

# Matrix Enhancements

September 16, 2025

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# NAR Mandate

# NAR Mandate

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## What is the new NAR Mandate?

The National Association of REALTORS® (NAR) introduced a new policy called "Multiple Listing Options for Sellers" alongside the existing Clear Cooperation Policy. This new policy provides sellers with additional choices in how their listings are marketed.

## Why did we add this?

It is mandatory for all MLSs to implement the technical changes required to support the new seller option for delayed marketing–exempt listings in their systems by September 30, 2025.

Requirement: Listing agents must obtain a signed disclosure from the seller, confirming their informed consent and understanding of the waived MLS benefits and marketing exposure. This applies to both delayed marketing and office exclusive listing options.

Click here for more info: <https://www.nar.realtor/about-nar/policies/mls-policy>

# Brokers - Listing Distribution Portal

# Broker Portal: New Option – Delayed Distribution

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## What did we add?

We have introduced a new option within the Broker Listing Distribution Portal called ‘Delayed Distribution’, which will be set to “Yes” by default for all users. To change this setting, follow the steps outlined below:

### Steps:

- Login to Stellar Central Dashboard
- Select “Broker Resources” tab from menu
- Select “Listing Distribution” option
- Select “Change Office”
- Slide toggle button to switch option to “No”
- Click “Save Delayed Distribution Changes” button

## Why did we add this?

This feature gives the brokers the ability to grant their agents the option to delay the syndication process through the Delayed Distribution field.

**\*Note – Broker portal is only available to the head broker of the office.**

# Broker Portal: New Option – Delayed Distribution (Continued)

### Listing Distribution Settings

Preferred Office Contact:  Save Office Contact

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Delayed Distribution Options:

As a broker, you can choose whether your agents have the option to delay listing distribution. If you select "No," listings will go directly to third-party sites without delay. If you select "Yes," agents can choose to delay sending listings to IDX and third-party websites for up to five (5) days. During this time, listings will still be fully active in the MLS and may be marketed by the office in any way approved by the seller, including on the office's website.

Delayed Distribution:  YES Save Delayed Distribution Changes

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**Important:**

- Selecting "No" for any of these options will prevent your listing(s) from being distributed to that third-party online consumer site.
- Please confirm your listing distribution preferences by clicking the Save Distribution Changes button.

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Listing Distribution Options:

Apartments.com:	<input type="checkbox"/> NO	International MLS:	<input type="checkbox"/> NO	Realtor.com:	<input checked="" type="checkbox"/> YES
Sky Slope Offers:	<input checked="" type="checkbox"/> YES	Zillow Rental:	<input type="checkbox"/> NO		

Save Distribution Changes

Close & Exit

Print

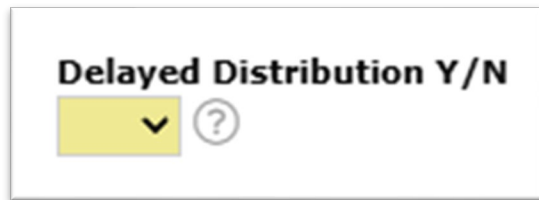
# Delayed Distribution

# New Field: Delayed Distribution Y/N

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## What did we add?

We have introduced a new field, “**Delayed Distribution Y/N**,” which allows the property owner to choose whether to withhold syndication of their listing for **5 calendar days** on the market. This option provides flexibility to complete final preparations, such as home renovations, before full exposure.



Delayed Distribution Y/N

▼ ⓘ

*Mandatory field*

## Why did we add this?

We added this to give the option to enter the listing into the MLS but withhold it from being syndicated.

## Property Types Affected

- Residential
- Rental
- Commercial Lease
- Commercial Sale
- Business Opportunity
- Income
- Vacant Land

# New Field: Delayed Distribution Y/N (Continued)

The Delayed Distribution Date is a Read Only field and auto-set to 5 calendar days. The date cannot be modified if Delayed Distribution is set to “Yes”.

**Listing Distribution**

If your broker has not enable a specific option below, your listings will not be distributed to that option.

<b>Internet Y/N</b> Yes ▾ ⓘ	<b>Delayed Distribution Y/N</b> Yes ▾ ⓘ	<b>Delayed Distribution Date(Read Only)</b> 08/20/2025 Date will display when listing is Saved/Submitted.	<b>Distribute To</b> ⓘ <input checked="" type="checkbox"/> International MLS <input checked="" type="checkbox"/> Realtor.com <input checked="" type="checkbox"/> SkySlope Offers
<b>Third Party Y/N</b> Yes ▾ ⓘ	<b>Show Prop Address On Internet Y/N</b> Yes ▾ ⓘ	<b>IDX/VOW Display Comments Y/N</b> No ▾ ⓘ	<b>IDX/VOW AVM Y/N</b> No ▾ ⓘ

# New Field: Delayed Distribution Y/N (Continued)

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## Things to note if Delayed Distribution = Yes:

- You've opted to delay public distribution of this listing.
- The listing is considered Active and visible to all Participants and Subscribers.
- Your listing will be excluded from IDX feeds.
- Your listing will remain visible on MLS-Touch, OneHome, and VOWs. This field will be labeled Delayed Distribution in MLS-Touch.
- The listing will automatically begin syndication at 12:00am after the Delayed Distribution Date .
- The Delayed Distribution Date is automatically set to 5 calendar days and cannot be modified if Delayed Distribution is set to "Yes".
- After the 5 calendar days, Delayed Distribution will automatically flip from "Yes" to "No".
- To cancel this delay prior to the Delayed Distribution end date, you must return to the listing and manually change Delayed Distribution to "No."
- Once the listing is set to "No" and is distributed to all Participants and Subscribers, the field will be grayed out and you cannot change it back to "Yes".

# New Field: Delayed Distribution Y/N (Continued)

If the head broker has opted out of Delayed Distribution, a notification message will appear on listing input to inform agents of this restriction. We advise the agent to contact their broker directly for further guidance or to discuss available listing distribution options.

**Listing Distribution**

If your broker has not enable a specific option below, your listings will not be distributed to that option.

<b>Internet Y/N</b> <input type="checkbox"/>	<b>Delayed Distribution Y/N</b> <input type="checkbox"/>	<b>Delayed Distribution Date(Read Only)</b> <input type="text"/> Date will display when listing is Saved/Submitted	<b>Distribute To</b> <input checked="" type="checkbox"/> International MLS <input checked="" type="checkbox"/> Realtor.com <input checked="" type="checkbox"/> SkySlope Offers
<b>Third Party Y/N</b> <input type="checkbox"/>	<b>Show Prop Address On Internet Y/N</b> <input type="checkbox"/>	<b>IDX/VOW Display Comments Y/N</b> <input type="checkbox"/>	<b>IDX/VOW AVM Y/N</b> <input type="checkbox"/>

Your broker has opted out of Delayed Distribution. Please contact your broker for further clarification.

# New Field: Delayed Distribution Date

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## What did we add?

In conjunction with the “Delayed Distribution (Y/N)” field, we have added a **“Delayed Distribution Date”** field. This field is read-only.

**Rule:** If “Delayed Distribution (Y/N)” is set to “Yes,” the field will automatically populate with a date five calendar days from the listing’s start date once the listing is **submitted as Active**.

## Property Types Affected

- Residential
- Rental
- Commercial Lease
- Commercial Sale
- Business Opportunity
- Income
- Vacant Land

**Delayed Distribution Date(Read Only)**

Date will display when listing is Saved/Submitted.

# Location: Delayed Distribution (Continued)

## Before

**Listing Distribution**

Brokers choose where listings are distributed to for the entire office. If your broker has chosen not to send listings to an option below then your listings will not be distributed to them.

<b>Internet Y/N</b> ▼ ?	<b>IDX/VOW Display Comments Y/N</b> ▼ ?	<b>IDX/VOW AVM Y/N</b> ▼ ?	<b>Distribute To</b> <input checked="" type="checkbox"/> International MLS ? <input checked="" type="checkbox"/> Realtor.com <input checked="" type="checkbox"/> SkySlope Offers
<b>Third Party Y/N</b> ▼ ?	<b>Show Prop Address On Internet Y/N</b> ▼ ?		

## After

**Listing Distribution**

If your broker has not enable a specific option below, your listings will not be distributed to that option.

<b>Internet Y/N</b> Yes ▼ ?	<b>Delayed Distribution Y/N</b> ▼ ?	<b>Delayed Distribution Date(Read Only)</b> Date will display when listing is Saved/Submitted.	<b>Distribute To</b> <input checked="" type="checkbox"/> International MLS ? <input checked="" type="checkbox"/> Realtor.com <input checked="" type="checkbox"/> SkySlope Offers
<b>Third Party Y/N</b> Yes ▼ ?	<b>Show Prop Address On Internet Y/N</b> Yes ▼ ?	<b>IDX/VOW Display Comments Y/N</b> Yes ▼ ?	

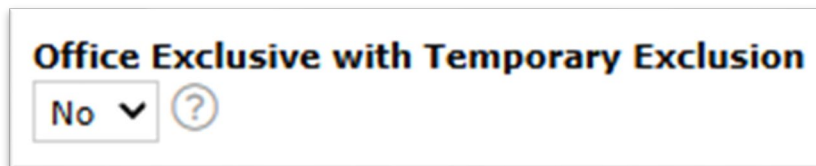
# Office Exclusive With Temporary Exclusion

# New Field: Office Exclusive with Temporary Exclusion

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## What did we add?

We have introduced a new field **“Office Exclusive with Temporary Exclusion (Y/N)”** to listing input. This option is designed to support situations where the property owner needs additional time to prepare the property, such as completing repairs or staging, before it is made available to all MLS participants and subscribers.



Office Exclusive with Temporary Exclusion  
No ▼ ⓘ

*Will be defaulted to “No”, not a mandatory field*

## Why did we add this?

This field will allow agents to indicate when a seller has authorized a temporary withholding of the listing from full MLS exposure, while keeping it as an Office Exclusive.

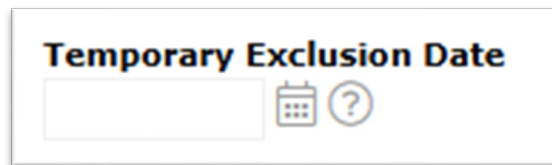
## Property Types Affected

- Residential
- Rental
- Commercial Lease
- Commercial Sale
- Business Opportunity
- Income
- Vacant Land

# New Field: Temporary Exclusion Date

## What did we add?

In addition to the Office Exclusive with Temporary Exclusion (Y/N) field, we have introduced a **“Temporary Exclusion Date”** field. This field will be conditionally required when *Office Exclusive with Temporary Exclusion* is set to “Yes.”

A screenshot of a software interface showing a field labeled "Temporary Exclusion Date". The field contains a date input box, a calendar icon, and a question mark icon.

*Becomes conditionally required if Office Exclusive with Temporary Exclusion is set to “Yes”*

## Why did we add this?

By capturing the specific date, the system can automatically monitor when the exclusion period ends and transition the listing back to standard visibility, reducing the risk of errors and ensuring adherence to MLS rules.

## Property Types Affected

- Residential
- Rental
- Commercial Lease
- Commercial Sale
- Business Opportunity
- Income
- Vacant Land

# Location: Office Exclusive with Temporary Exclusion

New fields will appear on the Listing tab, at the beginning of listing.

Getting Started **Listing** Pool/Exterior Land and Tax Interior Rooms/ILS Water Dock Green Owner Community Realtor

### Listing Information

Office Exclusive Y/N No	<b>Office Exclusive with Temporary Exclusion</b> Yes	<b>Temporary Exclusion Date</b> 09/15/2025
Listing Contract Date 08/19/2025	List Price 1234567	Expiration Date 12/31/2025
Listing Type Exclusive Right To Sell	Listing Service Type Full Service	Seller Representation Transaction Broker
Special Sale Provision <input type="checkbox"/> Auction <input type="checkbox"/> Bank Owned/REO <input type="checkbox"/> Government Owned <input type="checkbox"/> Probate Listing <input type="checkbox"/> Short Sale		

### Address

Street Number 5555	Street Dir Pre [Dropdown]	Street Name Somewhere	Street Type BRIDGE	Street Dir Post [Dropdown]
Unit Number [Input]	No Unit # <input type="checkbox"/>	City LONGBOAT KEY	State Florida	Zip 34228

Auto-Fill from City Dictionary

# New Field: (Continued)

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## Things to note if Office Exclusive with Temporary Exclusion = Yes:

- Office Exclusive with Temporary Exclusion field is not required.
- Office Exclusive with Temporary Exclusion Date field will be conditionally required.
- Once Temporary Exclusion Date is reached (at 12:00am), Office Exclusive with Temporary Exclusion field will automatically update to “No”. At that point, Office Exclusive will automatically update from “No” to “Yes”. To distribute the listing, the Listing Agent must manually change Office Exclusive to “No”.
- If Office Exclusive with Temporary Exclusion = Y the listing will be visible to the Listing Agent, Co-Listing Agent, Agent Assistant, Broker, LSC staff, & Stellar MLS Staff only. No other subscribers would have visibility to that listing.

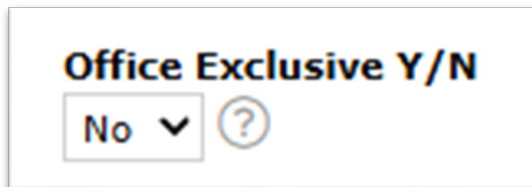
# Office Exclusive

# New Field: Office Exclusive Y/N

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## What did we add?

We have introduced a new field, “**Office Exclusive (Y/N),**” to the listing input. This field will allow agents to indicate whether a listing is designated as an *Office Exclusive*, meaning it is shared only within the listing brokerage and not publicly marketed through the MLS. Selecting “Yes” will ensure the listing is handled in compliance with the MLS rules for Office Exclusives, including restrictions on public advertising and syndication.



Office Exclusive Y/N  
No ▼ ⓘ

*Will be defaulted to “No”, not a mandatory field*

## Property Types Affected

- Residential
- Rental
- Commercial Lease
- Commercial Sale
- Business Opportunity
- Income
- Vacant Land

# New Field: Office Exclusive Y/N (Continued)

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## Things to note if Office Exclusive = Yes:

- User can go back into listing input and switch Office Exclusive to “No”.
- Once listing is set to “No” and distributed to all Participants and Subscribers, the user cannot go back and change to “Yes” Office Exclusive listings are only visible to those in your office. (Listing agent, Broker, co-list agent, all agents in firm, broker admin assistant, agent assistant, and listing team.
- Office Exclusive listings will not syndicate out of the MLS.
- On display a new field will be shown called ODOM (Office Exclusive Days On Market). This will only calculate during the Office Exclusive period. If ODOM is 0 or null value, it will not display.
- ADOM & CDOM will reset to 0, if user decides to change Office Exclusive to “No”.
- Office Exclusive listings information will NOT appear in the listing history.
- Once listing is marked Sold (**and only if owner agrees**), the user can update the Office Exclusive field to “No” which will allow the listing to syndicate out of the MLS. Listing agent has 3 calendar days to go back into the listing to make this change.

# Location: Office Exclusive Y/N

New fields will appear on the Listing tab, at the beginning of listing.

Getting Started **Listing** Pool/Exterior Land and Tax Interior Rooms/ILS Water Dock Green Owner Community Realtor

### Listing Information

<b>Office Exclusive Y/N</b> No ▾ ?	<b>Office Exclusive with Temporary Exclusion</b> No ▾ ?	<b>Temporary Exclusion Date</b> [ ] ?
<b>Listing Contract Date</b> [ ] ?	<b>List Price</b> [ ] ?	<b>Expiration Date</b> [ ] ?
<b>Listing Type</b> [ ] ▾ ?	<b>Listing Service Type</b> [ ] ▾ ?	<b>Seller Representation</b> [ ] ▾ ?
<b>Special Sale Provision</b> ? <input type="checkbox"/> Auction <input type="checkbox"/> Bank Owned/REO <input type="checkbox"/> Government Owned <input type="checkbox"/> Probate Listing <input type="checkbox"/> Short Sale		

### Address

<b>Street Number</b> [ ] ?	<b>Street Dir Pre</b> [ ] ▾ ?	<b>Street Name</b> [ ] ?	<b>Street Type</b> [ ] ▾ ?	<b>Street Dir Post</b> [ ] ▾ ?
<b>Unit Number</b> [ ] ?	<b>No Unit #</b> <input type="checkbox"/> ?	<b>City</b> [ ] ?	<b>State</b> Florida ▾ ?	<b>Zip</b> [ ] ?
<b>County</b> [ ] ▾ ?	<b>Geolocation</b> [ ] ▾ ?	<b>Country</b> United States ▾ ?	<b>Zip + 4</b> [ ] ?	

# New Field On Display: ODOM

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## What did we add?

If Office Exclusive = Yes, a new Days On Market field (OfficeExclusiveDaysOnMarket) will be visible, called ODOM.

This tracks the number of Days on Market while the listing is set to Office Exclusive = Yes.

If Office Exclusive = No & the listing is available to all Participant and Subscribers ADOM & CDOM reset to 0 and ODOM stops, however, ODOM will be available on most Displays.

## Available Displays:

- 360 Property Customer View
- Broker Full
- Broker Showing Report
- Broker Synopsis – Large Font

## Property Types Affected

- Residential
- Rental
- Commercial Lease
- Commercial Sale
- Business Opportunity
- Income
- Vacant Land

# New Field On Display: ODOM (Continued)

**J983141**, ORLANDO, FL 32812

**This Is A Test Listing**  
Stellar MLS

**County:** Orange  
**Subdiv:** FSDFS  
**Subdiv/Condo:**  
**Beds:** 4  
**Baths:** 3/2

**Pool:** None  
**Property Style:** Single Family Residence  
**Lot Features:** Corner Lot, Drainage Canal, In City Limits, Near Public Transit, Sidewalks, Street Paved  
**Total Acreage:** 1 to less than 2  
**Garage:** No **Attch:** **Spcls:**  
**Garage/Parking Features:**  
**Assigned Spcls:**  
**LP/SqFt:** \$12.71  
**New Construction:** No  
**Total Annual Assoc Fees:** \$0.00  
**Average Monthly Fees:** \$0.00  
**Flood Zone Code:**X

**Status:** Active  
**On Market Date:** 08/14/2025  
**List Price:** \$99,999  
**Year Built:** 2000  
**Special Sale:** None  
**ODOM:** 7  
**ADOM:** 7  
**CDOM:** 7

**Pets:**  
**Carport:** No **Spcls:**

**Heated Area:**7,866 SqFt / 731 SqM  
**Total Area:** 16,500 SqFt / 1,533 SqM

1 / 1

# Owner(s) Exclusion On Stellar Central

# Owner(s) Exclusion Form

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## What's changing?

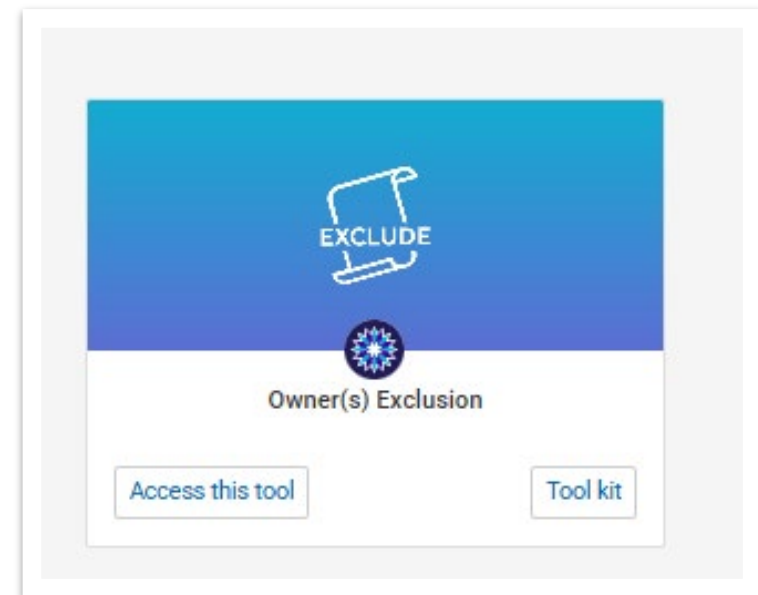
Effective **September 16, 2025**, agents will no longer be required to upload their Owner(s) Exclusion form through the portal. All active listing waivers must be entered into Matrix no later than September 30, 2025, to avoid fines in accordance with Rule 5.11.

Please note that while you will no longer be required to submit Owner Waivers, you must keep these documents on hand, as Stellar MLS Staff will retain the right to request documentation.

The portal will remain active until **September 30, 2025**, to allow agents to access and retrieve any previously uploaded waiver(s).

## Why are we sunsetting the portal?


Agents will no longer be able to upload their exclusion form.



# Owner(s) Exclusion Form

## Before

### OWNER(S) AUTHORIZATION TO EXCLUDE LISTING FROM THE MLS

Click [here](#)  for more information.

[+ Submit Exclusion Form](#)

**Important Note:** Stellar MLS has retro-actively applied the 8.0 policy regarding public marketing to all excluded listings currently on file (temporary or office exclusive), even if those forms were submitted prior to the policy going into effect on March 3, 2020. All excluded listings filed with Stellar MLS are subject to Policy 8.0 compliance.

### EXCLUSION FORM HISTORY

Show  entries

Search:  

Street Number	Street Name	Unit Number	City	State	Listing Agreement Beginning Date	Exclusion Status	Action
2902	Test		Test	FL	06/01/2021	Canceled	<a href="#">Details</a>   <a href="#">Copy</a>

Showing 1 to 1 of 1 entries

Previous **1** Next

# Owner(s) Exclusion Form

## After

### OWNER(S) AUTHORIZATION TO EXCLUDE LISTING FROM THE MLS

Effective September 16, 2025, Stellar MLS is implementing updates to its policies regarding Owner(s) Exclusion Forms.

#### What You Need to Do:

- Click 'Details' on the active listing waivers listing you wish to view.
- Select Preview File to view active listing waivers.
- To save or download your existing forms, click the 'Save' button.
- Then, manually enter your active listing waivers into Matrix.

All active listing waivers must be entered into Matrix no later than September 30, 2025, to avoid fines in accordance with Rule 5.11.

Please note that while you will no longer be required to submit Owner Waivers, you must keep these documents on hand, as Stellar MLS Staff will retain the right to request documentation.

### EXCLUSION FORM HISTORY

Show  entries

Search:  

Street Number	Street Name	Unit Number	City	State	Listing Agreement Beginning Date	Exclusion Status	Action
1234	Test Street		Test	FL	08/03/2025	In Review	<a href="#">Details</a>

Showing 1 to 1 of 1 entries


Previous **1** Next

# Owner(s) Waiver Form

# New Form: MLS Options For Sellers – Authorization Form

## What did we add?

We have replaced the 2 current forms, “Office Exclusive – No Entry Into The MLS” & “Owner(s) Authorization To Temporarily Exclude Listing From The MLS”, with 1 new form called **MLS Options for Property Owners - Authorization**.



**MLS Options for  
Property Owners – Authorization**  
Effective 9/16/2025

Property Address: \_\_\_\_\_

Listing Agreement Beginning Date: \_\_\_\_\_ Listing Expiration Date: \_\_\_\_\_

Listing Brokerage Name: \_\_\_\_\_

**Initials and signatures of all owners and signatures of both the listing broker/office manager and agent are required for validation – no changes or strikethroughs will be accepted.**

In compliance with the Stellar MLS Rules and Regulations, entry of all listings into Stellar MLS® is required within 5 business days of the dated signature of the owner(s) of record or the listing effective date on the Listing Agreement.

While the purpose of the multiple listing service (MLS) is to facilitate cooperation between MLS Brokers and their Agents, to successfully bring sellers and buyers together, it is also understood that there are circumstances under which the property owner(s) may seek privacy, to delay public marketing or to withhold distribution of their property through the MLS for either the entire listing agreement or for a set period of time.

MLS Benefits Waiver	
I/We affirm that there is a professional relationship between the listing Broker and myself/ourselves	Owner(s) Initial _____ Owner(s) Initial _____
I/We hereby certify and agree that by choosing an Office Exclusive or Delayed Marketing listing, I/we are knowingly and voluntarily relinquishing the substantial advantages of full MLS distribution. These advantages include—but are not limited to— <ul style="list-style-type: none"> <li>• Immediate exposure to 80,000+ licensed real-estate professionals,</li> <li>• Maximum online visibility to the broadest pool of active, qualified buyers, and</li> <li>• Heightened competition that routinely drives quicker showings, stronger offers, and potentially higher sale prices.</li> </ul>	Owner(s) Initial _____ Owner(s) Initial _____ Owner(s) Initial _____
<b>I/We further understand that unrestricted MLS participation is widely regarded as the single most effective means of maximizing market reach, accelerating time-to-sale, and securing optimal pricing. By opting out or delaying entry into the MLS, I/We assume full responsibility for any extended marketing time, reduced buyer interest, or the adverse impact on final sales terms that may result from this decision.</b>	Owner(s) Initial _____ Owner(s) Initial _____
I/We understand that any public marketing of this property will trigger the Stellar MLS Rules and Regulations requirement that the property be entered for full distribution into the MLS within one business day for cooperation with other MLS Brokers and Agents.	Owner(s) Initial _____ Owner(s) Initial _____
I/We understand that public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, all social media platforms public or private, brokerage website displays (including IDX and VOW), digital communications marketing (email or text blasts, or automated voice calls/messaging), multi-brokerage listing sharing networks, and applications available to the general public.	Owner(s) Initial _____ Owner(s) Initial _____

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#64212051 v24      Approved 8-15-2025

FAIR HOUSING																									
I/We affirm that the property is NOT being excluded from MLS distribution based upon reasons founded on refusal or reluctance to show, list, negotiate or sell property to any individual or group of individuals on the basis of membership in any class, including but not limited to race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by local, state and federal fair housing laws.	Owner(s) Initial _____ Owner(s) Initial _____																								
<b>Stellar MLS® offers multiple listing options for sellers on listing and dissemination of their property. You MUST select only one of the following options:</b>																									
<input type="checkbox"/> <b>Office Exclusive:</b> As the owner(s) of record, I/We have directed our Broker to withhold the property from MLS dissemination and to refrain from any public marketing. The listings will be viewable exclusively by the Broker and Agents of the listing brokerage only. I/We affirm that the property will be entered into Stellar MLS during the entire listing period but will not be disseminated to all other Brokers and Agents. I/We understand that any public marketing will trigger the requirement to make the listing available to all Stellar MLS® Brokers/Agents, in accordance with all Rules & Regulations.	Owner(s) Initial _____ Owner (s) Initial _____ Broker/Office Manager Initial _____ Agent Initial _____																								
<input type="checkbox"/> <b>Office Exclusive with Temporary Exclusion:</b> As the owner(s) of record, I/We have directed our Broker that the property 1) will be viewable by the Broker and Listing Agent of the listing brokerage only; 2) will be temporarily withheld from all other Brokers and Agents until _____ (Temporary Exclusion Date). I/We affirm that the property will be entered into Stellar MLS, and I/We have instructed the Broker to withhold the listing from distribution to other Brokers and Agents, public marketing platforms, including IDX and syndication during the Temporary Exclusion period. Upon the expiration of the Temporary Exclusion period, the listing will automatically revert to an-Office Exclusive and will be viewable by the Broker and Agents of the listing brokerage only. During this Temporary Exclusion period I/We understand that upon public marketing, the listing must be made available to all Brokers and Agents within one business day.	Owner(s) Initial _____ Owner (s) Initial _____ Broker/Office Manager Initial _____ Agent Initial _____																								
<input type="checkbox"/> <b>Delayed Distribution:</b> I/We, the owner(s) of record, have directed that the listing be entered into Stellar MLS® in accordance with all MLS Rules & Regulations and will be disseminated to other Stellar MLS® Brokers/Agents. I/We have instructed the Broker to delay any public marketing of the property and delay display on IDX and syndication platforms for 5 calendar days from the Listing Agreement Beginning Date. I/We understand that the Broker may otherwise market the listing in a manner consistent with our direction during this period	Owner(s) Initial _____ Owner (s) Initial _____ Broker/Office Manager Initial _____ Agent Initial _____																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Owner(s): _____</td> <td style="width: 30%; border-bottom: 1px solid black;">Print Name</td> <td style="width: 30%; border-bottom: 1px solid black;">Signature</td> <td style="width: 10%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Owner(s): _____</td> <td style="border-bottom: 1px solid black;">Print Name</td> <td style="border-bottom: 1px solid black;">Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Broker/Authorized Associate MLS ID #: _____</td> <td colspan="2" style="border-bottom: 1px solid black;">Name: _____</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Signature</td> <td colspan="2" style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Agent MLS ID #: _____</td> <td colspan="2" style="border-bottom: 1px solid black;">Name: _____</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Signature</td> <td colspan="2" style="border-bottom: 1px solid black;">Date</td> </tr> </table>		Owner(s): _____	Print Name	Signature	Date	Owner(s): _____	Print Name	Signature	Date	Broker/Authorized Associate MLS ID #: _____		Name: _____		Signature		Date		Agent MLS ID #: _____		Name: _____		Signature		Date	
Owner(s): _____	Print Name	Signature	Date																						
Owner(s): _____	Print Name	Signature	Date																						
Broker/Authorized Associate MLS ID #: _____		Name: _____																							
Signature		Date																							
Agent MLS ID #: _____		Name: _____																							
Signature		Date																							

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#64212051 v24      Approved 8-15-2025

# Rules & Regulations

# New Rule

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## What did we add?

### **04.20: Type of Listing/Special Listing Type**

Limited Service, MLS Only, **Delayed Distribution**, Exclusive Agency **Office Exclusive and Exclusive Office Exclusive with Temporary Exclusion** Listings must be disclosed in the proper field. Office Exclusion and Office Exclusive with Temporary Exclusion listings will only be available to the listing broker and office or agent. The listing may be moved from Office Exclusive/Temporary Exclusion to full MLS entry upon the property owner(s) written request. Note: the property history for listings moved from Office Exclusive or Temporary Office Exclusion will automatically be cleared and ADOM and CDOM will reset to zero **(0)**. (Updated 8/2025)

# New Rule

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## What did we add?

### Article 04.15: Listing Manipulation

A. Active Listings: Listing must reflect the correct status at all times and may not be inactivated through a change of status and then be reactivated to cause the listing to appear as new. The only valid reasons for changing a listing number is the execution of a new listing agreement by a new office or the execution of a new listing agreement on a property by the same brokerage which is dated at least 30 days after expiration or withdrawal of the prior agreement. The system's CDOM (Cumulative Days on Market) will reset to zero after 60 days off the market. The penalty for non-compliance is outlined in the Automatic Fine Schedule, Level II (See Article 11/Section 4.3).

B. Delayed Distribution Listings: The delayed listing period may not be extended. Re-entry of the same property as “delayed” by the same listing office is not permitted. The penalty for non-compliance is outlined in Article 11/Section 4.3 – Automatic Fine Schedule, Level II.

Note: Should the property owner execute a listing agreement with another brokerage, the new listing would be eligible to be entered as “delayed”.

C. Office Exclusive or Office Exclusive with Temporary Exclusion Listings: Listings in either of these categories will be eligible for full distribution through the add/edit functionality of the system. Should the property owner(s) authorize release of the listing in writing, the listing will transition to the MLS and be available for all Participants and Subscribers.

# New Rule

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## What did we add?

### **Article 5.01 Submission of Listings Replace with:**

Participant's listings of real property of the types shown below which are located in the counties of the Stellar MLS service area must be entered into Stellar MLS within five business days, excluding weekends or federally recognized holidays, upon the latter of a) the dated signature of the owner(s) of record or b) the beginning date on the Listing Agreement or (c) within one business day of any public marketing, whichever is sooner. Should any public marketing of a listing occur during the allowed five-day submission period, or at any time while the listing is on file as an Office Exclusive, Temporary Exclusion, the listing Participant must release the listing to the MLS for cooperation with other MLS participants within one business day. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

# New Rule

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## Article 5.01-continued

### A. Mandatory Listing Types

Listings entered as active, as Delayed Distribution, Office Exclusive with or without a Temporary Exclusion in any of the following categories must be entered within five (5) business days of the owner's signature(s):

- i. Single family homes for sale or exchange
- ii. Condominiums, co-ops and townhouses for sale or exchange
- iii. Vacant residential lots or parcels for sale or exchange
- iv. Mobile homes with land for sale or exchange
- v. Duplexes, triplexes or quadruplexes for sale or exchange

### B. Optional Listing Types

The following classifications of property may be placed with Stellar MLS as Active, for comparable purposes, as Delayed Distribution, Office Exclusive with or without a Temporary Exclusion at the option of the Participant, however listing, if entered, must be in compliance with the Rules and Regulations

# New Rule

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## What did we add?

### **Article 05.11: Multiple Listing Options for Property Owner(s)**

1. Multiple Listing Options for Property Owner(s) provides owner(s) of record, with multiple options to list and disseminate their property by the Participant through Stellar MLS (MLS).

**A. Active Listing:** Where the owner(s) of record has directed the listing Participant to disseminate their property through the MLS to all Subscribers, to publicly market their property, to display on IDX and syndication platforms, the Participant shall submit the listing in Stellar MLS in accordance with all Rules & Regulations. (See Article 05.01 Submission of Listings)

**B. Office Exclusive:** Where the owner(s) of record has directed the listing Participant NOT to disseminate their property through the MLS to Participants and Subscribers outside of their office. An Office Exclusive listing must be fully entered into the MLS system and will only be available to the listing broker's office. The property owner(s), listing broker (or authorized associate) and agent must also sign the Stellar MLS approved MLS Options for Property Owners form and provide a copy within two business days of request by the MLS. No public marketing of the listing is permitted for Office Exclusive listings. Should public marketing occur, the listing must be released for full cooperation into the MLS within one business day, in accordance with these Rules and Regulations.

# New Rule

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## **Article 05.11: Multiple Listing Options for Property Owner(s) -continued**

C. Office Exclusive with Temporary Exclusion: Where the owner(s) of record has directed the listing participant NOT to disseminate their property in the MLS for a defined period of time to allow for necessary time to prepare the property for dissemination to MLS Participants and Subscribers. During the exclusion period, the listing will only be available to the listing broker and listing agent. The property owner(s), listing broker (or authorized associate) and agent must also sign the Stellar MLS-approved MLS Options for Property Owners form and provide a copy within two business days of request by the MLS. No public marketing of the listing is permitted for Office Exclusive listings with a Temporary Exclusion. Should public marketing occur, the listing must be released for full cooperation into the MLS within one business day, in accordance with these Rules and Regulations, D. Delayed Distribution: Where the owner(s) of record has directed the listing Participant to delay the public marketing of their property and delay the display on IDX and syndication platforms for five (5) calendar days. The listing must be entered into the MLS in accordance with all Rules and Regulations and noted as “Delayed Distribution” when the listing is entered. The property owner(s), listing broker (or authorized associate) and agent must also sign the Stellar MLS-approved MLS Options for Property Owners form and provide a copy within two business days of request by the MLS.. During the “delay” period, the listing will be fully active and available to all MLS Participants and Subscribers in every capacity but will not be disseminated outside of the MLS for purposes of IDX or third-party syndication. When the “delay” period ends, the listing will then be disseminated for IDX and third-party syndication.

# New Rule

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## **Article 05.11: Multiple Listing Options for Property Owner(s) -continued**

2. Requirement: If the owner(s) of record direct the listing Participant to list their property as Delayed Distribution, Office Exclusive or Office Exclusive with Temporary Exclusion, the listing Participant must retain a fully signed copy on file of the Multiple Listing Options Form for Property Owners with the specific option selected (Office Exclusive, Temporary Exclusion, or Delayed Distribution). Failure to submit a signed Multiple Listing Options Form within two (2) business days of the request by the MLS will result in an automatic fine as outlined in the Automatic Fines Schedule, Level II (See Article 11 / Section 4.3)

# Listing Expiration Notices

# Listing Expiration Notices

## Action Required - Your Office Exclusive listing will Expire in {days} Days

The Office Exclusive you entered for the property located at {data.Address} will expire in {days} days.

If applicable, please extend the expiration date to remain compliant.

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**Action Required - Your Office Exclusive listing has Expired** (this should be sent once the listing has reached the Office Exclusive has reached the expiration date selected by the agent.)

The Office Exclusive you entered for the property located at {data.Address} has now expired.

If applicable to this listing, you must extend the expiration date in order to remain compliant.

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## Action Required - Your Office Exclusive with Temporary Exclusion listing will Expire in {5} Days

The Office Exclusive with Temporary Exclusion you have entered for the property located at {data.Address} will expire in {days} days.

Please note: On the temporary exclusion expiration date, the property will be moved to an Office Exclusive and will remain unsearchable to MLS subscribers outside of your office until updated to reflect exclusion 'No' or the listing reaches its expiration date.

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**Action Required - Your Office Exclusive with Temporary Exclusion listing has expired** (this should be sent once the listing has reached the expiration date set by the agent and should be sent 2 days and 1 week after expire date if possible)

The Office Exclusive with Temporary Exclusion you have entered for the property located at {data.Address} has now expired.

Please note: On the temporary exclusion expiration date noted in your listing, the property was moved to an Office Exclusive and will remain unsearchable to MLS subscribers outside of your office until you update the listing to reflect exclusion 'No' or the listing reaches its expiration date.

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## 48-hour notice on Your Delayed Distribution Listing

Your listing has reached the five (5) day limit to delay distribution to 3rd party sites and will be fully syndicated. Please update any photos or pricing within 48 hours of the time this notice was sent to you to ensure the listing reflects the most up-to-date and accurate information.

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## Notice: Your Delayed Listing Is Now Syndicated

Your listing has reached the five (5) business day limit to delay distribution to third-party sites and is now fully syndicated. We recommend that you confirm your listing contains the most accurate and up-to-date information.

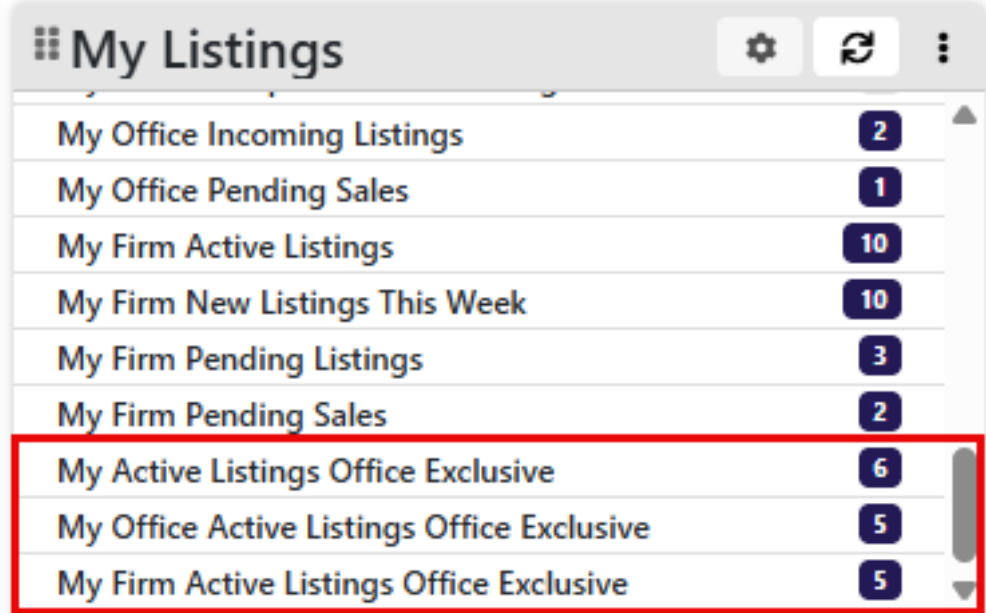
We will also need one once the listing expires, just like the one that goes out today on listings-do we need to create a separate notice for the delayed listings? 7/31 cadence: We will want a reminder to say "Your listings is now active..." connie will write the copy and share with marcomm to polish then to connect with Matrix to configure.

# Matrix Search/Comps

# New: My Listing Widget

## What did we add?

In the My Listings widget on the Matrix dashboard a new option to access “My Active Listings Office Exclusive”, “My Office Active Listings Office Exclusive”, and “My Firm Active Listings Office Exclusive” will be available.



My Listings	
My Office Incoming Listings	2
My Office Pending Sales	1
My Firm Active Listings	10
My Firm New Listings This Week	10
My Firm Pending Listings	3
My Firm Pending Sales	2
My Active Listings Office Exclusive	6
My Office Active Listings Office Exclusive	5
My Firm Active Listings Office Exclusive	5

View Less

# New : Getting Started Page

## What did we add?

We have added verbiage to the Getting Started tab in Listing Input to help define what the new options are & help users understand the functionality of making Office Exclusive & Temporary Exclusions available MLS wide.

Button	Definition
<b>Save As Incomplete</b>	Will save the data as an unfinished record but will not display the listing as Active within the digital market place. Use this function to retain data entry from your current input session. Leaving the input screens will end the input session. You must save the listing as incomplete in order to add photos. Please Note- Incomplete listings that are not submitted as active in Matrix within 30 days from the last date modified will be purged from the system and will not be able to be recovered.
***	Photos must be added to a saved, Incomplete listing before the record can be submitted to Active status.
<b>Validate</b>	Clicking on the Validate button will start the system check to ensure all required fields are populated. Any requirements missing for the listing to be made Active will be displayed with a red exclamation icon on the affected tab and in front of the missing required field within that tab. Click on the exclamation icon for additional information on how to populate a specific field.
<b>Cancel Input</b>	Shows a pop-up window asking for cancellation confirmation. If "Yes" is selected to confirm cancellation, all data from that session will be lost. If "No" is selected, the user will be returned to the current session without data loss.
<b>Submit Listing</b>	Retains current field data, runs field requirements and format checks, and takes the user to the 'Input Succeeded' screen or 'Input Warning' screen if a field warning still applies.
<b>Office Exclusive with Temporary Exclusion</b>	A seller-authorized request to temporarily withhold a listing from full exposure in the MLS using the Stellar MLS Exclusion Form. When the exclusion period expires, the listing automatically reverts to an Office Exclusive. If public marketing occurs during the exclusion period, the listing must be updated and made available to all Stellar MLS participants and subscribers within one (1) business day. To make the listing MLS-wide, the agent must manually change the "Office Exclusive Y/N" field to "No" so the listing will be disseminated to all MLS participants and subscribers.
<b>Office Exclusive</b>	An Exempt Listing where the seller has directed that their property is not disseminated through the MLS and is not publicly marketed. The office exclusive listing shall be filed with the MLS but not disseminated to other MLS customers. When the listing is ready to be made available MLS-wide, the agent must manually change the "Office Exclusive Y/N" field to "No" so the listing is distributed to all MLS participants and subscribers.
<b>Delayed Distribution</b>	An exempt listing where the seller has directed the listing broker to delay the public marketing of that listing through IDX and syndication for any period as allowed by the MLS. A delayed marketing listing shall be filed with the MLS and does not preclude the listing firm from marketing the listing in a manner consistent with the seller's choice.

# For Support:

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## EMAIL

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[support@StellarMLS.com](mailto:support@StellarMLS.com)

## CALL

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800-686-7451

