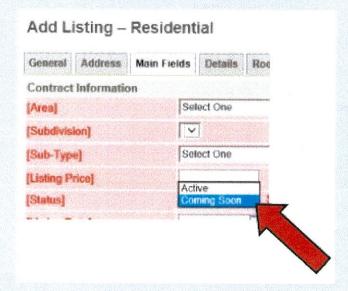
LISTING date Must be before showing date

COMING SOON

Before entering a Coming Soon listing:

- 1. You must have a signed "Employment Agreement Exclusive Authorization and Right to Sell"
- 2. You must submit an MLS Exclusion Form (Exclusion from Multiple Listing Service) to info@svvar.com within 24 hours of the Employment Agreement being signed.
- Information entered in the MLS for the Coming Soon listing must be complete and accurate (no "skeleton" entries).
- 4. The "Listing Date" to be entered into Flexmls is the date on Line #7 of the "Employment Agreement Exclusive Authorization and Right to Sell" form.
- 5. The "Coming Soon" date is the date you want the listing to show up on Flexmls as "Active" and no longer a "Coming Soon" listing. Do not put a future date in the Listing Date field or the listing will not appear in the MLS until the morning of that date.
- 6. When entering a listing, go to **Main Fields** and select **Coming Soon** off the dropdown menu in [Status].



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 30 days of the date the Exclusion from MLS form was filed.

