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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Content RTF

If the transaction closes without the listing being marketed in the MLS, the agent representing the buyer may enter the listing 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:

To add a listing using Listing Assistant (*preferred method, utilizes tax record and historical listings of any property type for faster entry)

Note: Bright will automatically save your work every minute. While adding a listing, clicking the Back

arrow inside Add or Manage Listings screen will take you back to the Manage Listings main page. You'll be given the option to Keep your work. Make sure to click to save your changes on the alert that appears.

1. **Click the** Listings **menu.**

2. **Click** Add / Edit Listings.

3. **Click on the** New Listings **button on the top right.**

4. Select the property type of listing you want to add from the What type of property is it? **section.**

5. If desired, click on the Structure Type field and select the desired type from the drop-down menu.

6. If desired, click on the Ownership Interest field and select the desired type from the drop-down menu.

7. Note that you may set listing defaults to populate frequently-entered listing info and save time while entering your new listings by clicking the Set Listing Defaults button, fill out the desired defaults and hit Save and Close.

8. Click the Next button on the bottom right.

9. Type the full address of the property in the Find Address field (for example, 123 Main Street, Anywhere, MD, 12345).

10. Select the correct address from the dropdown of matches Note: If the desired listing is not found you may want to try Advanced Search (this option allows for searching by fields like Tax ID, individual address fields, or Owner Name) or Proceed without Tax Record (allows for manual entry of all fields). Instructions for these options are found below.

11. Select up to 4 options to compare from the tax records and/or previous listings. Note: listings that were yours previously are designated with a star, selecting these starred listings will allow you to copy creative and copyrighted material like photos, documents, and remarks that you otherwise will not have access to copy. You may want to select the tax record and most recent listings for access to the most up-to-date information. Selecting historical

listings of a different property type will only utilize applicable fields for your new listing's property type.

12. Click the Proceed to Compare button on the bottom right.

13. NOTE: If you are adding a listing that is already on the market, you will receive a pop-up 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.

14. Your draft listing appears in the far left My New Listing column. Information will be filled based on system and user defaults and designated as such. Conflicts will be called out at the top of the screen under the heading Conflicts. Track your progress using the Progress Bar in the top left.

15. To copy information from the tax or listing information you selected you may click Copy all Data or use the <- to move over criteria from individual fields. You may overwrite data as many times as desired. For instance, you may choose to Copy all Data from the most recent listing, then Copy All data from the tax record (this will overwrite only the tax specific fields, leaving the listing data intact), and also copy individual fields to overwrite. To view the data in a multi-entry field, click the underlined hyperlink. You may choose to Use All Data from the resulting pop up. Note: You may edit these fields from the full edit form.

16. To remove information from your new listing, you may select Clear All Data or click the x to remove individual criteria from fields. To view the data in a multi-entry field, click the underlined hyperlink. You may choose to Remove All Data from the resulting pop up.

17. Be sure to review all data in the My New Listing column as you are responsible for the accuracy of this data regardless of originating source. When you've copied and removed all desired data, click Add Values to Listing to be taken to the full edit form. Procced to Complete the Full Edit Form Instructions below.

18. Select Y for Comparable Y/N. Select Closed as the Status. The List Price should be the sold price. Use today as the Listing Term Begins date and tomorrow as the Expiration Date. For the rest of

the listing information, enter as much of the listing information as possible whether required for the publishing of the listing or optional as it increases the chance of your listing returning on a search. Fields required for listing entry are called out in red on the navigation menu on the left and appear in red font on the form on the right. 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.

19. If you are adding photos to the listing, select Lister Will Upload All in your *Photo Option dropdown. Next, select

    Upload Photos (https://support.brightmls.com/s/article/Add-and-manage-listing-photos) and verify the Notice that pops up. Next, select your photo upload option and load up to 150 photos to your listing. When you are done choose Save Photos in the upper right, then select the arrow in the upper left to return to your listing. If your seller has declined the use of photos, select No Photo per Seller in your *Photo Option dropdown.

20. 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.

To add a listing using Advanced Search

Note: Bright will automatically save your work every minute. While adding a listing, clicking the Back arrow inside Add or Manage Listings screen will take you back to the Manage Listings main page. You'll be given the option to Keep your work. Make sure to click to save your changes on the alert that appears.

1. Click the Listings menu.

2. Click Add / Edit Listings.

3. Click on the New Listings button on the top right.

4. Select the property type of listing you want to add from the What type of property is it? section.

5. Click on the Structure Type field and select the desired type from the drop-down menu.

6. Click on the Ownership Interest field and select the desired type from the drop-down menu.

7. Note that you may set listing defaults to populate frequently-entered listing info and save time while entering your new listings by clicking the Set Listing Defaults button, fill out the desired defaults and hit Save and Close.

8. Click the Next button on the bottom right.

9. Click Advanced Search, enter the full address or tax ID of the property in the search field (from the *Find a tax record for the property* section)

- 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 non-formatted (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.

10. Click on the Search button

- If there are no results, click Proceed without tax record. You will be taken to the Add / Edit Listings page, where you will need to input all of the information on the page. If you proceed without the tax record, you will be asked to verify the mapping location.

11. Select the tax record.

12. Click the Proceed to Compare button on the bottom right.

13. NOTE: If you are adding a listing that is already on the market, you will receive a pop-up 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.

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16. To remove information from your new listing, you may select Clear All Data or click the x to remove individual criteria from fields. To view the data in a multi-entry field, click the underlined hyperlink. You may choose to Remove All Data from the resulting pop up.

17. Be sure to review all data in the My New Listing column as you are responsible for the accuracy of this data regardless of originating source. When you've copied and removed all desired data, click Add Values to Listing to be taken to the full edit form. Procced to Complete the Full Edit Form Instructions below.

18. Select Y for Comparable Y/N. Select Closed as the Status. The List Price should be the sold price. Use today as the Listing Term Begins date and tomorrow as the Expiration Date. For the rest of the listing information, enter as much of the listing information as possible whether required for the publishing of the listing or optional as it increases the chance of your listing returning on a search. Fields required for listing entry are called out in red on the navigation menu on the left and appear in red font on the form on the right. 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.

19. If you are adding photos to the listing, select Lister Will Upload All in your *Photo Option dropdown. Next, select
Upload Photos (https://support.brightmls.com/s/article/Add-and-manage-listing-photos) and verify the Notice that pops up. Next, select your photo upload option and load up to 150 photos to your listing. When you are done choose Save Photos in the upper right, then select

the arrow in the upper left to return to your listing. If your seller has declined the use of photos, select No Photo per Seller in your *Photo Option dropdown.

20. 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 <u>not</u> 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.

To add a listing using Proceed Without Tax Record (*use only if no tax record exists, requires manual entry of all fields.)

Consider searching for a tax record before you continue entering your listing. Remember, entering an address that already has a tax record may result in a Compliance violation

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1. **Click the** Listings **menu.**

2. **Click** Add / Edit Listings**.**

3. **Click on the** New Listings **button on the top right.**

4. **Select the property type of listing you want to add from the** What type of property is it? **section.**

5. **Click on the** Structure Type **field and select the desired type from the drop-down menu.**

6. **Click on the** Ownership Interest **field and select the desired type from the drop-down menu.**

7. **Note that you may set listing defaults to populate frequently-entered listing info and save time while entering your new listings by clicking the** Set Listing Defaults **button, fill out the desired defaults and hit** Save and Close**.**

8. **Click the** Next **button on the bottom right.**

9. **Click** Proceed Without Tax Record, **enter the full address and fill in all applicable fields**

10. **Click the** Next **button on the bottom right.**

11. **Verify the accuracy of the map pin, click and drag the pin to reposition it, if needed.**

12. **Click the** Confirm **button in the bottom right.**

13. **NOTE: If you are adding a listing that is already on the market, you will receive a pop-up 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.**

14. Select Y for Comparable Y/N. Select Closed as the Status. The List Price should be the sold price. Use today as the Listing Term Begins date and tomorrow as the Expiration Date. For the rest of the listing information, e**nter as much of the listing information as possible whether required for the publishing of the listing or optional as it increases the chance of your listing returning on a search. Fields required for listing entry are called out in red on the navigation menu on the left and appear in red font on the form on the right. 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.**

15. **Note: Several fields related to Tax ID will remain mandatory, enter 0 in those fields until the Tax ID is known.**

16. **If you are adding photos to the listing, select Lister Will Upload All in your *Photo Option dropdown. Next, select**
    Upload Photos (https://support.brightmls.com/s/article/Add-and-manage-listing-photos) **and verify the Notice that pops up. Next, select your photo upload option and load up to 150 photos to your listing. When you are done choose Save Photos in the upper right, then select the arrow in the upper left to return to your listing. If your seller has declined the use of photos, select No Photo per Seller in your *Photo Option dropdown.**

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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.

Want to copy a listing? The Copy listing function is useful for many reasons including relisting an expired property and listing multiple properties with the same information.

Click here to learn more. (https://support.brightmls.com/s/article/Copy-a-listing)
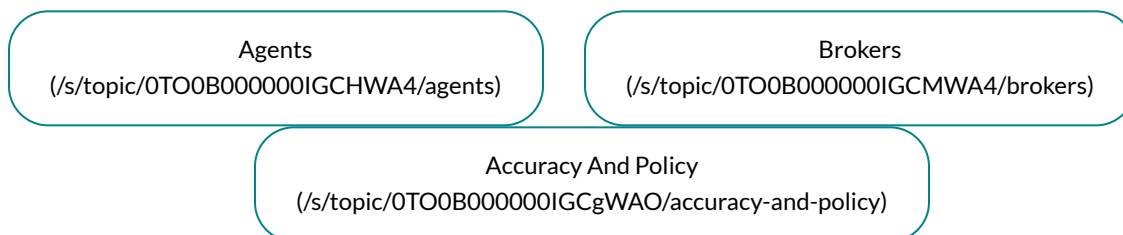
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