

## **Pre MLS FAQ**

### **When do I need a property waiver?**

1) A Temporary Property Waiver is required if the listing will not be in Active status within 3 business days of the list date or seller's signature date on the Exclusive Right to Sell, whichever is later. In this scenario the listing will be entered into the system as Pre MLS within 3 business days and given a Future On Market Date for when it will display as Active.

2) A Permanent Property Waiver is required when the property is to be withheld from the MLS system for the entire listing period.

(Note: A **\$50** fine will be assessed for waivers that are not submitted to HMLS within three business days of seller's signature date or list date on the Exclusive Right to Sell, whichever is later.)

### **Will I receive a penalty for not entering a listing with a Temporary Property Waiver into the system as Pre MLS?**

Yes, the penalties assessed for entering the Pre MLS status are the same as they are for Active status.

### **Can other agents see my Pre MLS listing?**

Yes, Pre MLS listings are a searchable Status. To search for a Pre MLS listing, go to either a Quick or Detail search and choose Pre MLS for the Status.

### **Are Pre MLS listings included in auto emails that are sent to clients?**

No, Pre MLS listings are not sent out in auto emails until they become Active in the system.

### **Are Pre MLS listings included and displayed on IDX and syndication websites?**

No, Pre MLS listings are not a part of the IDX/syndication data feed until they become Active in the system.

### **Can an agent set up a showing for a listing in Pre MLS status?**

No, listings in Pre MLS status are not available to be shown until they become Active in the system.

### **How do I enter a Pre MLS listing into the system?**

All required fields in the listing will be entered as usual within 3 business days of the list date or seller's signature date on the Exclusive Right to Sell, whichever is later, using this additional information:

On the STATUS tab, choose Pre MLS

On the LISTING tab, enter the correct List Date and below that enter the Future On Market Date which is the date the seller would like the listing to be shown as Active in the system

After Submitting the listing, an MLS number will be generated and photos and supplements may be added to the listing as usual

### **When do CDOM/DOM start calculating for Pre MLS listings?**

Both CDOM and DOM begin calculating when the listing becomes Active in the system.

### **When does a Pre MLS listing become Active in the system?**

The listing displays as Active shortly after midnight on the Future On Market Date. (ie The Future On Market Date is June 2. A little after midnight on June 1 as the day changes to June 2, the listing will be displayed as Active in the system and will now go out in any auto emails for which it matches criteria and will be available to be shown.)

### **The Temporary Property Waiver states the listing may be Active 'on or before' a specified date. How do you make the listing ACTIVE before that date?**

Go to the Input tab in Matrix and choose the listing to modify from the Quick Inventory drop down menu

Choose the first option of Residential (or the appropriate list type of Multifamily, Land, Commercial)

Go to the Office tab and change the Future On Market Date to the date you would like the listing to go Active in the system

(NOTE: This is the preferred action for changing a listing to Active status prior to the original Future On Market Date. When possible please use this method as opposed to changing the status from Pre MLS to ACTIVE)

**Why is the single letter abbreviation status for Pre MLS listings the letter 'F'?**

The 'F' stands for Future listing ('P' could not be used since that is the designation for Pending status).