

MLS PIN ENTRY ONLY REPORT INSTRUCTIONS:

- In H3 select “Tools”
- In Tools, click on “Market Reports”
- In Market Reports, click on “New Report”
- At the top left under Report Type, scroll down and select “Market Share – My Market Share”
- Under Property Type: Select ONLY Single Family, Condominium, Multi family, Land & Commercial and Mobile Home. (No rentals or business opportunity)
- Next to Search Criteria click on the “Yes” button.
- For all list side only units run the following report adding “additional criteria – entry only –yes
- Under time frame scroll down and select “Choose a Time Frame”. Once selected, start date should be 01/01/2019 and end date should be 12/31/2019. Select “ SEARCH NOW”
- A message will pop up indicating that “You have selected NO TOWNS.. Are you sure you want to continue? Select “OKAY”. **PRINT THIS PAGE.**
- Click on blue total units link (View 1 Line) submit this form as well with your entry
- Print the **one line report** (showing MLS #, status, address, description, DOM, List Price, Sale Price, Listing Office, Sale Office and agent information.)
- **Upload** these 2 printed reports. **Do not submit photo summary pages.**