

Listing Type/Status Guide for New Listings

	Office Exclusive/Non-MLS	Coming Soon	Active
When is the listing submitted to the MLS?	Within 48 hours of a signed listing agreement.	Within 48 hours of a signed listing agreement, and within 1 business day if the listing is marketed publicly.	Within 48 hours of a signed listing agreement, and within 1 business day if the listing is marketed publicly.
When can listing go Active on the MLS?	N/A	No more than 7 days after submitting the listing to the MLS. After the Coming Soon listing is entered to the MLS, the Start Showing Date cannot be shortened.	Within 48 hours of signed listing agreement, or within 1 business day if the listing is marketed publicly.
When is public marketing allowed?	Public marketing is not allowed for Office Exclusive/Non-MLS listings.	Upon submitting the listing as Coming Soon to the MLS. Showings, Broker Tours, and Open Houses are not permitted while the listing is Coming Soon.	Upon submitting the listing to the MLS.
When can a showing and/or Open House be scheduled?	At the seller(s) discretion, not through the MLS.	Showings, Broker Tours, and Open Houses may be scheduled for the Start Showing Date or beyond.	Upon submitting the listing to the MLS.
When are showings and/or Open Houses allowed?	At the seller(s) discretion, not through the MLS.	Showings are not allowed until the Start Showing Date.	Upon submitting the listing to the MLS.
Days on Market Calculation Time	N/A	DOM begin counting on the Start Showing Date.	DOM begins counting on the date the listing is activated in the MLS.
Required Paperwork (with all required authorized signatures)	Exclusive Right/Agency Listing Agreement, Certification to Withhold Property from the MLS	Exclusive Right/Agency Listing Agreement, Coming Soon Status Listing Addendum	Exclusive Right/Agency Listing Agreement