

Clear Cooperation Policy

Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS participants. This pertains to all property types, including rentals, other than commercial and multi-family 5+.



Listing Status:

Maximum listing days in this status?

Can the listing be shown?

Who can I market this listing to?

What sources of marketing can I use?

What restrictions are placed on this listing?

What forms are required?

Office Exclusive Listing

No Limit

Yes. Available to be shown by members of the listing brokerage firm and Buyer's Agents.

Members of your brokerage firm. Customers or clients interested in the particular listing and can only be done on a one to one basis.

Any type of internal marketing acceptable within your brokerage firm, as long as it is not public facing. (see below)

This listing will not appear in the MLS. It cannot appear on any websites, social media sites, email blasts, print advertising, front window, and any other public facing promotional methods.

Office Exclusive Seller's Disclosure Form

Coming Soon Listing

Fourteen (14) Days

No in-person/virtual showings can occur during the time the listing is in this status, including the listing brokerage agents.

Everyone as long as you market it as a "Coming Soon" listing through the marketing sources permitted. (see below)

All sources as long as you market it as a "Coming Soon" listing. The exception is third party websites.

A listing can only be kept in this status for fourteen (days). It then automatically converts to an "Active" listing. No showings can occur and offers cannot be received until the listing goes into "Active" status.

Coming Soon Authorization Form