

LIFECYCLE OF AN MLS LISTING

ENTRY OF LISTING

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

INCOMPLETE

- Not live on MLS
- No MLS # assigned
- Saved as incomplete on Listing Agent's account
- Can be finished at a later date
- 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
- Included in IDX feeds and Homesnap
- On Realtor.com, Zillow (depending on Broker Distribution Preferences setting)

SHOWING START DATE

- Date when the first showings are available
- May be a future date if showings are not immediately available
- No showings, open houses, realty tours, or agent previews are allowed until the Showing Start Date
- The "Delayed Showing Authorization" form is required if a future date

WITHDRAWN/TEMP OFF MARKET

- This is a temporary status.
- Listing agreement is still active but "no showings are available at this time"
- Listing will still expire while in this status
- Displays as off market on Homesnap, Realtor.com and Zillow
- Removed from IDX display

EXPIRED

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

CANCELLED

- Authority to display property as active on MLS has been rescinded

CONTINGENT

- A contract exists with contingencies that are indicated by the type of Contingent status selected
- 3 Contingent status types: Contingent Escape, Contingent Finance and Inspection, Contingent Lienholder Release
- IDX, Homesnap, Realtor.com and Zillow continue to display listing
- A listing will still expire while in this status

PENDING/UNDER CONTRACT

- Contract has been signed without contingencies or those contingencies have been removed
- Listing removed from Realtor.com and Zillow
- Broker-controlled IDX sites may still display based on their preference
- Pending/Under Contract status listing will not automatically expire

BACK ON MARKET

- Status is changed back to Active from Expired, Withdrawn, Contingent, or Under Contract
- Listing is again available for showings
- Subscription email is sent to contacts with matching criteria
- Appears in Hot Sheets as Back on Market

CLOSED/SOLD

- Closing has occurred
- Listing can no longer be edited by Listing Agent
- Broker-controlled IDX sites may still display, depending upon their preference