

## 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 2 calendar 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 2 calendar 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 two calendar 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 2 calendar days of the list date or seller's signature date on the Exclusive Right to Sell, whichever is later, using this additional information:

Go to the Input tab and select 'Add new'

Select type/form, exp. 'Residential Listing'

Click 'Start with a blank listing'

On the STATUS tab, choose Pre MLS

On the LISTING tab, enter the correct List Date from the Exclusive Right to Sell 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 (this date should match the date on the Temporary/Pre MLS Property Waiver form)

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. If you do choose to manually change the listing from Pre MLS to Active, please call the HMLS Customer Support at 913-661-1600 or send an email to [listingchange@heartlandmls.com](mailto:listingchange@heartlandmls.com) asking us to please correct the CDOM)

**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).

**If I make a price change to my Pre MLS listing before going Active, will this price change show in history?**

Yes, the price change will show in the listing history; however, you may contact HMLS Customer Support at [listingchange@heartlandmls.com](mailto:listingchange@heartlandmls.com) to have this information removed.

**What do I submit if I want to extend the Future On Market Date?**

You will submit a fully executed Temporary/Pre MLS Property Waiver with the 'Revised Waiver' section filled out and initialed by the sellers to modify the Future On Market Date.

**If I submit a revised Property Waiver form, does MLS staff modify the Future on Market Date on my Pre MLS listing for me?**

No, MLS staff doesn't make this change for you.

Please go to the Input tab, select the listing from the Quick Inventory drop down menu and choose type (ex. Residential). Then click on the Office tab and modify the Future On Market Date and submit changes.

## What if I forget to modify the Future On Market Date and my listing goes Active?

You have one of the following two options:

1. Modify the status to Withdrawn (W) which means there is a listing agreement; however, the listing may not be shown and the days on market stop calculating. Then modify the listing back to Active status on the revised future on market date.
  - Please do not use Temporary Off Market status (T). This is not allowed to be used during the first 72 hours of a listing going Active.
2. Modify the status to 'Cancelled' and have the Broker send an email to [listingchange@heartlandmls.com](mailto:listingchange@heartlandmls.com) requesting the listing be deleted from the system. Then reenter the listing as Pre MLS with the correct 'Future On Market Date'.

## May I modify a waiver form temporary to permanent?

Yes, but since temporary waived listings are required to be entered onto the system, you will be required to obtain a Cancellation Agreement for the existing waiver and listing agreement on file. Then obtain a new listing agreement and waiver and submit all documents to HMLS.

Please modify the status of your Pre MLS listing to Cancelled and have the broker submit an email request to [listingchange@heartlandmls.com](mailto:listingchange@heartlandmls.com) to delete the listing from the system.

## How do I enter sold information for a permanently waived listing?

If the sellers initialed the box authorizing their sold data to be enter in the MLS system after closing. Then you will complete the following steps:

Enter the listing like any other listing through the Input tab using the sale date as the list date and enter "*Sold on Permanent Waiver*" in the public remarks section

Then modify the listing to Pending status using the sale date as the effective date of the contract

Last, modify the listing to sold status using the correct sale data information.

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