



Listing Addendum – Coming Soon Status

Definition: The Coming Soon status indicates that the broker and the seller are preparing the property for sale and for marketing as an 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". This status is for short term use preparatory to Active status, 30 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 24 hours of the listing contract (excluding weekends and federal holidays).
3. Listing must be entered into the Multiple Listing Service in the "Coming Soon" status within 24 hours of marketing the property per the national Clear Cooperation rule.
4. Property types allowed in the "Coming Soon" status:
 - a. Single Family
 - b. Condo
 - c. Multiple Family
 - d. Mobile Home
 - e. Rent/Lease
5. The date entered in the available date field must be the date the property will be available for showings.
6. The available date, after initially set, may later be revised, but revised only to a date further in the future. It may NOT be revised to a date prior to the original date entered.
7. The maximum days a listing can be in the Coming Soon status are 30 days.
8. Listings must have an "Available Date" entered which is less than or equal to 30 days.
9. Syndication of Coming Soon listings is allowed on day one of entering into the MLS and at any time during the Coming Soon status by selecting "yes" in the internet display field. (Syndication does not include allowing showings. Coming Soon rules still apply.)
10. If the seller chooses to syndicate while in Coming Soon status, the listing agent must add one photo to the MLS.
11. Listings active days on market will start from the date the listing agreement was signed.
12. Properties in this status may not be shown. A seller may choose to accept an offer sight unseen. If the accepted offer includes a contingency for the buyer to view the home, the status must be changed to contingent within the 24 hours allowed for a status change. Then the property may be shown. If the buyer chooses to cancel the contract the property would go back to a Coming Soon status for the remainder of the time originally requested to prepare the property for Active Status.
13. All MLS Rules and Policies apply where appropriate.
14. Failure to comply with these rules will result in: 1st offense: \$500, 2nd offense: \$1000.00 fine, 3rd offense: \$2000.00 fine.
15. 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 two MLS Additional fields that are required and will need to be filled out.

Property Address _____ Available Date _____

Sellers Signature _____ Revised Date 06/01/2022