

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.
3. 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]**.

Add Listing – Residential

General Address Main Fields Details Rod

Contract Information

| | |
|-----------------|-----------------------|
| [Area] | Select One |
| [Subdivision] | ▼ |
| [Sub-Type] | Select One |
| [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 30 days of the date the Exclusion from MLS form was filed.

| | | |
|------------------------|---------------|---|
| [Status] | Coming Soon ▼ | Select Coming Soon if the property is being prepared |
| [Listing Date] | 4/23/2020 □ | The Date the Agreement is to Commence On |
| [Start Showing Date] ⓘ | 5/23/2020 □ | Please select a date 1 to 30 days from today's date |