

Clear Cooperation Chart

March 2023



	<u>Traditional Listing</u>	<u>Coming Soon</u>	<u>Delayed Listing</u>	<u>Withhold From MLS</u>
When is listing submitted to MLS?	Within 24 hours of signed Listing Agreement	Within 24 hours of signed Listing Agreement	On Go Active date	Within 24 hours of signed Listing Agreement. ²
When is public marketing permitted *?	As soon as the listing is Active on FlexMLS	As soon as it is entered on FlexMLS as Coming Soon (except for tours/open houses) ¹	Not until Go Active date	Within Listing Brokerage only. Once Listing has been publicly marketed (outside of Brokerage) Listing must be placed on MLS within 24 hours
When can a showing be scheduled?	As soon as the listing is Active on FlexMLS	As soon as it is entered on FlexMLS as Coming Soon (but only for the Go Active date or later)	Not until Go Active date	Not through FlexMLS
When are showings allowed?	As soon as the listing is Active on FlexMLS	Not until Go Active date or later	Not until Go Active date or later	Not through FlexMLS
Can the Go Active date be adjusted?	n/a	Can be shortened. Can be extended, but not to exceed 14 total days as a Coming Soon listing	Yes - as many times as necessary up and until the listing is submitted to the MLS	At seller's instruction, Go Active Date can be at the discretion of Listing Broker and Seller
Days on Market (DOM) Calculation (aka Market Time)	As soon as the listing is Active on MLS	Days on Market start on the Go Active Date	Days on Market start on the Go Active Date	Days on Market start if and when Listing Agent and Seller(s)/Lessor(s) agree to go Active on MLS

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What paperwork is required?	Listing Agreement or Listing Agreement Compliance Certification must be loaded to Supplements as a Private Document	Listing Agreement or Listing Agreement Compliance Certification must be loaded to Supplements as a Private Document and Coming Soon Addendum loaded as Coming Soon Supplement	Listing Agreement or Listing Agreement Compliance Certification and Delayed Listing Form (if delayed information is not in Listing Agreement) must each be loaded to Supplements as a Private Document	Withhold from MLS Form and Listing Agreement Compliance Certification must each be loaded to Supplements as a Private Document. Agent partially saves listing in My Incomplete Listings.
Who should sign?	N/A No additional form	Listing Agent and Seller(s)/Lessor(s) Listing Agent and Seller	Listing Agent and Seller(s)/Lessor(s)	Listing Agent & Broker/Manager and Seller(s)/Lessor(s)

¹ For Coming Soon listings, all public marketing with the exception of tours and/or open houses is permitted as soon as the listing is entered on the MLS in the Coming Soon status. As is the case with showings, Tours and Open Houses cannot occur during the Coming Soon period - they can only occur once the listing is Active on the MLS.

² The listing must be emailed to the Board and/or entered into FlexMLS as a saved My Incomplete Listing along with a Withhold from MLS Form and the Listing Agreement Compliance Certification within 24 hours of the executed listing agreement. If the seller decides they want their withheld listing activated on the MLS (so all FlexMLS subscribers and their clients can see it), Listing Broker may do so at an agreed upon date determined by Seller and Listing Broker. Market Time will accrue from Go Active Date on FlexMLS.

* Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing, applications available to the general public, Social media and Blogs, Personal marketing to Agents and Brokers not affiliated with the Listing Brokerage (this includes but is not limited to: conversations, calls, texts, emails)