

Using MLS Date Fields

The MLS system provides four different date fields on the Standard Search screen for you to use to fine-tune your search. The screen print below shows the location of the fields.

The Status date fields (inside box labeled 1) are the only dates typed into the MLS by a user. These dates are determined from the date a listing or sales agreement is actually signed and is the official date a new listing status is in effect. Some refer to this as the contract date, date the agreement was signed, or the transaction date.

The other three date fields (Entry date, Status Date and Change Date) are generated by the computer and reflect the date the information about the listing or sales agreement was entered into the computer. It may, or may not, be the same as the date on the document entered by the agent or their clerical staff.

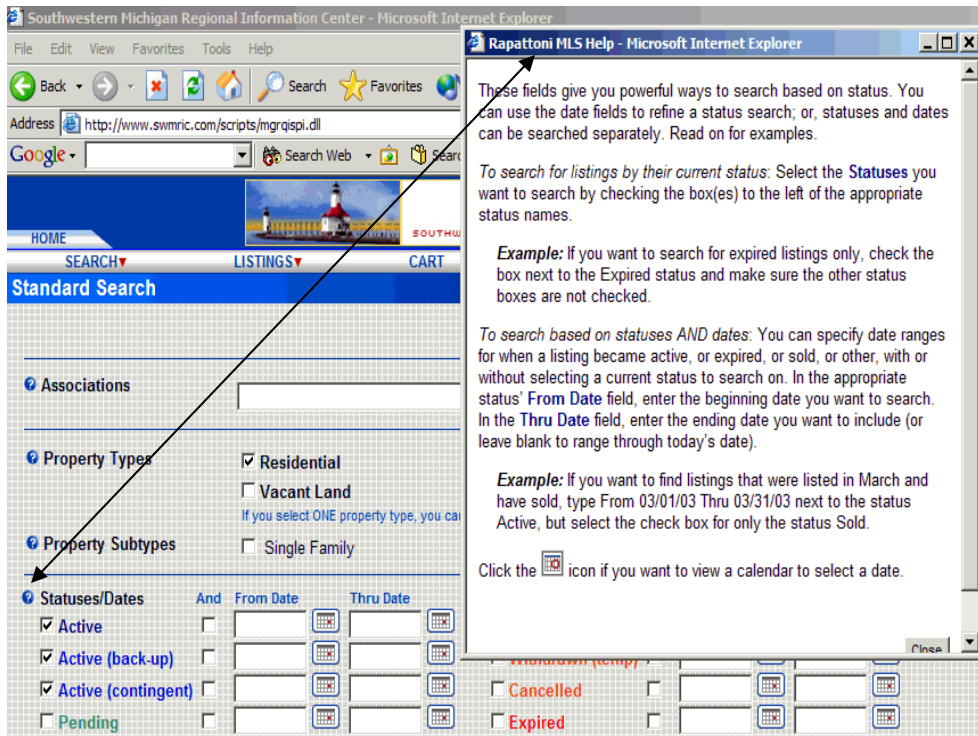
The screenshot displays the 'Standard Search' interface with four numbered callouts:

- 1**: A red box highlights the 'Statuses/Dates' section, which includes checkboxes for 'Active', 'Active (back-up)', 'Active (contingent)', 'Pending', 'Sold', 'Withdrawn (temp)', 'Cancelled', and 'Expired'. Each checkbox has associated 'From Date' and 'Thru Date' fields with calendar icons.
- 2**: Points to the 'Entry Date' field, which has a 'From' and 'Thru' date selection area.
- 3**: Points to the 'Status Date' field, which has a 'From' and 'Thru' date selection area.
- 4**: Points to the 'Change Date' field, which has a 'From' and 'Thru' date selection area.

Area 1 – Status/Dates - Date ranges refer to the actual contract date of the listing status as entered by the user. This may, or may not, be the date the listing information was entered into the MLS.

For example, a new active listing agreement was signed on December 29 and entered in the MLS on January 2. December 29 is the contract date and January 2 is the entry date. If you search for Active status listings between January 1 and January 15, our sample listing would not be returned since the contract date for the active status is December 29. However, searching between December 29 and January 15 would return the listing, based on the contract date entered by the user.

The following Help window displays when you are in the MLS system and click the blue dot.




Text from Help

To search for listings by their current status: Select the **Statuses** you want to search by checking the box(es) to the left of the appropriate status names.

Example: If you want to search for expired listings only, check the box next to the Expired status and make sure the other status boxes are not checked.

To search based on statuses AND dates: You can specify date ranges for when a listing became active, or expired, or sold, or other, with or without selecting a current status to search on. In the appropriate status' **From Date** field, enter the beginning date you want to search. In the **Thru Date** field, enter the ending date you want to include (or leave blank to range through today's date).

Example: If you want to find listings that were listed in March and have sold, type From 03/01/03 Thru 03/31/03 next to the status Active, but select the check box for only the status Sold.

Click the  icon if you want to view a calendar to select a date.

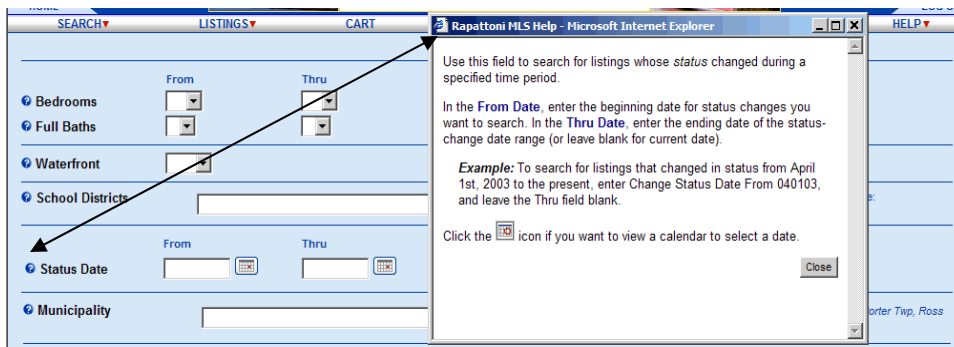
Area 2 – Entry Date - The Entry date field is the date a listing was first entered into the MLS as a valid listing. A listing that is waiting for approval or waiting to be completed does not have entry date assigned. The date the

listing is approved, or completed, is the Entry date. In our example above, the Entry date is January 2.

Area 3 – Status Date - Status date is the date a listing status change was entered into the MLS. This may, or may not, be the “official” date of the status change.

A property has a contract for sale signed on December 3. The information is entered in the system to change the status from Active to Pending on December 5. The Status date is December 5. This date is kept with the listing as the date the status became pending. When the sale is completed, the date the system is changed to reflect the Sold status becomes the sold status date. A listing that has had statuses of Active, Pending and Sold would have three status dates – one for each status. Remember status date is the day the status change is recorded in the MLS system, not necessarily the day contract change was executed.

The following Help window displays when you are in the MLS system and click the blue dot:




Text from Help

Use this field to search for listings whose *status* changed during a specified time period.

In the **From Date**, enter the beginning date for status changes you want to search. In the **Thru Date**, enter the ending date of the status-change date range (or leave blank for current date).

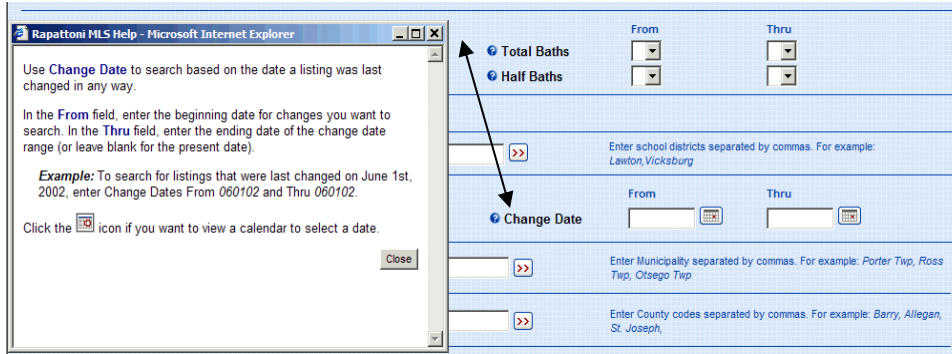
Example: To search for listings that changed in status from April 1st, 2003 to the present, enter Change Status Date From 040103, and leave the Thru field blank.

Click the  icon if you want to view a calendar to select a date.

Area 4 – Change Date -Entry of a Change date range returns listings that have any type of change, as reflected on the listing history record. This

could be a change to remarks, amenities, showing instructions, etc. It also includes any status changes.

The following Help window displays when you are in the MLS system and click the blue dot:




Text from Help

Use **Change Date** to search based on the date a listing was last changed in any way.

In the **From** field, enter the beginning date for changes you want to search. In the **Thru** field, enter the ending date of the change date range (or leave blank for the present date).

Example: To search for listings that were last changed on June 1st, 2002, enter Change Dates From 060102 and Thru 060102.

Click the  icon if you want to view a calendar to select a date.