

## Tip Sheet: Comp Only Input Instructions

Comp Only Listings can be placed in the MLS by the brokerage firm that represented the buyer as long as the following requirements are met:

1. The property does not have a listing agreement. (Note: you cannot use Comp Only to track listings that were listed as office exclusive or opted out of the MLS.)
  - Check the system to make sure the property has **not** been listed during the terms of your Comp Only listing. If it has, you **cannot** enter as a Comp Only.
2. The listing must have a recording date within **14 days** of entry (*effective 2-1-19*).
  - If the entry is beyond 14 days of the recording date a \$50.00 processing fee will be charged. **This is not a waivable charge.**
3. Since there is no Exclusive Right to Sell or Exclusive Agency agreement the following information should be used for the required entry fields:
  - a. **List Agent** – Enter Buyer’s Agent ID – Yes-MLS will change this to Non-Member.
  - b. **List Date** – enter the date of the purchase contract (earliest date on the contract).
  - c. **Expiration Date** – the date established in the purchase contract as the performance date (terms) or the following date of the day you are entering the listing. (**System will not allow list date and expire date to be the same**)
  - d. **List Price and Sale Price are the same** – the SALE PRICE.
  - e. **Required Fields** – all required fields must be filled in. Please use information as shown on the Auditor’s site or provided by owner or agent.
    - i. **List Type** – use Comp Only for the list type.
    - ii. **Broker Remarks** - Display “Entered for Comp Purposes Only” in the Broker Remarks field.
4. **Upload Primary Photo** - Before changing the status, you must add a primary photo for Single Family, Condo and/or Multi-Family property types. Primary photo is the **front** view of the property.
5. **Change to Under Contract No Showings** – use the contract date, which is the same as the list date.
6. **Change to Sold**
  - **Closed Date** - use the title transfer date.
  - **Closed by** – Select Comp Only in the Closed By field.
7. List Office/List Agent must submit a copy of the Purchase Contract and Agency Disclosure along with the Agent Full Report with the MLS number to [QA@yes-mls.com](mailto:QA@yes-mls.com) or fax to 216-485-4159.
8. Yes-MLS will override the listing office/agent to reflect non-member since there is no listing side.