

COMING SOON/OFFICE EXCLUSIVE AGREEMENT

For use only by members of ImagineMLS

The purpose of the MLS is to facilitate cooperation between Realtors® and their clients and expose properties to the maximum number of buyers. One of the core functions of the MLS is the syndication of listing information across the internet.

The purpose of this form is to inform sellers of the three available options for listing their property for sale with a Realtor® who is a member of the MLS. This form must be delivered to the MLS if the property is not to be placed in a Coming-Soon or Active Status within one (1) business day of an executed Listing Agreement.

Listing Office Name: _____

Listing Property Address: _____

Date of Listing Agreement: _____

- ☐ 1. Properties under 'Active' status will immediately be distributed to all MLS participants and third-party platforms as directed by the listing broker. 'Active' listings begin counting days on market immediately. I authorize my Realtor® to list my property as 'Active' on the MLS within one (1) business day of marketing the property to the public.

OR

- ☐ 2. Properties under 'Coming Soon' status will not be distributed beyond the MLS and will be viewable only by MLS participants until the property becomes 'Active'. I accept that my property cannot remain 'Coming Soon' for longer than fourteen (14) calendar days and I understand my Realtor® is required to mark the property 'Active' immediately upon the property being shown to any prospective buyer. Days on market will be counted from the day the property is marked 'Active'. I authorize my Realtor® to put my property 'Coming Soon' on the MLS within one (1) business day of marketing the property to the public.

OR

- ☐ 3. Properties under 'Office Exclusive' status will not be distributed to the MLS or the public. No public advertising is permitted (including but not limited to yard signs, social media posts, or email blasts). I authorize my Realtor® to list the above property as an 'Office Exclusive'.

By signing below, I am aware of the benefits of listing my property for sale on the MLS and have discussed the above options in detail with my Realtor®.

Date/Time Seller Signature Date/Time Seller Signature

As the Listing Broker - I understand that MLS regulations require that listings shall be submitted to ImagineMLS within one (1) business day after all necessary signatures of Seller(s) have been obtained as outlined in Section 1.3 of the MLS Rules and Regulations.

Listing Broker Date/Time Listing Agent Date/Time

This form is developed in compliance with the National Association of Realtors® Clear Cooperation Policy 1.01 as referenced in the ImagineMLS Policies and Procedures (Last revised on 10/2025).