

## MRMLS Pending Instructions

When placing a property into pending status, you must put a:

1. Pending date
2. Estimated COE date
3. Estimated Sale Price
4. Estimated Financing Terms
5. Estimated Selling Agent Public ID
  - a. If you don't know the ID, you may put your own
    - i. Example: Gregg Watkins Public ID is: TWATKGRE
    - ii. Office ID is: WRG301
  - b. If the Agent is not a member of the MRMLS, then in the Agent Public ID box, put "TNONMLS"
6. Other Agents will NOT be able to see the information input. Only Agent, Broker, and MRMLS staff.

### **UPDATE ALL INFORMATION AT THE CLOSE OF ESCROW!!!**

7. AutoSell will use the information to automatically set the listing to the status of "Sold". AutoSell takes effect 10 days after the Estimated COE Date allowing the member time to manually set their listing to Sold. NOTE: AutoSell is not a convenience. Failure to correctly update the listing status manually may result in a Status Violation.