Comp Data Entry Fact Sheet

MLS United Comp Data Entry - Help Notes for Flex MLS Entry Procedure

Use the Comp Data Entry property type to enter a property's information that was not a listing within MLS United, but a Participant or Subscriber represented one side of the transaction.

Add Listing: You will select Comp Data Entry as you Property Type (NOTE: Comp Data Entry is ONLY available for the Residential property type)

CHECKLIST Before You Enter this Property Type
- This is not a listing. This is a Comp Data Entry property.
- You will need to make this Active, then Pend it and finally Close it out.
- If you only represented one side of the transaction, select "Comp Data Entry- (mu.compdata)" agent/office option for the other side of the non-represented party.
- Listing Date = the date of entry.
- Expiration Date = 30 days from date of entry.
- Public Remarks: Description of the property only.
- Agent/Private Remarks: Any additional information about the property or transaction that would be of interest to those reviewing comps.

After you have added the Comp Data Entry as ACTIVE
- Upload Photos – At least ONE front facing exterior photo of the property is required, or rendering of the front facing exterior if the property is under construction/to be built.
- Upload a copy of the Comp Data Entry Authorization signed by the buyer and seller allowing entry. This is a private document. Any Comp Data Entry properties entered without an uploaded agreement will be purged Immediately change the status to Pending.
- Pending Date = the date of entry
- After the status is saved to Pending, close out the Comp Data Entry.
- Use the date of entry as the closing date.
- Reminder: Sales Notes are your friend if you need to describe anything specific to the transaction.

Additional Notes:
- To search for Comp Data Entry properties, use the "Change Search Template" under Quick search to "Comparable Sales" and add your search criteria as normal.
- To search for BOTH Residential and Comp data Entry properties, use the "Change Search Template" under Quick Search to "Resi and Comp Sales" and add your search criteria as normal.
- Comp Data Entry properties can be pulled into your Flex CMA reports. HOWEVER, since they are a separate property type, they will appear with their own information break out.
- Comp Data Entry properties ONLY reside within the Flex MLS system. This data is NOT included in IDX or VOW dissemination.
- Comp Data Entry properties must comply with all rules and regulations of MLS United, LLC as if they were a regular listing.
- You may enter any Comp Data Entry properties that have closed since January 1, 2024