

OFF MLS SALE (OMS)

The “**Off MLS Sale**” status in CincyMLS is used when a property is sold without being listed in the MLS and marketed to all users and subscribers. This status allows for accurate data tracking by capturing sales that occurred outside of the traditional MLS listing exposure. OMS listings may be entered **within thirty calendar days** of the Closing/Settlement Date for comp purposes, but are not required.

- ✓ **Enter the listing** as you would any new listing, completing all required fields.
- ✓ **Select OMS (Off MLS Sale)** as the Status.
- ✓ **Enter the Selling Information** and use the Closing/Settlement Date as the Selling Date.
- ✓ **Buyer Side Only Transactions** will use your Agent/Office IDs for both the listing and buyer side Agent/Office IDs. Staff will make the correction. Include “**Buyer’s Agent Only**” in the **Agent Remarks**.
- ✓ **Listing Date/Showing Start Date** will be the Closing Settlement Date as was the Selling Date.
- ✓ **Listing Price** - Enter the Sold/Closing Price as the listing price, same as the Sold Price.
- ✓ **Expiration Date** - Use any date in the future.
- ✓ **Set “Allow on Internet” and “Show Address on Internet” to “NO”** - OMS listings are for comp purposes only and are not distributed outside of MLS.
- ✓ **Upload the REQUIRED primary photo/sketch AND Closing/Settlement Statement** - can be uploaded before or after submitting the listing to MLS.

Remember! OMS listings must be entered within thirty calendar days of the closing/settlement of the property!