



BBOR Non-Member Sales Procedure

For Sale By Owner (FSBO) Sales

- **Enter Your Name and Office in BOTH the Listing Agent Field** as well as the **Selling Agent field**. Email the BBOR MLS Manager with the MLS# + Property Address to alert staff you have entered a FSBO and need the selling agent updated to Bloom NonMember

Non-Member Sales

- If you are the Listing Agent on a sale where the buyers were represented by an agent outside of BBOR: **Type Your Name and Office** in the **Listing Agent Field** as usual then **Input Bloom NonMember in the Selling Agent Field** and allow the **Office Field** to auto-populate to **NonMember BL**
- If you represented the buyers on a listing belonging to a non BBOR Member: Enter **Your Name and Office in BOTH the Listing Agent Field** as well as the **Selling Agent/Office Fields** (Just like FSBO). Email the MLS Manager with the MLS # + Property Address + the NonMember Agent's Name and Office.

***FSBO's and NonMember sales must be entered into the MLS within 48 hours of closing per IRMLS rules. These listings are subject to the BMLS Fine Schedule.**

***Please do an MLS member search of the agent's name before assuming they are not a member. Many agents are MLS subscribers to multiple boards. If you find the agent is a member, contact the person directly to request they enter the sale into IRMLS.**

***In any of the circumstances above, you must close the listing out completely (not save as a partial) and provide the complete MLS# and property address in your email.**

BLOOMINGTON BOARD OF REALTORS®

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