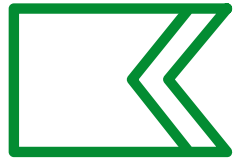


COMING SOON FAQ



“COMING SOON - NO SHOWINGS” LISTINGS SPG MLS RULES & REGS SECTION 2.12

Refer to SPG MLS Rules for full policy.

Coming Soon Status informs other MLS Participants & Subscribers of the listing during marketing & showing preparation, but the listing **is not eligible for showing appointments.**

An effective Exclusive Right to Sell or Exclusive Agency Agreement is in place between the Seller(s) & the Listing Participant/Subscriber; however the listing requires more time to prepare for market.

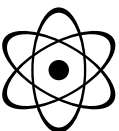
Prior to entry into the MLS, **all CS listings require the GSBOR Coming Soon Addendum to be uploaded to the listing documents section AND the Exclusive Right to Sell or Exclusive Agency Agreement emailed to support@gsbor.com.**

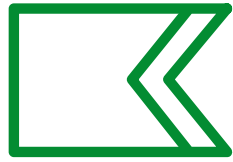
Once submitted to the MLS, the BROKER/Participant REALTOR® may place a brokerage sign on the property which must include a “Coming Soon” rider.

If the Listing Participant/Subscriber receives an offer (whether solicited or not) while in CS status, the offer must be presented to the Seller.

CS is not to be used to create a "pocket listing" or to circumvent other MLS Rules. It is understood that **the Seller has consented to the terms of the CS Addendum, and Participants/Subscribers may not show the property.**

The Participant/Subscriber is responsible for following & understanding the MLS rules & procedures, including MLS violations and fines in Section 7.1.






COMING SOON LISTINGS

Instructions for Flexmls

Add Listing – Residential

General	Address	Main Fields	Details	Photos	Export
Contract Information					
[Status]	Coming Soon <input type="button" value="v"/>				
[Start Showing Date]	7/26/2017 <input type="button" value="v"/> 				
[Listing Type]	Selection Required <input type="button" value="v"/>				
[Area]	Selection Required <input type="button" value="v"/>				

FLEX USER INSTRUCTIONS

*For full policy, see SPG MLS's Rules & Regs
Section 2.12 "Coming Soon – No Showings"
Listings Inside the MLS*

Add a New Coming Soon Listing

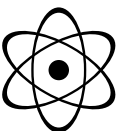
On the *Add listing screen*, toggle the status of Active to Coming Soon.

(This is only possible on newly entered listings; existing listings that are Active in MLS cannot go back into Coming Soon status.)

Enter the *Begin Date* field: the effective date of the listing as indicated by the signed employment agreement or input sheet.

Enter the *Start Showing Date* field: the date in which the listing will change in Flexmls from Coming Soon to Active status. On this date, the listing will be syndicated, sent to IDX websites, and will also trigger auto email events to be sent to consumers.

Upload the CS Addendum to the listing Documents section, and email the Employment Agreement to support@gsbor.com.



FLEX USER INSTRUCTIONS

Change Coming Soon Listing to Active, ahead of the Start Showing Date

On the *Edit Listing* screen there's an option for *Start Showing (Active)*. Select this for the listing to become Active immediately.

To edit the *Start Showing Date*, send a request to: support@gsbor.com.

The *Start Showing Date* must be at least 1 day beyond the current date & no more than 14 days from the Begin Date.



DOM will include days that the listings is in Coming Soon status

For full policy, see SPG MLS's Rules & Regs Section 2.12 "Coming Soon – No Showings" Listings Inside the MLS

Flexmls Dashboard

The *My Listings* gadget displays a row for My Coming Soon Listings.

The *Hot Sheet* gadget has its own section for New Coming Soon Listings.

My Listings		⋮
My Active Listings	5378	
My Pending Listings	1147	
My Coming Soon Listings	0	←
My Listings to Expire	121	
My Sold Listings	714	
Unapproved Listings	19	
Listing Maintenance		⋮
Hot Sheet for Residential, MultiFamily, Vacant Land, Commercial, Farm & Ranch,		
New Listing	48	Extension 6
Cancelled	8	Back on Market 5
Closed	28	Price Change 44
Expired	3	New Coming Soon Listing 1 ←
Pending	30	Text Change 90
Withdrawn	0	

