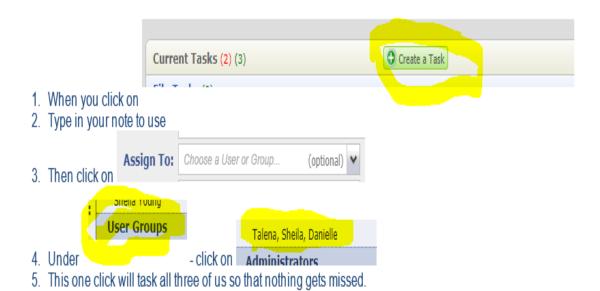
HOW AND WHEN TO TASK THE STAFF



You do not have to task us about a property that closed unless you have a fully signed HUD uploaded to the file and you want the staff to mark it "sold" in the MLS

1. NEW LISTINGS –IN STELLAR MLS

- a. You need to notify the staff within 48 hours upon a <u>fully signed listing agreement and</u> <u>stellar data input form</u> that is uploaded to Appfiles and the listing made active
- b. You need to notify the staff within 48 hours of **any NEW sales price changes** to the listing so that they can make the change for you
- c. You need to notify the staff within 48 hours of **any NEW expiration dates** that need to be made in the Stellar MLS
- d. You need to notify the staff within 48 hours of <u>any Cancellations of the Listing</u> that need to be made in the Stellar MLS
- e. If you advertise the property or post signs on the property You have 24 hours to list it in the MLS or risk receiving a Violation notice and fine from the Stellar MLS that is their rules

2. NEW FULLY SIGNED CONTRACTS –IN STELLAR MLS

- a. You need to notify the staff within 48 hours of <u>any fully signed Contracts</u> that needs to be made pending in the Stellar MLS & the AppFiles the staff also needs to update our back end work
- b. You need to notify the staff within 48 hours of <u>any Release / Cancellations of the Contract</u> that needs to be made back active in the Stellar MLS the staff also needs to update our back end work
- c. You need to notify the staff within 48 hours of <u>any New Closing Date Extensions of the</u>
 <u>Contract</u> that needs to be made in the Stellar MLS or risk receiving a MLS Compliance notice

 the staff also needs to update our back end work