From "Just Listed" to "Sold" — Eight (8) Steps in the Life of a Single-Family Listing

1

JUST LISTED Enter your listing into Realcomp/ RCO3® within **48 hours** of the listing contract being signed. Note: **"Personal information" is not permitted in the public remarks.**

2

Reach: Your active listing is then automatically available to 14,700+ Realcomp REALTORS®, their 100,000+ clients through auto-emails generated by RCO3®, and thousands more REALTORS® through our Data Sharing arrangements.

3

Listing Syndication: Depending on the instructions that are set by each DR®/Broker Owner, **your listing is then automatically distributed** to Realtor.com, MoveInMichigan. com, IDX websites, and more through our syndication program.

4

Photos: Photos are to be uploaded to the listing **within Seven (7) Days** of the entry date. An **exterior view** must be used for the primary photo.

5

Documents/Disclosures: Listing disclosures are to be uploaded to the listing by the listing agent (or office) **within Ten (10) days of the entry date.** Online document access is required.

6

ShowingTime™ *Showing Requests:* Be sure to setup your listing for online showing requests through RCO3®/ ShowingTime™ application.

7

PENDING *Pending:* Once a written offer has been accepted by the seller(s), the listing agent is required to **change the status to Pending within 48-hours.**

8

Once the property closes, the listing agent is required to **change the status to Sold within Five (5) Days.** Also, be sure to disable any auto-email(s) you my have setup for that client.

Provided Courtesy of :

REALCOMP
Data-driven, Results-focused MLS

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Important Notes:
- **The Days on Market (DOM)** calculation is based on the number of days that occur from the list date to the first day the listing is taken off-market. If re-listed within 30 days, the DOM calculation continues.
- **The listing will stay Active until** it is changed to another status or expires (at midnight) of the expiration date. **All active listings must be available for showings.** Once expired, a listing cannot be extended. It can always be relisted under another MLS number though.
- **At 120 days after the Pending date**, the MLS system will remind the listing agent to update the listing. This will occur at 180 days for Short Sale or New Construction istings.

1) **New listing entered into Realcomp/RCO3® <u>within 48 hours of contract signing</u>.**
   a) **Listing contract signed by seller on:** _____
   b) <u>**Listing entered into the MLS on (within 48 hours of 1a):** _____</u>

MLS Policy Reminders: Be sure to avoid including any personal information in the public remarks, photos, or virtual tours of the listing. Personal information consists of phone numbers, fax numbers, e-mail addresses, names, web URLs, open house model hours. **All active listings must be available for showings (with exception of auction listings which are not accessible).**

2) **Listing photos uploaded to listing <u>within seven (7) days of the listing entry date</u>.**
   a) <u>**Photos entered on (within 7 days of 1b):** _____</u>

3) **Online disclosures (and any other documents desired by the listing agent) uploaded to listing <u>within 10 days of the listing entry date</u>.**
   a) <u>**Disclosures/documents uploaded on (within 10 days of 1b):** _____</u>

4) **Be sure to setup your listing for online showing requests through RCO3®/ShowingTime™ application.**
   a) **Listing setup for online showing requests on:** _____

5) **Once an offer has been accepted on the listing, update the status to Pending <u>within 48 hours of the offer being accepted</u>.**
   a) **Offer (with no contingencies) accepted on:** _____
   b) **Status changed to Pending on (within 48 hours of 3a):** _____

   Note: If the listing status remains Pending for 120 days, listing agent must <u>confirm the status as Pending with Realcomp every 30 days</u> until the listing status is changed to Sold.

6) **Once the listing closes, update the status to Sold <u>within five (5) days of the closing.</u>**
   a) **Listing closed on:** _____
   b) **Status changed to Sold on (within 5 days after 6a):** _____