

Reporting a WIREX sale for statistics

- Enter the listing in flex. Make sure all the required fields are filled in. Include a main photo of property.
- In the Remarks field, enter “Entered for comp purposes”
- In the Private Remarks field, enter “Listed by (Agent that listed the property), (and agents MLS -upper right hand corner of listing printout) and add “WIREX listing number XXXXXXXXXXXX). Example: Listing agent John Smith from RANW. See WIREX listing 1265322.
- Report listing as Sold. Enter your listing office and your name as listing agent.
- Call Ryan or email Ryan at mls@laraweb.com and let him know that you entered this listing and he will then change the Listing Office and Listing agent to NON MLS-LAC.
- You must add a photo of the outside of the house at the same time you load this listing.
- Upload your Buyer’s Agency Contract.
- If you have errors on this listing, you will be given 24 hours to correct or add information. It will be deleted if corrections or missing documentation or main photo is not uploaded within this time period.