



“Coming Soon” Status addendum to the property data input sheets

Definition: Coming Soon – Indicates that the broker and the seller are preparing the property for sale and for marketing as Active Status. This status is not intended to give the listing broker an advantage in finding a buyer for the property to the detriment of cooperating brokers or to circumvent the selling of the property on an open market. The intended use of this status is to provide a vehicle for participants and subscribers to notify other participants and subscribers of properties that will be made fully available for showing and marketing after preparations have been completed. While the property is in “Coming Soon” Status, the seller and the listing broker may not promote or advertise the property in any manner other than as “coming soon”. Properties in this status may not be shown. This status is for short term use preparatory to Active status, 21 days or less, and must have a listing agreement and seller(s) approval.

- 1) Mandatory – If you have a valid listing contract, and the listing is not yet available for showing, with the seller(s) approval you are required to enter the listing into the MLS in the “Coming Soon” Status.
- 2) Listing must be entered into the Multiple Listing Service in the “Coming Soon” Status within 5 calendar days of the listing contract.
- 3) Property Types allowed in the “Coming Soon” Status; a) Single Family b) Condo-Villa c) Multiple Family d) Mobile Home e) Rent/Lease.
- 4) The maximum days a listing can be in the Coming Soon Status are 21 days.
- 5) Listings must have an “On Market Date” (OMD) entered into the listing load, less than or equal to 21 days.
- 6) While the listing is in the “Coming Soon” Status, it is viewable by the general public via IDX, RETS and API’s (Application Programming Interface).
- 7) Listings entered into the MLS with Coming Soon Status shall automatically transition to Active status on the “On Market Date” (OMD).
- 8) Listings Active Days on Market (LADOM) will start when the listing transitions to the “Active Status”
- 9) Once the listing transitions from the Coming Soon Status to the Active Status, it cannot revert back to Coming Soon status.
- 10) Listing may not be transferred from any other status to Coming Soon.
- 11) You may, but are not required to enter an explanation of “why the property is not available” for showings in the Coming Soon Remarks Field.
- 12) All MLS Rules and Policies apply where appropriate.
- 13) Failure to comply with this rule will result in a fine of \$1,000 for the first offense and \$2,000 for the second offense as set forth in Section 7(b).
- 14) If the Multiple Listing Service, for any reason, requests a copy of the listing documentation on a listing in the coming soon status, that documentation must be submitted to the Multiple Listing Service within 24 hours of such request.

If your listing matches all the criteria above then your listing may be entered into the MLS as Coming Soon. Below are 2 MLS additional fields.

Property Address _____ On Market Date _____

Coming Soon Remarks (150 characters)

Seller(s) Signature _____