



IURA Comparables/Non-Member Sales Entry Procedure

Participants may, but are not required to, submit listings, once sold, for comparable-only purposes where (i) the selling agent is a participant in the MLS and participates in the sale of real estate but the listing agent is a non-office participant, (ii) the seller is a FSBO, or (iii) Office Exclusive listings if written permission is obtained by the seller to submit data to the MLS. (See IRMLS rules 2.5.1 Comparable-only listings for full policy.)

Non-Member Sales

- If you are the Listing Agent on a sale where the buyers were represented by an agent outside of IURA **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 IURA Member: Create a new listing and enter data for **all required fields**. Enter Your Name and Office in both the Listing Agent Field as well as the Selling Agent field. Save the listing as a partial, then submit a completed Comparable-Only electronic form with all supporting documents.

<https://www.cognitofrms.com/bloomingtonboardofrealtors/irmlscomparableonlylistingssubmissionform>

For Sale By Owner (FSBO) Sales

- Create a new listing and enter data for **all required fields**. Enter Your Name and Office in both the Listing Agent Field as well as the Selling Agent field. Save the listing as a partial, then submit a completed Comparable-Only electronic form with all supporting documents.

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***All comparables must be entered into the MLS within 7 business days of closing per IRMLS rules. These listings are subject to the BMLS Fine Schedule.**