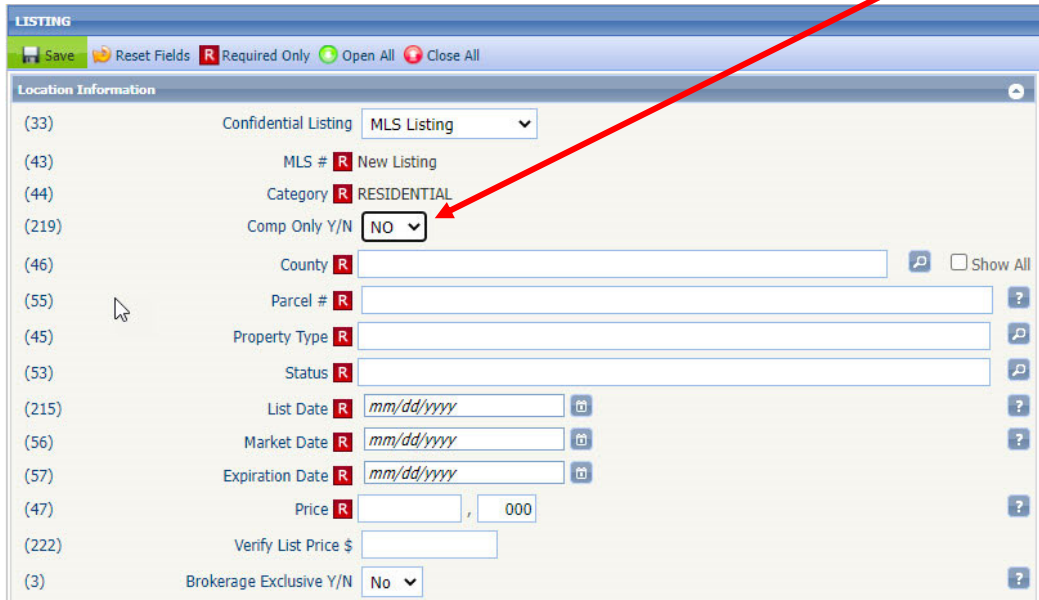


Comparable Listings in Paragon

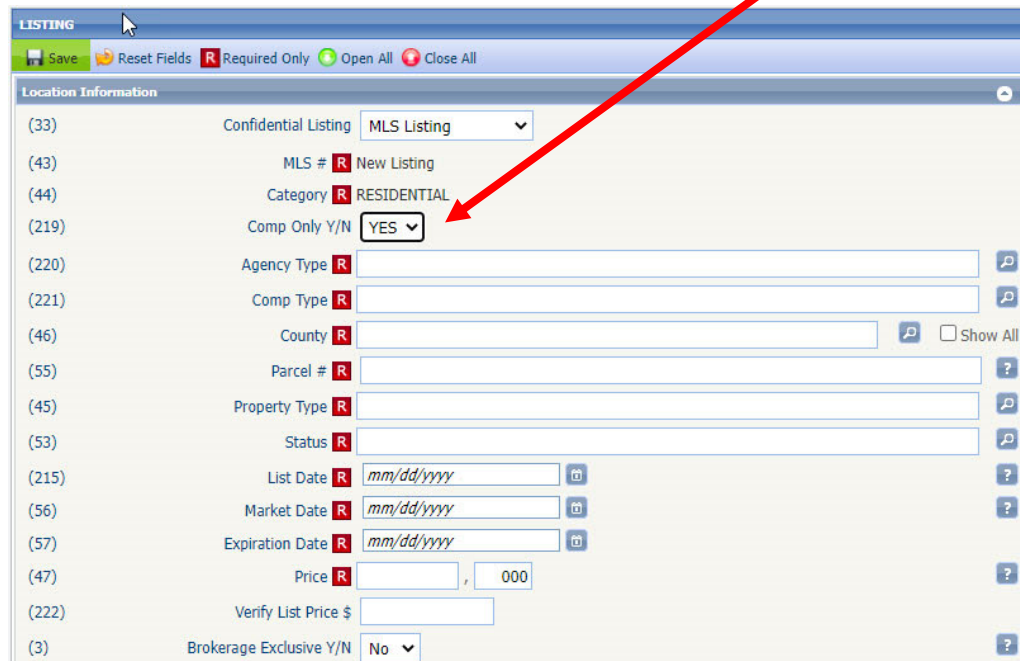
There is a new way to enter comp listings in the Paragon system. This addition allows our members to easily enter comp listings without requiring additional help from PAR MLS staff. Here is how it works.

There is now a new field named “Comp Only Y/N.” This field is defaulted to NO.



The screenshot shows the 'LISTING' form in the Paragon system. The 'Location Information' section is expanded, showing various fields. A red arrow points to the 'Comp Only Y/N' dropdown menu, which is currently set to 'NO'. Other fields include Confidential Listing (MLS Listing), MLS # (New Listing), Category (RESIDENTIAL), County, Parcel #, Property Type, Status, List Date, Market Date, Expiration Date, Price, Verify List Price, and Brokerage Exclusive Y/N (No).

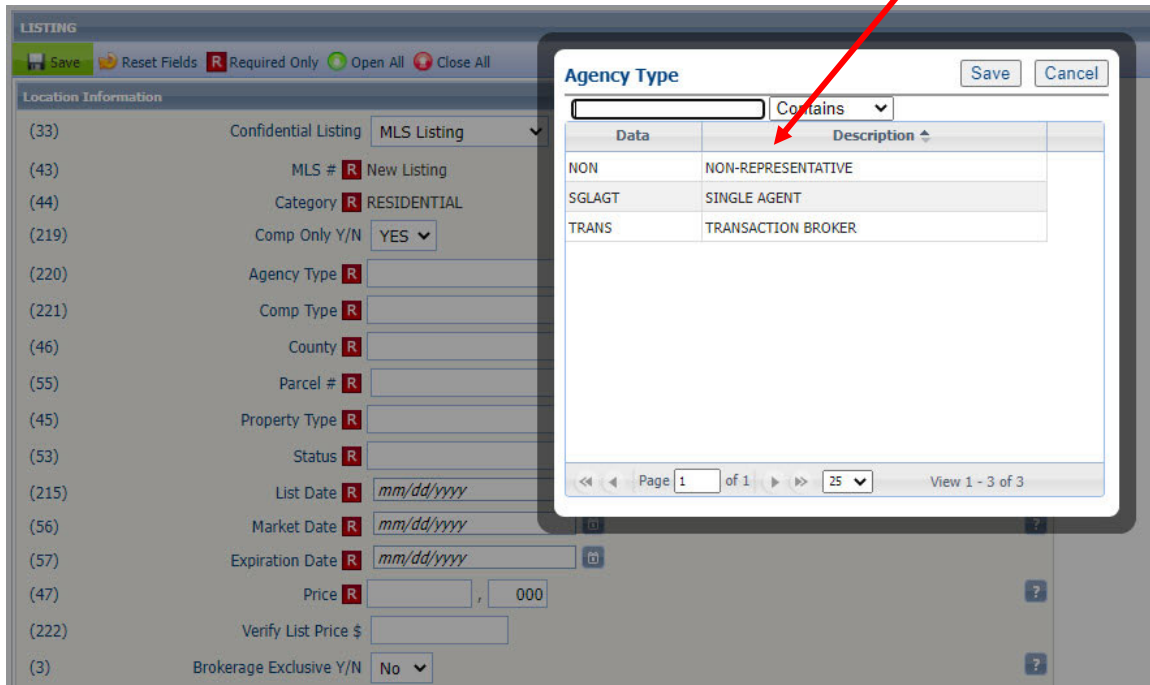
If you are entering a listing for comp only purposes, you will choose YES to the “Comp Only Y/N” field.



The screenshot shows the 'LISTING' form in the Paragon system. The 'Location Information' section is expanded, showing various fields. A red arrow points to the 'Comp Only Y/N' dropdown menu, which is now set to 'YES'. Other fields include Confidential Listing (MLS Listing), MLS # (New Listing), Category (RESIDENTIAL), Agency Type, Comp Type, County, Parcel #, Property Type, Status, List Date, Market Date, Expiration Date, Price, Verify List Price, and Brokerage Exclusive Y/N (No).

Comparable Listings in Paragon

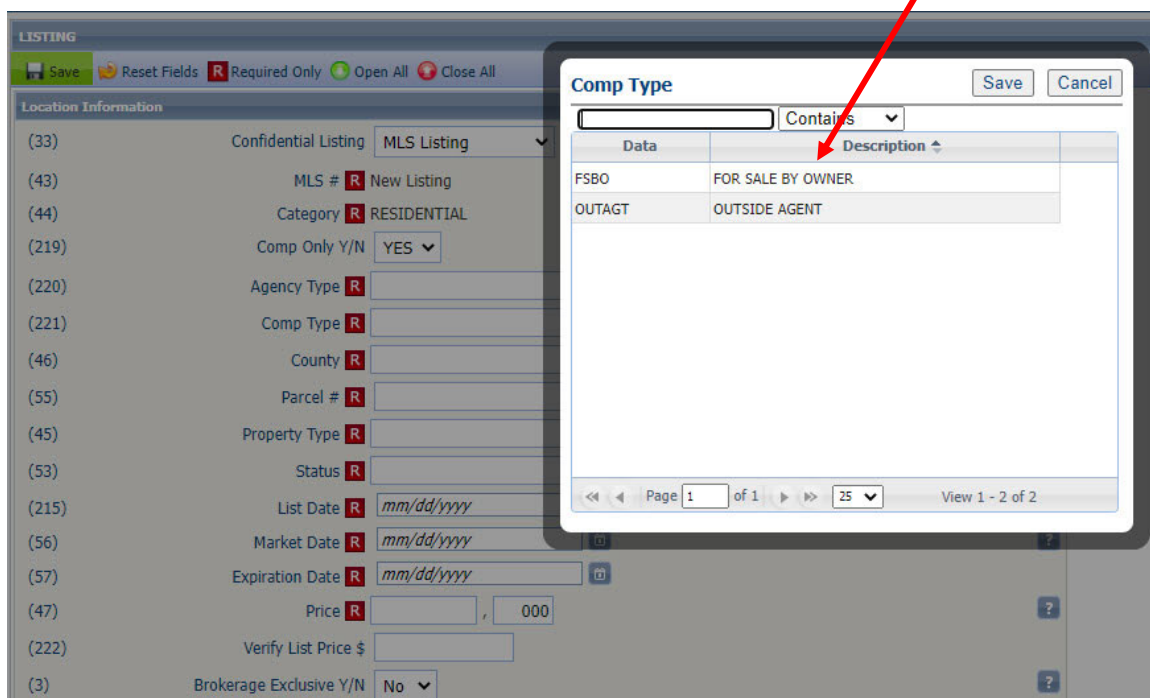
This will bring up two additional fields to help us identify the type of comp listing you are entering, please enter the Agency Type for the listing.



The screenshot shows the 'Agency Type' dialog box with the following table:

Data	Description
NON	NON-REPRESENTATIVE
SGLAGT	SINGLE AGENT
TRANS	TRANSACTION BROKER

Next, choose if the comp was listed by an Outside Agent or a For Sale by Owner.



The screenshot shows the 'Comp Type' dialog box with the following table:

Data	Description
FSBO	FOR SALE BY OWNER
OUTAGT	OUTSIDE AGENT



Comparable Listings in Paragon

- Please note that all required fields must be filled out completely and all details must be filled out including Property Description.
- Comp Only listings can be saved as partials until you have all information necessary to save it as a listing.
- You must place a photo on the listing before you select “Save Listing.”
- Because the system will automatically place the list agent as an Outside Agent or a For Sale by Owner, once you select “Save Listing” you will no longer be able to edit any details in the listing. If you need to change any details after you save the listing, please send those changes to mls@pensacolarealtors.org and please include the MLS number.
- Sold listings automatically syndicate. If you do not want your comp only NOT to syndicate please mark IDX Include = NO, Display on Internet = NO and Website Syndication under Features to NONE.
- You will have thirty (30) days from the closing date to enter your Comp Only listing into the Paragon system. The system will not allow you to enter any comps over thirty (30) days from the closed date.
- Comp Only listings are exempt from the following rules:
 - Listings must be entered into the PAR MLS within 2 business days.
 - Listings must be marked sold within 5 business days.

If you have questions, please contact the MLS Department
at 850-434-5507 or mls@pensacolarealtors.org.