



## **RULES & DEFINITIONS**

The 2-business day rule applies to entering new listings (Residential, Land, Multi-Family in the MLS Now coverage area) and making all status changes (except sold which must be done within 14 calendar days of the recording date). Clear Cooperation Policy requires a listing to be entered into the MLS within 1 business day of the listing being marketed to the public. Marketing to the public includes but is not limited to signs or flyers in yards or windows, marketing on public websites, brokerage websites, digital communications such as email blasts, multi-brokerage listing sharing networks, and other methods of marketing to the public.

## **UNDER CONTRACT, EXPIRED, & SOLD**

**UCX=Under Contract Expired** - If an Under Contract listing goes past the expiration date, the status will automatically change at midnight of the expiration date to this new status. It is then understood there is no longer a Listing Agreement in effect, but they are still waiting for the title to transfer. \*

**S=Sold** - If the listing is still in Under Contract Allow Showings, change to Under Contract No Showings, then to Sold within 14 calendar days of the recording date. Once the listing is changed to Sold, no further changes can be made to the listing, so be sure it is reflecting the correct information.

## **WITHDRAWN & EXPIRED**

**WNR=Withdrawn No Release** – the seller has not been released from the listing agreement, but the property is not available for showing or sale.

**WR=Withdrawn Released** – the listing agreement has been terminated.

**X=Expired** – the listing agreement has ended.



## LISTINGS UNDER CONTRACT

**C=Under Contract ALLOW Showings** - (DOM) Days On Market continue accruing. Listings must still be available to be shown but an offer has been accepted and is contingent on items noted.

**P=Under Contract NO Showings** - Listings that have an accepted offer and are waiting for the title to transfer. The seller does not want the property to be shown.

## INCOMING & ACTIVE

**I=Incoming** - only the List Agent and List Office administrators can see these listings until completed and marked as Active. Once the Listing Agreement is signed, the listing must be completed and changed to Active Status within 2 business days of the List Date in the Exclusive Listing agreement.

**A=Active** – must be available to be shown. (DOM) Days On Market are counted from the List Date. Active listings can immediately be seen by all members using Matrix.

## REMINDERS

**Photo Note:** Before a listing goes off market (Sold, Withdrawn, or Expired), you may remove any photos (other than the primary) that you or the seller do not want to be maintained in the MLS property history. Once the status changes to Sold, Withdrawn, or Expired the listing's information and photos cannot be edited by the listing agent or by the listing office. **\*UCX Listings may be updated to Expired, if purchase fell through, or sold when closed.** To reset **CDOM**, the property will need to remain off market for 45 days before re-listing.