MLS staff for an additional \$10 fee.

## To enter a property that is sold outside of Metro MLS:

- Follow the procedure for adding a listing.
- Include the main exterior photo of this property and upload the buyer's agency agreement or closing statement.
- Comment in Public Remarks. Ex: Comp Purposes Only – Sold South Central MLS.
- Comment in Private Remarks. Ex: LA was Mr. Smith from Coldwell Banker – South Central MLS. See WIREX listing MLS# 1234567.
- After you complete the above procedures, closeout the property and call at 414-778-5400 or email [admin@metromls.com](mailto:admin@metromls.com) so we can change the listing agent to Non, MetroMLS.
- Properties not entered within 10 days will receive a \$25 per month sanction.

## To enter a non-MLS agent as Selling Agent:

- Enter selling agent information in Private Remarks – Ex: Selling Agent is John Smith, name of Real Estate Company, from (name of MLS selling agent belongs to).
- Selling agent field, you would type non, MLS and select Non, MetroMLS as selling agent. Listing Agent should never put their name as Selling Agent. Contact Data Integrity at 414-778-5400 or [admin@metromls.com](mailto:admin@metromls.com) if you have questions.