

ADD A LISTING FOR COMPARABLE PURPOSES

Comparable Listings, also known as Comp listings, can be added into Bright for unlisted sales such as For Sale By Owner or if the listing brokerage was not a Bright brokerage.

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Rules state that if the transaction closes without the listing being marketed in the MLS, the agent representing the buyer may enter the listing in as a COMP listing. This means the listing agent and listing office will be Non-Member. The listing agent can still get credit for the transaction at the association level but if the property wasn't actively marketed in Bright before a contract was received, the listing agent and office will remain Non-Member.

Unlisted/Non-Member/FSBO Sales can only be entered after the property has closed and must be entered within 365 days of the settlement date.

To enter a Comp Listing:

1. Click the My Listings menu.
2. Click Add & Edit Listings.
3. Click on the New Listing button on the top right.
4. In the What Type of property is it? section, select the type of listing you want to add.
5. Click on the Structure Type field and select the applicable type from the drop-down menu.
6. Click on the Ownership Interest field and select the applicable type from the drop-down menu.
7. Click the Next button on the bottom right.
8. On the Find a tax record for the property section, enter the full address or tax ID of the property in the search field and click on the Search button.
 - When searching by Street Name, use abbreviations if including Suffix: St, Rd, Dr, Ln, Cir, etc.
 - Do not use wildcards (Asterisk Symbol) - search fields are "starts with" by default.

- Tax ID can be formatted or unformatted (with or without dashes).
- Reduce the number of returned results by adding Zip Code, City, State.
- If the listing has a Tax Record, you must add it.
- You can also proceed without using a tax record by clicking the Proceed without a tax record link at the bottom of the page.

9. The results will appear in the Public Records Results section further down on the same page.

10. Click the property you want to use.

- If there are no results or the property is new construction, click Proceed without tax record. You will be taken to the Add/Edit Listing page, where you will need to input all of the information on the page.

11. Verify the property location on the map.

- The system will find the property location based on the information you have provided. If the location is incorrect, you can drag the location pin to the correct location.
- You may need to zoom out to drag the pin if the location is outside of the currently displayed map.

Click the Next button on the bottom right.

- If you are adding a listing that is already on the market, you will receive a pop-up warning message. You can:
 - Click on the listing number to view the property in Matrix.
 - Click Cancel to be taken back to the Listing Management homepage.
 - Click OK to move forward with entering your listing.

1. On the next screen, select all that apply to your listing. For Unlisted/Non-Member/FSBO Sales, For Comp Purposes must be selected.

2. Click Next.

3. On the next screen, Enter basic pricing and listing agreement details.

4. Click Next-Full Listing.

5. Enter the listing information. You can jump to any section by using the navigation menu on the left. You can also jump to a specific field by using the Find a Field search box on the top right. Once you enter the name of the field, Listing Management will jump to that specific field for you.

6. Once all of your information has been entered, click on the Publish button at the top right to publish the listing. If the listing is not being published, click the back arrow next to the address at the top left to save the listing as Unpublished.

Unpublished listings remain in your Add & Edit Listings for 90 days before they are deleted by the system. To extend these

days, you will need to make a change to the listing.

If the listing was published before you edited it, and you are not ready to publish your changes yet, click back arrow next to the address at the top left. You will get a pop-up with the following choices:

- **Publish Changes:** This will make your changes available to all search sites. If you want to see advertising options click Next Preview Ads. If you do not want to see advertising options click Close. If you do not want to see the preview ads function, check Do not show me this again on any listing edits. You can also check Show me the ads I can purchase for this listing if you want to start showing this option again.
- **Discard Changes:** This option will discard any changes you may have made since you last published and the listing will be unlocked.
- **Save as 1-Hour Draft:** This allows you to temporarily save your changes for 1 hour while you perform other tasks. This listing will be unavailable to others during this time.
- **Cancel:** This will return you to the edit form to make additional edits.

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