



## Unrepresented Sellers—MLS Input Procedure

- Agents must obtain written permission from the seller. Acceptable forms include text message, email, or written authorization. The property address must be included in the authorization.
- Enter all required information into the MLS and select the status Comp Sold.
- Call or email GAAR with the MLS number to have the listing agent updated to Unrepresented.
- If the cooperating agent is outside our MLS, GAAR will select NON MLS Agent and Office.
- Note: When entering a listing for Comp Sold—only purposes, the entry must be completed in full, the same as a standard listing and sale.