

New Homes – Sold Data/Entry Only

First gather your documents (Sales Contract, HUD, Tax Record, and Search Results) prior to starting to enter the Sold Data/Entry Only. See last page of all the data needed to enter this listing.

Print a tax record of the property so you will have it for reference.

OR

If no tax record available – **Tax ID** - If the property has not yet had a parcel ID assigned by the County Assessor, **enter the street address in the Tax ID field**. This is only for new construction or when the property is being subdivided, not platted, a recent condo conversion, a commercial listing, or a Business Opportunity Only (no land and entered into the commercial property type only).

Tools Tab – SDEO Residential

Entering a Sold Data/Entry Only listing is similar to a regular residential listing.

- From the homepage, click ‘Add/Edit’ on the top tab.
- In the ‘Listings’ section, click ‘Add new’.

The screenshot displays the StellarMLS website interface. At the top, a dark blue navigation bar contains the StellarMLS logo and several menu items: MY MATRIX, SEARCH, STATS, TAX, LINKS, FINANCE, ADD/EDIT (which is underlined and highlighted with a red arrow), and MARKET REPORTS. Below this is a search bar with a question mark icon and the placeholder text 'Enter Shorthand or MLS#'. The main content area is divided into two sections: 'Input' and 'Listings'. The 'Listings' section is highlighted with a red arrow and contains the text 'Add new or Edit existing Listings'. Below this, there is a 'Quick Modify:' section with a dropdown menu for 'Select an Agent', a checkbox for 'Show agents with no listings.', and a text input field for 'or type --MLS@#--' followed by an 'Edit' button. The 'Roster' section is also visible, containing the text 'Add new or Edit existing Agent Roster' and 'Add new or Edit existing Office Roster'.

- On the following page, select the corresponding form, from the Sold Data Entry Only (SDEO) options.

The screenshot shows the StellarMLS interface. At the top is a dark blue navigation bar with the StellarMLS logo and links for MY MATRIX, SEARCH, STATS, TAX, LINKS, FINANCE, ADD/EDIT, and MARKET REPORTS. Below this is a search bar with a question mark icon and the placeholder text 'Enter Shorthand or MLS#'. The main content area is titled 'Add New Listing' and contains a 'Select Form' section. This section lists various listing types, with the 'Sold Data Entry Only (SDEO)' options grouped at the bottom and highlighted by a red rectangular box. A red arrow points from the instruction above to the first option in this group, 'Sold Data Entry Only (SDEO) - Residential'. At the bottom left of the form is a 'Cancel' button.

Add New Listing

Select Form

- Residential - Add/Edit Listing Fields
- Commercial Sale - Add/Edit Listing Fields
- Commercial Lease - Add/Edit Listing Fields
- Business Opportunity - Add/Edit Listing Fields
- Income - Add/Edit Listing Fields
- Vacant Land - Add/Edit Listing Fields
- Rental - Add/Edit Listing Fields
- Sold Data Entry Only (SDEO) - Residential**
- Sold Data Entry Only (SDEO) - Commercial Sale
- Sold Data Entry Only (SDEO) - Commercial Lease
- Sold Data Entry Only (SDEO) - Business Opportunity
- Sold Data Entry Only (SDEO) - Income
- Sold Data Entry Only (SDEO) - Vacant Land
- Sold Data Entry Only (SDEO) - Rental

Cancel

- On the following page, you may select the corresponding county and input the requested information OR opt for 'Fill from Cross Property' OR 'Start with a blank Listing' on the top tab.



MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS



Enter Shorthand or MLS#

+ Add a New Cross Property Listing

Fill From Public Records | Fill From Realist Tax | Fill from Cross Property | Start with a blank Listing

Folio/Strap/PID (1) from which to Fill

Fill From

Search for pre-existing Tax Property Record from which to Fill

Ownership

Owner Last Name

Owner First Name

Owner Occupied

Foreclosure Indicator

☐ Actively in Foreclosure

Location

St #

Direction

Street Name

Type

Direction

Unit #

More

County

Alachua
Bradford
Brevard
Charlotte
Citrus

[Map Search:](#) No Map Selected

Neighborhood

School District

City



Subdivision



Building Name

Zip Code

Municipality

Folio / Strap / PID

Transaction Activity

Last Sale Date (Tax Data)

Last Sale Price (Tax Data)

Seller Name

Valuation

RealAVM™ Estimate

Assessed Value

Characteristics

Bedrooms

SqFt Living

Baths - Full

SqFt Total

Baths - Half

Acres

Year Built

Total Units

Stories

Pool Y/N

Land Use (CoreLogic)

Listing Activity

MLS Number

MLS Status / Date

☐ Active
☐ Pending
☐ Temporarily Off-Market
☐ Canceled (WDN-U)
☐ Withdrawn Conditional
☐ Sold
☐ Expired
☐ Leased

Cancel

Search

Getting Started Screen – Sold Data/Entry Only

- If selecting the ‘Start with a blank Listing’ option, the following page will appear. Giving you a definition break down of the buttons located at the bottom.



MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS



Enter Shorthand or MLS#

+ Sold Data Entry Only (SDEO) - Residential

Getting Started

Listing

Pool/Exterior

Land and Tax

Interior

Rooms

Water

Green

Community

Realtor

Closing Info

Button

Definition

Save As Incomplete

Will save the data as an unfinished record but will not display the listing as Active within the digital market place. Use this function to retain data entry from your current input session. Leaving the input screens will end the input session. You must save the listing as incomplete in order to add photos. Please Note- Incomplete listings that are not submitted as active in Matrix within 30 days from the last date modified will be purged from the system and will not be able to be recovered.

Photos must be added to a saved, Incomplete listing before the record can be submitted to Active status.

Validate

Clicking on the Validate button will start the system check to ensure all required fields are populated. Any requirements missing for the listing to be made Active will be displayed with a red exclamation icon on the affected tab and in front of the missing required field within that tab. Click on the exclamation icon for additional information on how to populate a specific field.

Cancel Input

Shows a pop-up window asking for cancellation confirmation. If "Yes" is selected to confirm cancellation, all data from that session will be lost. If "No" is selected, the user will be returned to the current session without data loss.

Submit Listing

Retains current field data, runs field requirements and format checks, and takes the user to the 'Input Succeeded' screen or 'Input Warning' screen if a field warning still applies.

By submitting this listing as active you are agreeing that you are the content creator, own the copyright to or have proper licensure to upload all content into Stellar MLS.



Save as Incomplete



Validate



Cancel Input



Submit Listing

Listing Maintenance Screen – Sold Data/Entry Only

Yellow open text fields are REQUIRED and must be filled out.



MY MATRIX | SEARCH | STATS | TAX | LINKS | FINANCE | ADD/EDIT | MARKET REPORTS



Enter Shorthand or MLS#

+ Sold Data Entry Only (SDEO) - Residential

Getting Started | **Listing** | Pool/Exterior | Land and Tax | Interior | Rooms | Water | Green | Community | Realtor | Closing Info

Listing Information

Special Sale Provision

- ☐ Auction
- ☐ Bank Owned/REO
- ☐ Government Owned
- ☐ Probate Listing
- ☐ Short Sale

Address

Street Number

Street Dir Pre

Street Name

Street Type

Street Dir Post

Unit Number

☐ No Unit #

City

State

Zip

Zip + 4

County

Country

United States

Floors In Unit/Home

- ☐ Multi/Split
- ☐ One
- ☐ Two
- ☐ Three Or More

Floor Number

Total # Floors

Building Name/Number

Building Elevator

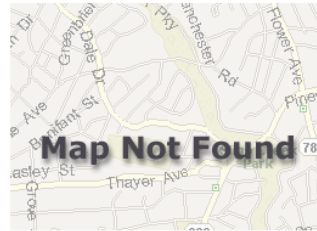
Developments & Subdivisions

Auto-Fill from Development Dictionary

Development

Subdivision/Condo Name

Southwest



Save as Incomplete | Validate | Cancel Input | Submit Listing

Data Needed for SOLD DATA/ENTRY ONLY

- Special Sale Provision
- Street Number
- Street Name
- City, County, Zip
- Floors In Unit/Home
- Latitude / Longitude
- Ownership
- Private Pool Y/N
- Property Style
- New Construction Y/N
- Property Condition
- Foundation, Exterior Construction and Features, Roof
- Garage Y/N, Carport Y/N
- Year Built
- Tax ID – if no tax record **enter the street address in the Tax ID field**
- Tax Year
- Taxes
- Additional Parcel Y / N
- Year Built
- Zoning
- Legal Description - (Sales Contract or HUD)
- Section, Township, Range
- Plat Book/Page
- Block./Parcel
- Lot # (Sales Contract or HUD)
- Subdivision / Community Name
- Flood Zone Code
- Total Acreage, Lot Size Square Footage, Lot Size Acres
- Homestead Y/N, CDD Y/N Land Lease Y/N
- Bed
- Sq Ft Heated
- Sq Ft Source
- Full Bath
- Sq Ft Total
- Half Bath
- Fireplace Y/N
- Appliances Included
- Utilities
- Sewer
- Heating and Fuel
- Air Conditioning
- Room Dimensions
- Water Access Y/N
- Water View Y/N

- Water Extra Y/N
- Water Frontage Y/N
- Master Assoc. Y/N
- Housing for Older Persons Y/N
- Selling Agent ID – Your MLS ID #
 - ***MLS auto-fills listing agent as NON-MFR Realtor**
- Internet Y/N
- IDX/VOW Display Comments Y/N
- IDX/VOW AVM Y/N
- Third Party Y/N
- Show Prop Address on Internet Y/N
- Create Free Automatic Virtual Tour Y/N
- Driving Directions
- Contract Date
- Seller Paid Buyer Costs
- Sold Price
- Sold Terms
- Sold Date
- Submit – This will save and give you an MLS ID # (ex. T2935774)
- Add one photo of the front of the home
- Print Broker Synopsis Report