

COMING SOON FAQ



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

Refer to Springfield 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.

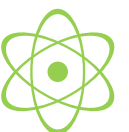
Prior to entry into the MLS, all Coming Soon listings require the GSBOR Coming Soon Addendum to be added to the listing documents section **AND** the Exclusive Right to Sell or Exclusive Agency Agreement emailed to support@gsbor.com.

Once submitted to the MLS, a brokerage sign may be placed on the property which must include a “Coming Soon” rider.

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

Coming Soon 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 Coming Soon 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.



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COMING SOON LISTINGS

Instructions for Flexmls

Add Listing – Residential

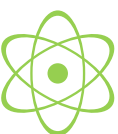
| General | Address | Main Fields | Details | Photos | Export |
|-----------------------------|--------------------|-------------|---------|--------|--------|
| Contract Information | | | | | |
| [Status] | Coming Soon | | | | |
| [Start Showing Date] | 7/26/2017 | | | | |
| [Listing Type] | Selection Required | | | | |
| [Area] | Selection Required | | | | |

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

1. 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.)
2. Enter the *Begin Date* field: the effective date of the listing as indicated by the signed employment agreement or input sheet.
3. 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.
4. Upload the CS Addendum to the listing Documents section, and email the Employment Agreement to support@gsbor.com.




FLEX USER INSTRUCTIONS

To change a 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 begin calculating when the listing changes from Coming Soon to Active.

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 | |

