

NEW HAMPSHIRE MLS SALES REPORT INSTRUCTIONS

- Log in to Paragon
- Select the Search Icon
- Under Specialty Search choose Inventory
- Property Class – Residential (RE) and Commercial (CS)
- Listing Status – closed (CL)
- Listing Owner – Your Own Listings
- Co-offices – Yes
- Selling/Listing – Listed or Sold
- Property Type – Single Family, Condominium, Multi-family, Land, Commercial and Mobile Home
- Under Date Closed – Start date 01/01/2019 and end date 12/31/2019
- Click search Button in upper right corner
- Select the Customize button. The following fields should be selected: Listing status, MLS#, Property class, Property Type, Address, List agent, Selling agent, City, State, Date – MLS List, Price. Save this info.
- **PRINT THIS PAGE and upload.**