METROMLS

THE PATH OF A SUCCESSFUL LISTING

Start

ACTIVE or DELAYED

All listings must be entered into the Flexmls system as Active or Delayed within 48 hours from midnight of the Term of Contract as indicated on the listing contract. Fedral Holidays are excluded from the 48 hour term. A valid listing contract must be uploaded for all propertytypes entered into Flexmls.

48 Hours

LISTING CONTRACT

Single Family listings require pages 1, 3 & last of the listing contract along with any appropriate amendments to be uploaded. For all other property types, any page that contains fillable information shall be uploaded. Any changes to the original terms indicated on the listing contract must be reported within 48 hours.

Accepted Offer

48 Hours

ALL listings with an accepted offer must be updated to reflect status change in Flexmls within 48 hours.

7 Days

PHOTO

Within 7 days of the listing start date at least 1 photo of a listed property must be uploaded to Flexmls. Wording and sale signs are not permitted in photo.

*Active W/ Offer

NOTE: Accepted offers with a bump clause due to a home sale contingency may remain as Active in the system with no change required.

SOLD

10 Days

Finish

*Pending

CLOSED

ALL sold listing must be reported to Flexmls within 10 days from closing. Any concessions pertaining to the sale cane be entered into the Private Remarks section of the listing to assist in appraisals.

*ACTIVE W/ OFFER: The property is still being shown and seller is accepting back up or secondary offers.
*PENDING: The property is no longer being shown & the seller is not accepting back up or secondary offers.

Use this guide to have a successful path of a new listing with a time line & to avoid any sanctions or fines.

FOLLOW US:

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