



Basics of Understanding and Using Delayed Listings

What is the purpose of Delaying a Listing?

- A listing may be entered into the system as Delayed anytime a listing is not available for immediate showings from the start term of the contract.

How do you enter a listing in as Delayed?

- A listing must be entered in as Delayed from the start, once a listing is Active, it CANNOT be moved to delayed status.
- When entering your listing, change the status from Active to Delayed from the Main Fields tab. A calendar will pop up allowing you to enter the start showing date for the property. The listing will automatically go to Active Status at midnight going into that Start Showing date.

The screenshot shows the 'Main Fields' tab selected. The 'Price/Status' section is highlighted in red. The '[Status]' field has a dropdown menu open with 'Active' selected. The '[List Price]' field is empty. The 'Location' field is also empty.

The screenshot shows the 'Main Fields' tab selected. The 'Price/Status' section is highlighted in red. The '[Status]' field has a dropdown menu open with 'Delayed' selected. The '[Start Showing Date]' field is populated with '9/11/2020' and has a calendar icon next to it.

- Listings may be Delayed for up to 21 days from the start term of the contract.
- A listing must remain as Delayed until the date advertised in the system.
- The **Seller's Authorization to Delay Showings** form must be filled out completely and uploaded as the first page along with the Listing Contract.

*****You can find the Seller's Authorization to Delay Showings form at MetroMLS.com by clicking on the MLS Forms and Profile Sheets section under the MLS tab.**

What can you do when your listing is in Delayed Status?

- While a listing is in the Delayed Status, all regular marketing practices (with the exception of Broker's opens and Showings) can take place, these include, but are not limited to:
 - Signage
 - Ads
 - Social Media
 - Present offers to your Seller and have them accepted, written sight unseen (*please see the section regarding No Showings*)

What can't you do when your listing is in Delayed Status?

- Show the property
 - While a listing is in the delayed status, showings of any kind are not allowed. This includes showing to members of the public, agents and brokers