

# MARIS

## MLS STATUS GUIDE

### PRE-MARKET CATEGORY

**INCOMING** - This category is used to store listing data while gathering all the property information. This allows the agent to enter partial amounts of data, including photos and supplements, while they prepare to activate it.

### PRE-MARKET STATUSES

**COMING SOON** – For properties that are preparing for full marketing exposure as an Active status listing. Can be marketed to all licensed professionals within MARIS systems and on any medium controlled by the broker or agent as “Coming Soon”. DOM does NOT accrue.

- Entry rule: listings must be submitted as Coming Soon within five (5) business days after all necessary signatures of seller(s) have been obtained or within one (1) business day after marketing, per Clear Cooperation Rules Section 1.01.
- No Showings are allowed until listing status is Active.
- Once entered into the MLS as Coming Soon, marketing can begin.
- The status timeframe is 21 days and will activate automatically early on the 21<sup>st</sup> day or on the Expected Active date.
- Cannot be changed back to Coming Soon if made Active prior to or on the Expected Active Date.
- Are distributed to brokerage IDX and VOW, 3<sup>rd</sup> party syndicates, and back-office feeds for internal brokerage products, unless the ‘Publish to Internet’ field is marked ‘No’.

**WITHHELD (Office Exclusive) - For properties that have privacy concerns or no intention of receiving full marketing exposure. These listings are only visible to the listing brokerage and MLS staff. DOM does NOT accrue.**

- **Public marketing is NOT permitted while in this status.**
- Entry rule: listings must be submitted as Withheld within five (5) business days after all necessary signatures of seller(s) have been obtained.
- Certification to Withhold Property Listing form must be filled out and signed by seller(s) within five (5) business days of contract signing.

### **MARIS Rules Section 1.3 - Withheld Listings**

**If the seller refuses to permit the listing to be disseminated by the Service, the Participant may then take the listing and such listing shall be filed with the Service (under the Withheld status), but not disseminated to the Participants. A Certification to Withhold Property Listing form must be completed no later than five (5) business days following the contract's execution date. The completed form must be maintained with all other listing documents related to the property. Upon request from MARIS, this form must be provided within one (1) business day.**

- Showings are allowed to agents and clients of agents within the listing brokerage ONLY; showings or publicly marketing outside the listing brokerage may invoke a Clear Cooperation violation which states:

### **MARIS Rules Section 1.01 - Clear Cooperation**

**Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS Participants. 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 networks, and applications available to the general public.**

- Once made Active or Coming Soon, it cannot be changed back to Withheld.
- A Withheld listing that reaches the expiration date can be deleted from the Withheld status.

## **ON MARKET STATUSES**

**ACTIVE - For properties that are offered for sale and have no accepted contract. DOM will accrue.**

- Entry rule: listings must be submitted as Active within five (5) business days after all necessary signatures of seller(s) have been obtained or within one (1) business day after marketing, per Clear Cooperation Rules Section 1.01.
- Public marketing is allowed and 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 networks, and applications available to the general public.
- Showings and open houses permitted with clear instructions.
- Are distributed to brokerage IDX and VOW, 3<sup>rd</sup> party syndicates, and back-office feeds for internal brokerage products, unless the 'Publish to Internet' field is marked 'No'.
- A listing can be in the system as Active without showings. This may be notated in the remarks or through the ShowingTime scheduler.

**ACTIVE UNDER CONTRACT - For properties that have an accepted contract, and the seller has instructed their agent to keep marketing and showing the property in an effort to obtain a backup offer. DOM will accrue.**

- With Kick-out - For properties that have an accepted contract with a contingency that may allow the seller to terminate the current contract in favor of a backup contract.
- Without Kick-out - For properties that have an accepted contract, and the seller has instructed the listing broker to keep marketing the property in effort to secure a backup contract, regardless of their ability to terminate the current contract.
- You have three (3) business days from the contract amendment to update the status.
- Public marketing is allowed and 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 networks, and applications available to the general public.
- Showings and open houses are permitted with clear instructions.
- Are distributed to brokerage IDX and VOW, 3<sup>rd</sup> party syndicates, and back-office feeds for internal brokerage products, unless the 'Publish to Internet' field is marked 'No'.

**PENDING - For properties that have an accepted contract, and the seller has instructed their agent to cease marketing and/or showing the property. This property may still have normal contractual conditions (i.e., inspections, financing, etc.) DOM stops accruing unless reactivated.**

- You have three (3) business days from the contract amendment to update the status.
- Listings will remain in Pending up to 9 months after Expiration Date.
- Are distributed to brokerage IDX and VOW, 3<sup>rd</sup> party syndicates, and back-office feeds for internal brokerage products, unless the 'Publish to Internet' field is marked 'No'.

**HOLD (former name Temporarily Off Market) - For properties that are not being marketed for a period of time but are still subject to a brokerage agreement and expected to return to Active status in a short period of time. DOM stops accruing until reactivated.**

- You have three (3) business days from the contract amendment to update the status.
- No showings or open houses are permitted.
- Typically used for 30 days, or less, however, there is no maximum time limit.
- Will show as "Off Market" on all IDX/VOW feeds and 3<sup>rd</sup> party sites opted by the managing broker.

#### **OFF MARKET STATUSES (DOM STOP ACCRUING)**

**CLOSED - For properties that have sold/leased. For the purposes of updating MLS status, 'closed' references the legal transfer of property and is not dependent on broker compensation being received.**

- You have three (3) business days from the contract amendment to update the status.
- Any corrections or revisions must be made by MARIS via email to [listingchanges@marismls.com](mailto:listingchanges@marismls.com).

**WITHDRAWN - For properties withdrawn from the system prior to expiration, but still subject to some listing broker rights. Listings will remain in this status until they move to the Expired status. All public marketing must cease when a listing enters this status.**

- You have three (3) business days from the contract amendment to update the status.
- No showings or open houses permitted.
- Listings will remain in the status until the Expiration Date is reached.
- DOM and CDOM will reset after 60 days ONLY if entered as a new listing on the 61<sup>st</sup> day or thereafter.
- Listing can be edited while in this status.

**EXPIRED - For properties where the Expiration Date has been reached.**

- No showings or open houses are permitted.
- Agent has thirty (30) days to revise the listing from Expiration Date.
- DOM and CDOM will reset after 60 days ONLY if entered as a new listing on the 61<sup>st</sup> day or thereafter.

**CANCELLED (C) – For properties that have been withdrawn from the MLS, prior to the Expiration Date, and the listing agreement has been terminated. These listings will not expire.**

**STATUS LISTING AND HISTORY ABBREVIATIONS**

<b><u>Status</u></b>	<b><u>Listing</u></b>	<b><u>History</u></b>
<b>Withheld</b>	<b>WHD</b>	<b>WHCN</b>
<b>Coming Soon</b>	<b>CO</b>	<b>ACO</b>
<b>Active</b>	<b>A</b>	<b>A</b>
<b>Active Under Contract</b>	<b>AC</b>	<b>AC</b>
<b>Pending</b>	<b>P</b>	<b>P</b>
<b>Hold</b>	<b>T</b>	<b>T</b>
<b>Withdrawn</b>	<b>W</b>	<b>W</b>
<b>Cancelled</b>	<b>C</b>	<b>C</b>
<b>Closed</b>	<b>S</b>	<b>S</b>
<b>Expired</b>	<b>X</b>	<b>X</b>