



Knowledge Base Article

Free Download Real Estate Software - ProGold i2 web site: www.progoldi2.com
Real Estate Search Engine - ViewMyListing.com web site: www.viewmylisting.com
Search Local Classifieds – www.viewmylisting.com/buy-sale-trade
Agent Tools web site: www.viewmylisting9ae.com

Article ID: 4246
Subject: Requirements for Sending a Selling Side Only 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. There are information validations that are required for the property record to be accepted by the Weichert Reporting System. A selling side only transaction will always be manually entered (Does not come from an MLS import).

Procedure: Actions required to validate a selling side 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 selling side only property are filled out:

- a. In **Property Tab**
 - i. Property Address
 - ii. City
 - iii. State
 - iv. Zip
 - v. Sale Date
 - vi. Projected Close Date
 - vii. Selling Price (Must be greater than zero)
- b. In **Agent Tab**
 - i. Assign Agent
 - ii. Assign Selling Side
- c. In **Buyer / Seller Tab**
 - i. Buyer First Name
 - ii. Buyer Last Name
 - iii. Buyer Phone Number
- d. In **Weichert Tab**
 - i. Weichert Property Type
 - ii. Country

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

Information deemed reliable, but not guaranteed. Taro Systems, Inc. makes every reasonable effort to ensure its accuracy. Proprietary Information Protected by Taro Network of Companies, Copyright © 2009 Taro Systems, Inc.



Knowledge Base Article

Article ID: 4246

Subject: Requirements for Sending a Selling Side Only Property Record to

Related articles: 4097, 4098, 4190, 4201, 4245

Keywords: Weichert, Submission Process, Selling Side Only, Property Record, Sale, WREA, 4246

Information deemed reliable, but not guaranteed. Taro Systems, Inc. makes every reasonable effort to ensure its accuracy. Proprietary Information Protected by Taro Network of Companies, Copyright © 2009 Taro Systems, Inc.

Released: October 12, 2009

2 of 2