



CAPE COD & ISLANDS
MULTIPLE LISTING SERVICE, INC.

Policy for Comparable/Statistical Sale Input

Comparable sales of the following **types** may be entered into the Cape Cod & Islands Multiple Listing Service, Inc. (CCIMLS) system by use of the Comparable Property Type.

1. MLS Withheld Listings*

- May be entered by the listing agent with the seller's written consent or in the case where a member represented a buyer in the sale of a property where there was no exclusive seller agreement signed, they may enter the listing as a comparable sale with written consent of the buyer.
- Credit is given to the listing agent and buyer representative, i.e. the CCIMLS member OR comp, non-member

2. Sold before entered into MLS*

- May be entered into the MLS by the listing agent, given the exclusive listing agreement originally stated that the property was to be marketed in the MLS or the seller has provided written consent.
- Credit is given to the listing agent and buyer representative, i.e. the CCIMLS member OR comp, non-member

3. Other MLS Transactions

- May be entered by the buyer representative with written consent from the listing agent and seller of the property. All information provided by the buyer representative and entered into CCIMLS should be confirmed by the listing agent to ensure all information entered is accurate to the best of their knowledge

4. FSBO's

- May be entered by the buyer representative with the seller's or buyer's written consent. The buyer representative shall confirm all information entered into CCIMLS is accurate to the best of their knowledge

In addition to the above comparable sale types that will be accepted, the following additional rules shall apply:

- Comparables sales of the above types may be listed in the MLS within 1 calendar year of the closing.
- Properties with an exclusive listing agreement prior to receiving an offer may be entered into the MLS as a regular listing with the appropriate property type. These should not be entered as comparable sales.
- Agents that have an expired property in the MLS may have CCIMLS staff update the listing to Pending or Closed within one year of expiration, given they can provide a copy of the signed offer or P&S and the property has not been marketed by any other agent. After one year these properties may be entered as a comparable listing with the written consent of the seller.



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- If a property expires due to the incorrect use of statuses, the appropriate steps will be taken as outlined in the MLS Citation Policy.
- No property shall be entered as a comparable sale if a CCIMLS participant or subscriber was not on one of the two sides, selling agent or buyer representative.
- Agents entering comparable sales into CCIMLS are required to pend the listing using the appropriate pending date prior to marking the listing closed.
- Only listings within the mandatory listing area shall be accepted into CCIMLS as a comparable sale.
- Only listings of the following property types may be entered as a comparable sale:
 - Residential
 - Multi-family
 - Land
 - Commercial
- Comparable sales shall include a minimum of 1 exterior front-facing photograph for the appropriate property type, as outlined in the CCIMLS photo policy.
- The listing agreement (when required, as stated above) or seller's written consent, shall be attached to all comparable sales as the required listing agreement.
- All comparable sales are required to have a list date.
- All comparable sales are required to have an expiration date. Comparable sale types 1, 2, and 3 shall use the original expiration date agreed upon with the seller(s), while type 4 should use the closing date.

**Comparable sale types 1 and 2 as described above, shall be allowed in the MLS; however, should the CCIMLS staff find that the MLS Rules and Regulations have not been followed, the appropriate steps will be taken as outlined in the MLS Citation Policy.*