



Guidelines: Entering Comp Listings

Properties sold outside of the Multiple Listing Service where at least one of the brokering parties is a Participant or Subscriber of Doorify MLS can be entered into the MLS Service for Comp Purposes.

This document addresses the following situations:

- New Construction - Spec/Inventory Homes
- Listings initially withheld from the MLS
- Listing Broker is not a Participant of Doorify MLS / For Sale by Owner (FSBO)

New Construction | Custom/Spec Homes

Situations where a Model Home is entered as a representative listing for several Inventory homes (built or to be built).

- Sales must be entered within two business days of Closing/Recording Date
- List, Contract, and Closing Date must all be entered with the current date.
 - Please email Data Integrity to update the List, Contract, and Close dates to reflect the most accurate dates for your listing.
- Information must be entered according to DMLS listing rules for residential listings.
- Public Remarks must state: "For Comp Purposes Only"
- **Lot Purchase with Commitment to use Builder:** Only the sale of the lot can be entered into the MLS service. The contract for building the house on the lot is NOT a Real Estate transaction and therefore should not be entered into the MLS service.



Listings Initially Withheld from the MLS

Listings that initially were withheld from DMLS can be entered for Comp Purposes **after** they have closed and the sale has been recorded.

- Listing must be entered into the MLS within two business days of the Recording Date.
- The List, Contract, and Closing Date should all reflect the Recording Date. The Expiration Date must be one day later.
- Information must be entered according to DMLS listing rules.
- Public Remarks must state: "For Comp Purposes Only"

Listing Broker not a Participant of DMLS For Sale By Owner (FSBO)

If a Participant/Subscriber represents a buyer in a transaction where the Seller is NOT represented by a Participant/Subscriber of the Doorify MLS, the Participant/Subscriber can enter the sale into the MLS for comp purposes.

- Sales can be entered into the MLS **after** it has closed and the sale has been recorded.
- Sales must be entered within two business days of the Recording Date.
- List, Contract, and Closing Date should all reflect Recording Date; Expiration Date must be one date later.
- Information must be entered according to DMLS listing rules.
- Public Remarks must state: "For Comp Purposes Only"



- After MLS entry, email the Data Integrity Department with a request to change Listing Agent information to “Non-Member”.
- Include the MLS number and Property Address in the subject line.
- State that the Listing Broker is NOT a Participant of DMLS or that Seller had no representation (FSBO).

Questions?

Please contact the Data Integrity Department with any questions:

