

**How to Fill Out a Profile Sheet for a “FSBO”**  
**(For Sale By Owner)**

1. Price: Use the Price that The Property Sold for
2. Address, state, zip, county, municipality, N/S & E/W locations, tax key#, tax amt. & tax year, lot size --- all required as any other listing.
3. Listing date and expiration date: USE THE “OFFER ACCEPTED DATE” for BOTH of these fields.
4. Office code, agent code & agents name will be auto filled. MLS Coordinator will change to “NMLS” when received
5. Commission Information: fill in per Buyer’s Agency Contract
6. The rest of the profile sheet (different fields depending on category) needs to be filled out as usual...REQUIRED information is mandatory, even with FSBO’s.
7. In the REMARKS, be sure to put “Buyer’s Agency” and/or “FSBO.” You may also describe the as with any other listing, as this helps with comparables, market analysis, etc.
8. Upload a copy of the Buyer Agency Agreement to flexmls
9. Photos of “FSBO” properties are OPTIONAL

If you have any questions call the Association Office 785-7744.