

MLS PIN SALES REPORT INSTRUCTIONS:

1. In H3 select "Tools"
2. In Tools, click on "Market Reports"
3. In Market Reports, click on "New Report"
4. At the top left under Report Type, scroll down and select "Market Share – My Market Share"
5. Under Property Type: Select ONLY Single Family, Condominium, Multi family, Land & Commercial and Mobile Home. (No rentals or business opportunity)
6. Next to Search Criteria click on the "Yes" button.
7. Under time frame scroll down and select "Choose a Time Frame". Once selected, start date should be 01/01/2020 and end date should be 12/31/2020. Select "SEARCH NOW"
8. A message will pop up indicating that "You have selected NO TOWNS.. Are you sure you want to continue? Select "OKAY". **PRINT THIS PAGE.**
9. Click on blue total units link (View 1 Line) submit this form as well with your entry **PRINT THIS ONE LINE REPORT** (showing MLS #, status, address, description, DOM, List Price, Sale Price, Listing Office, Sale Office and agent information.)
10. **Upload** these 2 printed reports. **Do not submit photo summary pages.**