



Cheat Sheet

Non List Sales

2022 Upgrades and Enhancements

A non-list sale is any property sale generated by an MLS participant that is not currently listed in the MLS. For example; this could be an expired listing, co-op with non member, or a for sale by owner where a member is participating in an agency capacity.

Previously, agents could not enter non-list sales if they had any kind of ownership in the property (on the listing or buying side) or did not receive compensation. That has now changed.

Remember, non-list sales are not pocket listings. Pocket listings are a clear cooperation violation and could be a potential Code of Ethics violation. Non-list sales are not private listings. All listings must be filed/entered with the MLS.

Checklist:

- ☐ Must be filed with the MLS within 20 business days of closing
- ☐ Broker signature on all required forms
- ☐ Listing input forms with all applicable property information (per property type) completed
- ☐ 100 character minimum for public remarks
- ☐ Minimum of 1 street elevation photo
- ☐ Sellers disclosure form completed
- ☐ Settlement statement
- ☐ Fully executed purchase agreement or agency disclosure must be signed by all parties

All information must be completed, including pictures, at the time of submission.