



HOW TO SUBMIT OFF-MARKET LISTINGS

A Quick Reference Guide

[Agreement Type]	Authorization to Show ▾
[Sign on Property]	Select One ▾
[Off Market]	Yes ▾

OFF-MARKET LISTINGS ARE NOT REQUIRED TO BE SUBMITTED TO THE MLS

If you choose to enter an Off-Market Listing, all SOMO MLS Listing Input guidelines should be followed.

Failure to comply may result in a fine.



Enter the Listing within 4 calendar days of the Sold Date

- Complete the Authorization to Show Property form
Missouri Association of REALTORS® MSC-1100



Select Authorization to Show in the Agreement Type field

- The Off Market field will automatically change to "Yes"



Complete all required fields

- All SOMO Rules and Regulations still apply



Choose "Save as Incomplete" before submitting

- Add at least one photo - front exterior photo for Residential property types
- If the Year Built is prior to 1978, upload the Lead Based Paint Disclosure



Add/Close the listing

- Once the "Add Listing" button is clicked, you will be immediately routed to the Close Listing screen

