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 so we can change the listing agent to Non MetroMLS.

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. The list price and sold price must be the same price.
- 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 5 days of the sold date 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 (List the MLS it sold under).
- Comment in Private Remarks. Ex: LA was Mr. Smith from (Brokerage Name) – (MLS Name). 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 so we can change the listing agent to Non MetroMLS.

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 if you have questions.

Updated 7/6/2026