

## Enter a Non-MLS Sale / FSBO for Comp Purposes

### Step 1: Listing Input

- **Select Form** (e.g., Residential, Vacant Land, etc.)
- **List Date:** Use the **earliest date** on the purchase agreement.
- **Expiration Date:** Use the **closing date** of the transaction.
- Ensure all **required fields** are completed, just like any other listing.
- In the **Agent Remarks**, enter: *"Listing entered for comp purposes"*
- **Save as Incomplete** once all required info is entered.



### Step 2: Upload photo

- Upload **at least one primary photo** that follows the **Photo Policy Guidelines** for the property class (e.g., Residential, Vacant Land, etc.).

### Step 3: Update Sold Information

- **Navigate to:**  
**Input > Quick Modify: Select Listing > Change to Sold**
- Enter all **required Sold information** (e.g., sale price, closing date, selling agent, etc.).
- Again, click **Save as Incomplete**.

### Step 4: Notify MLS Staff

- Email to request the listing to be finalized as a Non-MLS (Comp Sale):
  -  [Staff@ranww.org](mailto:Staff@ranww.org)
  -  [Ann@ranww.org](mailto:Ann@ranww.org)
  - **Include MLS number and a note that it's a comp listing.**

### Important Deadline

- Comp Purpose listings **must be submitted within 15 business days** from the **sale (closing) date** unless approval for an extension is obtained from MLS staff.

[NWWMLS Policy and Procedures Manual](#)

[NWWMLS Listing Add/Edit Procedures & Policies](#)