

Listing Time Frames & Data Accuracy



Within 48 hours

- Listings are required to be entered into the MLS within 48 hours from the start date as listed as the TERM OF THE CONTRACT

TERM OF THE CONTRACT From the _____ day of _____, _____ up to the earlier of midnight of the _____ day of _____ or the conveyance of the entire Property.

Note: No matter when the listing is entered within that 48 hour window, the Listing Date must be the same as the Term of the contract)

- Any changes made to the original listing contract (including price changes) during the term of the contract.
- 1st, 3rd and Last page of the listing contract are required to be uploaded

Accepted Offers

Accepted Offers must be reported with 48 hours from acceptance date as either Active w/Offer or Pending (if the offer has a home sale contingency, the listing can remain as Active, once the Home Sale Contingency is satisfied the listing status needs to be adjusted to reflect the correct status)

Active with Offer: The property is still being shown and is still accepting secondary offers.

Pending: The property is no longer being shown and is not accepting secondary offers

Note: The pending date in the system should reflect the date the offer was accepted.



Within 7 Days

- All listings entered as Single Family, Two Family, Multi-Family or Condominium are required to have an acceptable primary photo entered within 7 days from the start date of the contract. Each photo entered in the system should not exceed 5MB. We do not permit signs and wording on photos.



Within 10 Days of Sold/Closed

- Properties that have sold/closed need to be reported to the service with 10 days of the closing date including: Closing Date, Sold Price, Terms of Sale (Financing Type) and Concessions (Y/N: as a courtesy to Appraisers, we encourage you to enter the concession details into private remarks)



Immediate Reporting

- Cancellation of pending sales shall be reported immediately through the FlexMLS system for reinstatement

