

ENTRY OF LISTING

Listing agreement authorizing entry of the property into MLS is signed, and listing agent enters into MLS

INCOMPLETE

- Choose status at the time of entry: Active or Coming Soon (if delayed showings will be used)
- Can be finished at a later date
- Saved as incomplete on Listing Agent's account
- No MLS # assigned
- Not live on MLS
- Photos, Documents and Virtual Tours can be added before listing is made active

ACTIVE

- MLS # assigned automatically when added
- Listing is scanned for errors for MLS staff review
- Listing will be sent to any subscription email (buyers) whose criteria matches
- Appears in Hot Sheets as a New Listing
- May be displayed on external websites
- TIMING:** The listing must be placed on the MLS within 24 hours* of Listing Agreement signing

COMING SOON

Coming Soon Status must be selected at the time of listing entry.

- Showings are not permitted while in Coming Soon status
- Listings cannot be placed in Coming Soon status after they have been Active
- Coming Soon status can be up to 30 days from MLS Entry Date (List Date)
- The Active on MLS date can be moved into the future (max 30 days)
- Advertising is permitted
- Coming Soon status listings are included in auto-emails and external websites
- TIMING:** The listing must be placed on the MLS within 24 hours* of the MLS Entry Date (same as Active Listing)

WITHDRAWN

- This is a temporary status
- Listing agreement is still active but "no showings are available at this time"
- Displays as off market on Homesnap, Realtor.com and Zillow
- Removed from IDX display
- TIMING:** The listing must be marked as Withdrawn in the MLS within 24 hours*

EXPIRED

- Listing was not extended prior to Expiration Date
- TIMING:** Status automatically changes to Expired at end of the day of expiration

CANCELLED

- Authority to display property as active on MLS has been rescinded
- TIMING:** The listing must be marked as Cancelled in the MLS within 24 hours*

CONTINGENT

- A contract exists with contingencies to the sale
- IDX, Realtor.com and Zillow continue to display listing
- A listing will still expire while in this status
- TIMING:** The listing must be marked as Contingent in the MLS within 24 hours* of a fully executed purchase contract

PENDING

- Contract has been signed without contingencies or those contingencies have been removed
- Listing removed from Homesnap and Zillow
- Broker-controlled IDX sites may still display based on their preference
- Pending status will not automatically expire
- TIMING:** The listing must be marked as Pending in the MLS within 24 hours* of a fully executed purchase contract

BACK ON MARKET

- Status is changed back to Active from Expired, Withdrawn, Contingent, or Pending
- Listing is again available for showings
- Subscription email is sent to contacts with matching criteria
- Appears in Hot Sheets as Back on Market
- TIMING:** The listing must be marked as Active in the MLS within 24 hours* of a status change

CLOSED/SOLD

- Closing has occurred
- Listing can no longer be edited by Listing Agent
- Broker-controlled IDX sites may still display based on their preference
- TIMING:** The listing must be marked as Sold/Closed in the MLS within 14 days of closing/funding.

West Central Association of REALTORS®

*Except weekends and federal holidays whereby changes would be made next business day.