

## **Directions for Entering Listings for Buyers Credit Only**

### **\*Must be done within 30 days of Closing Date\***

1. The original owner/builder needs to sign an Authorization to Show form available on Instant under Buyer / Seller Forms.
2. The listing can be entered into the system with all required fields completed along with one front exterior photo added, **once the deal has closed**. You will be using the selling agent also as the listing agent. You will need to use the current date for all date fields since the system will not allow you to backdate the listing.
3. On the display and occupancy tab of the input form you need to choose NO for Internet, Internet Street Address and IDX or the listing will go out in auto emails.
4. Once the listing is activated, immediately change to Closed.
5. Once the entry is closed in the system, email the completed Authorization to Show form to [MLSCompliance@bnar.org](mailto:MLSCompliance@bnar.org) along with the MLS #, correct Pending Date and Closing Date.
6. The MLS will then remove the listing agent, replacing it with URSELLERB (unrepresented seller), and correct the listing, pending and closing dates.

If you have any questions on the above procedures, please contact Danielle Melchiorre at 716-636-9122 or [dmelchiorre@bnar.org](mailto:dmelchiorre@bnar.org)