



Clear Cooperation Listing Status Quick Guide

	Active	Coming Soon	Office Exclusive	Contingent	Withdrawn
By when must a listing be submitted to ImagineMLS?	Within one business day of obtaining a completed exclusive right to sell or exclusive agency agreement	Within one business day of obtaining a completed exclusive right to sell or exclusive agency agreement	Within one business day of obtaining a completed exclusive right to sell or exclusive agency agreement	The listing status shall be changed from Active to either Contingent or Pending within 48 hours of acceptance of a contract	The listing status shall be changed from Active to Withdrawn immediately when showings are temporarily not available
When is public marketing allowed?	Immediately upon an executed listing agreement	Immediately upon an executed listing agreement	Never ~ public marketing of an Office Exclusive listing is prohibited	N/A	Never ~ public marketing of a Withdrawn listing is prohibited
When are showings allowed?	Immediately upon the listing being Active in the MLS	Never ~ If the property is shown to anyone, it must be available to everyone and go active on the MLS	One-to-one, broker-to-broker communication is limited to the communication itself. A showing or touring of the property would trigger CCP.	If a Seller refuses to continue to show a home in Contingent status, the listing shall be changed to Pending within 48 hours	Withdrawn listings are not available for showings
When is the listing viewable by all MLS participants.	Immediately upon the listing being input into the MLS	Immediately upon the listing being input into the MLS	Never	N/A	N/A
When is the listing sent to publicly viewable websites, including IDX?	Immediately upon the listing being input into the MLS	Never	Never	Immediately upon the listing being input into the MLS	Never
Days on Market (DOM) Calculation	Days on Market (DOM) starts at zero immediately upon the listing becoming Active in the MLS	Days on Market (DOM) does not accumulate while the listing is in a Coming Soon status	N/A	Days on Market (DOM) does not accumulate while the listing is in a Contingent status	Days on Market (DOM) does not accumulate while the listing is in a Withdrawn status
Cumulative Days on Market (CDOM) Calculation	Cumulative Days on Market (CDOM) continue to calculate until the property is off- market for 30 days	Cumulative Days on Market (CDOM) do NOT accumulate while the listing is in the "Coming Soon" status	N/A	Cumulative Days on Market (CDOM) do NOT accumulate while the listing is in the "Contingent" status	Cumulative Days on Market (CDOM) do NOT accumulate while the listing is "Withdrawn"
What paperwork is required to submit to the MLS?	None	Coming-Soon/Office-Exclusive Form	Copy of the listing contract & Coming-Soon/Office-Exclusive Form	None	None

Additional Notes

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. Listing must be changed to "Active" status within 1 (one) business day of marketing an Office Exclusive property to the public.

Active Status - The property is submitted active to the MLS resulting in the immediate syndication and distribution to the public.

Coming Soon Status - The property is submitted Coming Soon to the MLS resulting in the property being immediately available to only MLS subscribers. Listings in a Coming Soon status do not go to client portals.

Office Exclusive - Is exempt from clear cooperation requirements. These listings may not be advertised publicly in any way and all communication will need to go through the listing office.

Contingent - A listing may be placed in Contingent status if an enforceable contract exists that contains one or more of the following type of contingencies: Financing, Appraisal, Inspections, Pending 3rd Party Approval, Pending Lien Holder Approval, the Closing of the Buyer's Property and/or at the Seller's Specific Written Request to Seek Backup Offers. To further clarify the exact status of a listing, Members may update the Listing Remarks and Agent Remarks with additional details.

Withdrawn Status - The property has been temporarily taken off the market, but the sellers are still bound to the original terms of the agreement.