Listing Situations Grid

	Traditional Listing	Coming Soon	Delayed Listing	Withhold
When is the listing submitted to the MLS?	Within 48 hours of Listing Agreement execution[1]	Within 48 hours of Listing Agreement execution[1]	On Go Active date	Upon Listing Agreement execution[1,3]
When is public marketing allowed?	As soon as the listing is active on the MLS	As soon as it is entered in the MLS as a Coming Soon (except for tours/open houses)[2]	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 the MLS	As soon as it is entered in the MLS as a Coming Soon (but only for the Go Active date or later)	Not until Go Active date	Not through the MLS
When are showings allowed?	As soon as the listing is active on the MLS	Not until the Go Active date or later	Not until Go Active date	Not through the MLS
Can the Go Active date be adjusted?	N/A	It cannot be shortened. It can be extended, but not to exceed 14 total days as a Coming Soon listing	Yes , as many times as necessary until the listing is submitted to the MLS	Yes, at seller's discretion; must be a minimum of 30 days from Listing Agreement execution
When does Days on Market (DOM) begin accruing?	As soon as the listing is active on the MLS	On the Go Active date	On the Go Active Date	Upon Listing Agreement execution
What paperwork is required?	Listing Agreement or Listing Agreement Compliance Certification must be uploaded to Additional Documents as a Private Document	Listing Agreement or Listing Agreement Compliance Certification ***AND*** Coming Soon Addendum must each be uploaded separately to Additional Documents as Private Documents	Listing Agreement or Listing Agreement Compliance Certification ***AND*** Delayed Listing Form (if delayed information is not in the Listing Agreement) must each be uploaded separately to Additional Documents as Private Documents	Withhold from MLS Form must be submitted to SmartMLS within 48 hours of Listing Agreement execution; Seller's Instruction to File Listing with SmartMLS is required if seller decides to submit the 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 Listing Agreement execution is either the beginning date of the listing agreement, or the last date on which all necessary signatures were obtained - whichever is later.

2 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.

3 In addition to being entered into Connect as a Withhold from MLS listing, both the Listing Agreement/Listing Agreement Compliance Certification ***and*** the Instruction to Withhold form must be uploaded before you can publish the listing. If the seller decides they want their withheld listing activated on the MLS (so all SmartMLS subscribers and their clients can see it), it must be after a minimum of 30 days being withheld. Market Time will accrue while the listing is in the withheld status.