

SmartMLS Listing Situations Grid

	Traditional Listing	Coming Soon	Delayed Listing	Withhold
When is listing submitted to MLS?	Within 48 hours of signed Listing Agreement	Within 48 hours of signed Listing Agreement	On Go Active date	Within 48 hours of signed Listing Agreement ²
When is public marketing allowed?	As soon as the listing is Active on MLS	As soon as it is entered on MLS as Coming Soon (except for tours/open houses) ¹	Not until Go Active date	At the discretion of the listing agent and the seller
When can a showing be scheduled?	As soon as the listing is Active on MLS	As soon as it is entered on MLS as Coming Soon (but only for the Go Active date or later)	Not until Go Active date	Not through MLS
When are showings allowed?	As soon as the listing is Active on MLS	Not until Go Active date or later	Not until Go Active date or later	Not through MLS
Can the Go Active date be adjusted?	n/a	Cannot be shortened; can be extended, but not to exceed 14 total days as a Coming Soon listing	Yes- as many times as necessary up and until the listing is submitted to the MLS	At seller's instruction, Go Active Date can be after 30 days (minimum) from Listing Agreement execution
Days on Market (DOM) Calculation (aka Market Time)	As soon as the listing is Active on MLS	Days on Market start on the Go Active Date	Days on Market start on the Go Active Date	Days on Market starts upon executed agreement
What paperwork is required?	Listing Agreement or Listing Agreement Compliance Certification must be loaded to Supplements as a Private Document	Listing Agreement or Listing Agreement Compliance Certification must be loaded to Supplements as a Private Document and Coming Soon Addendum loaded as Coming Soon Supplement	Listing Agreement or Listing Agreement Compliance Certification and Delayed Listing Form (if delayed information is not in Listing Agreement) must each be loaded to Supplements as a Private Document	Withhold from MLS form must be submitted to SmartMLS within 48 hours of listing agreement execution; Sellers Instruction to File Listing with SmartMLS is required if seller decides to submit listing to the MLS
Who should sign?	N/A No additional form	Listing Agent and Seller(s)/Lessor(s)	Listing Agent and Seller(s)/Lessor(s)	Listing Agent & Broker/Manager and Seller(s)/Lessor(s)

1 For Coming Soon listings, all public marketing with the exception of tours and/or open houses is permitted as soon as the listing is entered on the MLS in the Coming Soon status. As is the case with showings, Tours and Open Houses cannot occur during the Coming Soon period- they can only occur once the listing is Active on the MLS.

2 The listing must be entered into Connect as a Withhold from MLS listing and the *Listing Agreement/Listing Agreement Compliance Certification* **and** the *Instruction to Withhold* form uploaded before you are able to publish the listing within Connect. If the seller decides they want their withheld listing activated on the MLS (so all SmartMLS subscribers and their clients can see it), it has to be after a *minimum* of 30 days being withheld. Market Time will accrue during the time the listing was withheld.