

Tip Sheet: Coming Soon Input

To enter a listing as Coming Soon, please follow these steps to avoid any penalties.

(Effective 4/26/17-updated 12/1/19)

1. **CONTRACT** - Obtain a seller signed listing agreement.
2. **COMING SOON REQUEST** - Obtain a seller signed *Coming Soon Authorization Form* with the required fields filled in including the “Active Status on ____ date”.
3. **MLS#** - Enter and Save the listing into Matrix within **48 hours (2 business days)**. The status of *Coming Soon* should be used.
 - a. NOTE: Contract date = effective, starting, commencing date – if contract does not have that wording or something similar then last seller signature date will be used as starting date.
 - b. All required fields including Expected Active Date under the General Info tab must be entered to save as Coming Soon and made available to other users.
4. **PHOTO** - Enter a primary photo within 48 hours (2 business days) of entering the listing.
5. **NOTIFY US** - Send listing agreement and Coming Soon Listing Seller Authorization form to ComingSoon@mlsnow.com within 48 hours (2 business days) of listing entry.

NOTE:

- a. Expected Active date can only be changed to a later date between the List Date and 14 days after the list date. Seller must give permission in writing using a new Coming Soon Listing Authorization form to change the Active date. It can't go Active sooner than requested.
 - i. This paperwork must be submitted to ComingSoon@mlsnow.com
- b. If a listing is no longer going to be listed and will not be moving from Coming Soon to Active status, you must obtain signed documentation (withdrawal approval or a mutual release) and this paperwork must be submitted to ComingSoon@mlsnow.com. MLS Staff will change the status to Withdrawn (With Release or Without Release) depending on paperwork.
- c. If the listing has moved to active but your client is not ready to show the property, you will need to obtain permission in writing to take the listing temporarily off the market (TOMK status). Remember to include the required expected back on market date in the Broker Remarks.
- d. The only Coming Soon listings that are entered into MLS are those with a signed valid listing agreement.
 - (a) If a coming soon property does not have a listing agreement, it shall not be entered into the MLS. These properties may have signs in the yard stating coming soon but will not be found in the MLS. **MLS** Now has no jurisdiction over listings that do not have a listing agreement.

See the [Coming Soon Fact Sheet](#) in Matrix for additional information on Coming Soon listings. It is available under the [LINKS menu](#) in the Matrix MLS system.

