Knowledge Base Article

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Article ID: **4245**

Subject: **Requirements for Sending a Listing Property Record to Weichert Reporting**

Last Modified: **June 24, 2009**

Applies to: **Pro Gold i2 2.xx, 3.xx**

Purpose: The Weichert Single Entry reporting process has checks built into it that must be satisfied before a record can be released to the Weichert Reporting System. <u>There are information validations that are required for the property record to be accepted by the Weichert Reporting System, whether the property record is entered manually or is created by an MLS import process</u>.

Procedure: Actions required to validate a listing property record for transmission to **Weichert Reporting**

Step 1: Log into Pro Gold

Step 2: Go to Work With Properties:

    a. **Version 2.xx:** Main Menu => Properties Tab => **Work with Properties** icon
    b. **Version 3.xx:** Main Menu => Transactions => **Work with Properties** icon

Step 3: Select the desired property through the search screen that appears. (**Version 2.xx** users select the **Find** button to access the Search screen)

    a. To create a new listing property record, click the **New** or **Add** button

Step 4: Ensure the minimum validation fields for a listing are filled out:

    a. In **Property Tab**
        i. Property Address
        ii. City
        iii. State
        iv. Zip
        v. List Date
        vi. Expiration Date
        vii. List Price

    b. In **Agent Tab**
        i. Assign Agent
        ii. Assign Listing Side

    c. In **Buyer / Seller Tab**
        i. Seller First Name
        ii. Seller Last Name
        iii. Seller Phone Number

    d. In **Weichert Tab**
        i. Weichert Property Type
        ii. Country

Step 5: If the listing goes to a Pending status, the following fields must be filled out when applicable

    a. In **Property Tab**
        i. Sale Date
        ii. Projected Close Date
        iii. Selling Price (Must be greater than zero)

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In **Agent Tab** (if you have the selling side)
- **iv.** Assign Agent
- **v.** Assign Selling Side

b. In **Buyer/Seller Tab** (if you have the selling side)
- **i.** Buyer First Name
- **ii.** Buyer Last Name
- **iii.** Buyer Phone Number

c. In **Comm. Tree Tab**
- **i.** Commission must be preliminarily calculated to provide Weichert with a projected commission split

References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

http://secured.progoldi2.com/webcast.aspx

- The Enhancement HelpNet links are located on the right side of the web page.

Related articles: 4097, 4098, 4190, 4201, 4241, 4246

Keywords: Weichert, Submission Process, Listing Property Record, Listings, WREA, 4245