

11. Sold Data Policy When Not Submitted By the Listing Office:

- a. Non-members may not submit any property information to the PPMLS.
- b. RSC will accept property data for properties that were listed by non-members but sold by PPMLS Participants. Selling Participants are not required to submit this information, but may submit the information at their discretion.
- c. RSC will accept property data from the Selling Participant when the Listing Participant is unable or unwilling to provide the information.
- d. The following guidelines apply when sold information is submitted by the Selling Participant:
  - 1) After the property has sold and closed, the Selling Participant will input the listing as a Pending status listing, within 72 hours of closing. The listing will initially be input under the Selling Participant's agent and office ID information. The List Date and Pending Date should be the date the Contract to Buy or Purchase Agreement was accepted. Do not update the listing to sold; this will be done by the RSC staff.
  - 2) Information must be supplied for all required fields.
  - 3) A compliant Primary images is required regardless of listing status. Upload a Primary image at the time of listing input. If a compliant primary image has not been unloaded within seven (7) days of listing entry, then a \$100 fine will be assessed to the Selling Participant.
  - 4) Within 24 hours after submitting the listing, the Selling Participant will submit a Change & Correction form to the RSC office. The Change & Correction form must reflect the sold data for the property, and that the form is being submitted by the Selling Participant or office. **The following is required:**
    - a) Closing Date (must be the same as or greater than the Pending Date)
    - b) Sale Price
    - c) Sold Terms
    - d) Selling Agent ID (your Agent ID)
    - e) Selling Office ID (your Office ID)
    - f) Sold Concessions (required)
    - g) Submitted By (Name of Selling broker that is submitting the form.)
    - h) Signature (of Selling Broker/Manager)
    - i) Listing Agent ID (If applicable)
    - j) Listing Office ID (if applicable)
    - k) A copy of the Contract to Buy or Purchase Agreement is required. Also, submit a copy of either the Statement of Settlement-Sellers OR the HUD statement
  - 5) The Selling Broker will be responsible for the accuracy of all data.
  - 6) Upon receipt of the Change Form and supporting documentation, the RSC office will:
    - a) Review the listing detail to verify accuracy and if necessary will contact the Selling Participant for any needed clarification before the property status is changed to Sold.
    - b) Change the Listing Office ID to 99999999 and the Listing Agent ID 635504004. Change the listing status to Sold.
    - c) Change the Compensation field to 0 and the Cooperation field to N.
    - d) Add "FSBO" in Sold Remarks.

**NOTE: If the listing input is between 73 hours and 30 days of the Sold Date, then a \$100 entry fee is applicable. Listings input after 30 days of Sold Date will be deleted.**