




COMING SOON HAS ARRIVED!

You can now enter "Coming Soon" listings into Flexmls!
HERE'S HOW...

Before entering a Coming Soon listing:

1. You must have a signed Employment Agreement.
2. You must submit an **Exclusion from Multiple Listing Service form** to **info@svvar.com** within 72 hours of the Employment Agreement being signed.
3. Information entered in the MLS for the Coming Soon listing must be complete and accurate (no "skeleton" entries).
4. When entering a listing, go to **Main Fields** and select **Coming Soon** off the dropdown menu in **[Status]**.



Add Listing – Residential 111 Main L

General Address **Main Fields** Details Roc

Contract Information

[Area] Select One

[Subdivision] ▾

[Sub-Type] Select One

[Listing Price]

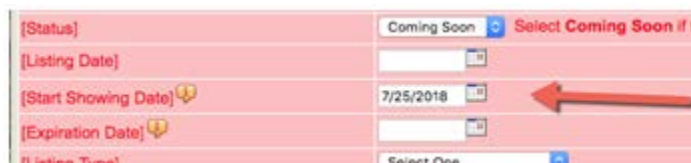
[Status] Active ▾

[Listing Date]

[Listing Price]

[Status] Active
Coming Soon

5. Toggling the status from Active to Coming Soon will make the Start Showing Date display and be required. The Start Showing date must be within 14 days of the date the Exclusion from MLS form was filed.



[Status] Coming Soon Select Coming Soon if it

[Listing Date]

[Start Showing Date] 7/25/2018

[Expiration Date]

[Listing Turn] Select One

FYI: Days on Market will begin counting from the date of entry.