



Cheat Sheet

Coming Soon Status

Coming Soon = The property is being prepared for showings within a time frame & cannot be shown by anyone, including seller or listing agent

I might have a coming soon listing...what do I do?

- Coming soon authorization form signed by seller, agent & broker required
- Keep in mind, listings can only be coming soon for up to 14 days
- Ensure there is NO accepted agreement of sale/lease and know it cannot go under contract while in coming soon status
- Upload to MLS within 1 day of a signed listing agreement
- Clearly indicate in all marketing (signs included) that the property is coming soon and not yet available for showings
- If seller & listing agent decide to take listing active prior to the original active date, the property must be changed to active and have listing contract change form completed before it is shown

Keep in mind.....

- Coming soon will not accumulate days on market
- Status will update to active automatically
- Listings cannot be moved back to Coming Soon status
- The verbiage “no showings until” cannot be used on any status
- A listing may not be re-listed as coming soon unless it has been off market 90+ days; listed with a new brokerage; or has been sold.
- Open Houses cannot be scheduled until on or after the Active date

Listing brokers/agents will be sent a \$1000 fine will per Clear Cooperation violation