

# GREENWICH MLS

## **For Reporting Purposes Only Listings**

**Effective January 1, 2013:** The Greenwich MLS will accept listings for reporting purposes only within 30 days of the sale/rental of the property. The rationale is that these listings provide information that could potentially help with comparable properties, however since they are not actively being listed they will not be listed as active and then sold/rented. Therefore clients set up with auto-notification will not receive listings that are actually not available and statistical reports will not be impacted. The listing office and selling office will both be listed as REPORT. In the agent-to-agent remarks the listing and selling agent will be noted.

### **Documents that need to be provided to submit these listings after they are closed:**

1. GMLS Data Input Form for the appropriate property type
2. Pages of the SELLING CONTRACT that show the SELLING PRICE and the TWO PARTIES that got paid at closing (listing firm/agent and selling firm/agent)
3. First page of SCHEDULE A indicating the address
4. Change Form reporting the closing; including the Sale Price, Closing Date, Selling Agent and Selling Firm