

Using the Coming Soon Status in RCO3

Realcomp has recently launched a new status for Coming Soon listings. A listing can be in this status for up to 5 business days prior to its activation in the MLS. During this time, days on market will not start counting but it will be sent to third party and IDX websites for advertising prior to being “on-market”. The listing must be complete and is subject to the same rules for photos and documents. For a full list of the Coming Soon rules, please see the article at https://realcomp.moveinmichigan.com/News-Events/Feature-2020/March-2020/Coming_Soon_Policy.

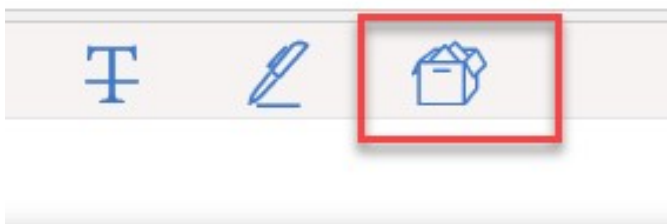
How to enter a Coming Soon listing via Transaction Desk forms

1. Access the profile form for the desired listing type in Transaction Desk.
2. At the top of the profile form check the box for Coming Soon and enter the Activation Date. Remember: the activation date needs to be within 5 business days of when the listing goes into the MLS as Coming Soon.

RESIDENTIAL / CONDO

* Required Fields		SUPPORT@REALCOMP.COM
<input type="checkbox"/> ACTIVE	<input type="checkbox"/> PARTIAL SAVE	* LIST AGENT ID #
<input type="checkbox"/> COMING SOON & ACTIVATION DATE ____ / ____ / ____		* LIST OFFICE ID #
<input type="checkbox"/> SINGLE FAMILY RESIDENTIAL	<input type="checkbox"/> CONDOMINIUM	
* ACCESS	LOCKBOX LOCATION	
<small>Maximum 1 choice</small>	<small>Maximum 1 choice</small>	

3. Complete the rest of the profile form on pages 1-5 and the green addendum, if necessary.
4. When finished click the Upload Listing button on the toolbar at the top of the Transaction Desk window. If any fields were missed, you will be prompted to complete them before an MLS number will be assigned.



5. Upload the listing's photos and documents.
6. This listing will automatically be changed to the Active status at 12:01 am on the Activation Date.

How to enter a Coming Soon listing via RCO3 Input

1. Click the Input tab on RCO3 to begin your listing entry.
2. Click "Add New" and select the appropriate profile form for this listing.
3. Enter the property address, or other identifying information to find the public record data information to prefill the data into your form. Click Fill to pull in the data into your form.
4. On the Start tab of the listing entry form, select Coming Soon and enter the Activation Date. Remember, this cannot be more than 5 business days from today. Click Page 1 to continue.

+ Residential/Condo Listing Form


START Page 1 Page 2 Page 3 Page 4 Page 5 Green Addendum

Status Information

When creating a new listing it can be submitted as Active, as Coming Soon, or as a partially saved Listing. If you cannot complete the entire listing, you can return back to this Start tab and choose Partial Save then click Submit Listing.

A Partially Saved listing can only be seen by you and will expire within 30 days if it is not changed into an Active listing. The Partially Saved listing will get a MLS Number and photos can be added. You can run reports on your partially saved listings as well.

Once a partially saved listing has been completely filled out and the status is changed to Active the listing becomes available for everybody.



The screenshot shows a dropdown menu for the listing status with options: Partial Save, Coming Soon (highlighted with a red box), and Active. To the right, there is a text input field for the 'Coming Soon Activation Date' with a red box around it, a help icon, and a clear icon.

Validate Cancel Input Submit Listing

5. Continue entering the listing data on pages 2, 3, 4, 5 and the Green Addendum, if appropriate.
6. When the listing is complete, click the Submit Listing button to submit to the MLS and get an MLS number.
7. Upload photos and documents to the listing.
8. This listing will automatically be changed to the Active status at 12:01 am on the Activation Date.

Please contact Realcomp's Customer Care at (866) 553-3430 with any questions 7 days a week.