

Listing Type/Status Guide for New Listings

	WITHHELD (Office Exclusive/Non-MLS)	DELAYED	COMING SOON	ACTIVE
When is the listing submitted to the MLS?	Within 48 hours of a signed listing agreement- FOR MLS OFFICE RECORDS ONLY.	Within 48 hours of a signed listing agreement- FOR MLS OFFICE RECORDS ONLY until the listing becomes COMING SOON or ACTIVE.	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 the listing go Active on the MLS?	A WITHHELD listing must remain off-market for a minimum of 120 days before being eligible for entry to the MLS. A fee of \$1000 will apply to go live on the MLS within that timeframe.	A DELAYED listing may be entered as a COMING SOON or ACTIVE listing in the MLS at the seller's discretion.	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 permitted for WITHHELD listings.	Public marketing is not permitted for DELAYED listings. Showings, Broker Tours, and Open Houses are not permitted while the listing is DELAYED.	Public marketing is permitted 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.	Public marketing is permitted upon submitting the listing to the MLS.
When can a showing and/or Open House be scheduled?	Not through the MLS.	Showings, Broker Tours, and Open Houses may be scheduled as of the Active Date.	Showings, Broker Tours, and Open Houses may be scheduled as of the Active Date.	Showings, Broker Tours, and Open Houses may be scheduled upon submitting the listing to the MLS.
When are showings and/or Open Houses allowed?	Not through the MLS.	Showings are not permitted until the Active Date.	Showings are not permitted until the Active Date.	Showings are permitted upon submitting the listing to the MLS.
Days on Market Calculation Time	N/A	DOM begins counting on the Active Date.	DOM begins counting on the Active Date.	DOM begins counting on the date the listing is activated in the MLS.
When can offers be submitted to the Listing Agent?	Offers may be submitted to the Listing Agent at any time.	Offers may be submitted to the Listing Agent at any time.	Offers may be submitted to the Listing Agent at any time.	Offers may be submitted to the Listing Agent at any time.
When can the Listing Agent present offers to the Owner/Seller?	Listing Agent may present offers to the Owner/Seller at the Owner/Seller discretion.	Listing Agent may present offers to Seller/Owner as of the Active Date.	Listing Agent may present offers to Seller/Owner as of the Active Date.	Listing Agent may present offers to Seller/Owner as of the Active Date.
Required Paperwork (with all required authorized signaures)	Exclusive Right/Agency Listing Agreement, Certification to Withhold Property from the MLS	Exclusive Right/Agency Listing Agreement, Certification to Delay Property from the MLS, Optional: Coming Soon Addendum	Exclusive Right/Agency Listing Agreement, Coming Soon Status Listing Addendum	Exclusive Right/Agency Listing Agreement

Last Updated: 04/2022

