



Deadlines for New Listings & Changes

Based on the MLS Now Rules and Regulations, effective 08/03/2026

If it happens on...	One business day*	Two business days**
Monday	Tuesday	Wednesday
Tuesday	Wednesday	Thursday
Wednesday	Thursday	Friday
Thursday	Friday	Monday
Friday	Monday	Tuesday
Saturday	Monday	Tuesday
Sunday	Monday	Tuesday

Business days are Monday–Friday, excluding federal and Ohio state holidays (Rule 12.4). If a holiday falls inside the window, the deadline moves out one more business day.

* One business day

- **Marketed before it's in the MLS:** if the property is marketed to the public first (yard signs, social media, digital ads, public websites, multi-brokerage networks), file the listing within one business day after marketing begins (Rule 2.2.1).
- **Documents MLS Now requests:** listing and purchase agreements, amendments, seller instructions and settlement statements (Rules 2.1.2 and 2.8).
- **Corrections:** correct inaccuracies and provide documentation after MLS Now's request (Rule 2.7.3).

** Two business days

1. **New listings,** after the exclusive listing agreement is fully signed: residential, multi-family (2–4 units) and residential, farm or agricultural land in the MLS Now Service Area (Rule 2.2.1). Not being shown yet? Enter it as Temporarily Off Market. Commercial and rental listings are optional.
2. **PREP listings:** Seller PREP Authorization form and listing agreement, from the list date (Rule 2.2.3).
3. **Office Exclusives:** Seller MLS Opt-Out form and listing agreement, after they are signed.
4. **Status changes:** all of them (Rule 4.1.1), plus contingency updates and cancelled pending sales (Rule 4.1.3).
5. **Price changes, extensions and other listing changes,** from the effective date of the change (Rule 2.8).
6. **Sold Before Processing,** from the list date (Rule 4.3.2).
7. **Affiliation or license changes:** Participants notify MLS Now (Rule 1.4).

Other deadlines

- **Sold:** closing information, including sale price, within 14 calendar days of the final closing date (Rule 4.3.1).
- **Comp Only listings:** within 14 days of the title transfer date (\$50 processing fee if late).
- **Primary photo:** required on every listing (Rule 3.2). \$100 fine if it isn't uploaded within 48 hours.
- **New members:** complete orientation within 30 calendar days after access is provided (Rule 1.6).

MLS Now hours

Monday–Friday
8:30 a.m.–5:00 p.m.

Holidays

2026

Columbus Day	Mon 10/12
Veterans Day	Wed 11/11
Thanksgiving	Thu 11/26
Christmas	Fri 12/25

2027

New Year's Day	Fri 1/1
Martin Luther King Jr. Day	Mon 1/18
Presidents' Day	Mon 2/15
Memorial Day	Mon 5/31
Juneteenth (observed)	Fri 6/18
Independence Day (observed)	Mon 7/5
Labor Day	Mon 9/6
Columbus Day	Mon 10/11
Veterans Day	Thu 11/11
Thanksgiving	Thu 11/25
Christmas (observed)	Fri 12/24
New Year's Day 2028 (obs.)	Fri 12/31

Holidays are not business days (Rule 12.4).

Send paperwork to

Data Integrity

Listing corrections, audits, Seller MLS
Opt-Out and PREP forms
DataIntegrity@MLSNow.com
Fax 216-485-4159

Membership

Roster changes
Membership@MLSNow.com

Help Desk

help@MLSNow.com
216-485-4100

Report every status change within two business days of the change (Rule 4.1.1). Sold is the exception: report closing information within 14 calendar days of the final closing date (Rule 4.3.1). The MLS randomly audits every 150th new listing or change in Matrix; send requested paperwork within one business day (Rule 2.1.2).

I = Incomplete

Only the list agent and list office administrators can see an Incomplete listing until it is completed. A listing can stay Incomplete for 90 days; after that it is removed. Once the listing agreement is signed, complete and submit the listing within two business days after it is fully signed (Rule 2.2.1).

PREP = Pre-Release Entry Property

Rule 4.2.1: A property that is in a pre-marketing status, entered into the MLS system and visible to all participants and subscribers. The pre-marketing status follows all MLS and NAR entry rules. (Added 05/26)

In Matrix: Showings and IDX feeds to public portals are optional, and public marketing is permitted. Price history and days on market are suppressed during the 7-business-day PREP period (Rule 12.19). Submit the Seller PREP Authorization form and listing agreement within two business days of the list date (Rule 2.2.3).

A = Active

Rule 4.2.2: Property is available for showings and offers, with showings available on the same terms for all subscribers. All required fields are complete. Any offer deadlines or showing restrictions must be disclosed in remarks.

In Matrix: Days on market count from the list date. Active listings are visible to all members in Matrix right away and are shared with the public on realtor.com every 15 minutes if Internet Listing = Yes. To fix dates or price, send a listing correction form with supporting documents. A listing still Active on its expiration date changes to Expired automatically.

C / P = Under Contract

Rule 4.2: An offer has been accepted. If there are contingencies, indicate "contingencies" and "show"/"no show" per field options.

In Matrix: **C = Under Contract Allow Showings:** days on market keep counting, and the listing can be shown up to the expiration date. **P = Under Contract No Showings:** days on market stop counting; a mutual release is needed to go back to Active. Either one changes to Under Contract Expired if it is still in place on the expiration date.

E = Under Contract Expired

An Under Contract listing that passes its expiration date changes to this status at midnight. The listing agreement is no longer in effect, but the sale is still pending. The system waits 180 days for the listing office to mark it Sold, then changes it to Expired. If the deal falls apart, a new listing agreement is needed.

S = Sold

Rule 4.2.6: The transaction has closed. Sale price and other required closing information must be reported within the prescribed timeframe.

In Matrix: Change Under Contract Allow Showings to Under Contract No Showings, then to Sold, within 14 calendar days of the final closing date (Rule 4.3.1). Once a listing is Sold it can't be changed, so check the sale price, sale date, closing type and buyer agent (including teams) before submitting. Send a listing correction form to fix errors.

T = Temporarily Off Market (TOM)

Rule 4.2.3: Marketing and showings are suspended at the seller's direction while the listing agreement remains in effect.

In Matrix: Enter an estimated back-on-market date in the remarks as BOM mm/dd/yyyy. Days on market stop counting until the listing returns to Active. Showings are not allowed while a listing is TOM. If it doesn't return before the expiration date, it changes to Expired at midnight.

W = Withdrawn

Rule 4.2: The listing agreement remains in effect, but the listing is withdrawn from the MLS compilation at the seller's direction. A listing may be withdrawn before expiration with the seller's written authorization (with or without release). Sellers do not have a unilateral right to require MLS Now to cancel a listing; MLS Now may remove or cancel a listing upon documented termination or invalidity of the listing agreement. Listings that are withdrawn must obtain the Participant's written authorization to release the listing.

In Matrix: Mark **With Release** if the broker agrees to release the listing, or **No Release** if not. Withdrawn With Release can't be reactivated. If the property is re-listed within 45 days by any member, CDOM carries over to the new listing.

X = Expired

Rule 4.2.4: The listing agreement's termination date has passed without renewal/extension.

In Matrix: At midnight on the expiration date, the system changes Active, Under Contract Allow Showings, Temporarily Off Market and Withdrawn – No Release listings to Expired, and Under Contract Expired listings after 180 days. If the property is re-listed within 45 days by any member, CDOM carries over.

Canceled

Rule 4.2.5: The listing agreement has been terminated before its stated expiration.

Rented/Leased

Rule 4.2.7: A lease has been executed for the rental listing.

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 don't want kept in the MLS property history. Once the status changes, the listing can't be edited.