



Seller’s Authorization to Delay Showings from Multiple Listing Service Inc.

**Delayed means no showings, including but not limited to agent previews, broker opens or public showings, until the Start Showing Date. It must be seller-directed and not agent counseled. Delayed status is not intended as a business model for agents or as a way to circumvent MLS policies or rules.*

Property Address (Please print clearly): _____

Municipality: _____ Zip Code: _____

While most sellers want rapid exposure of their home in order to encourage all possible buyers, the purpose of using the DELAYED status in the Multiple Listing Service is to **give Sellers time to prepare their home for sale prior to showings beginning on the property.**

During the time a listing is in Delayed Status, agents may advertise and market (**except for conducting showings**) the listing in a manner consistent with their marketing strategy, with the following understandings:

- A listing can be delayed from the MLS for a **maximum of 21 days** from the start of the Term of Contract as indicated on the Listing Agreement.
- Listings entered as Delayed are searchable by members of the service and can be manually emailed to potential buyers.
- 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. **Cannot change status of delayed listing while delayed. Change can take place once property is active.**
- Days on Market begin the first day that the listing goes Active.
- Once a listing goes Active in the system, the expectation is that it is available at that time for showings.

Confirmation of Seller’s understanding and desire to Delay Showings on their property:

I understand that showing will not begin on my property until _____.
(insert Start Showing Date)

To extend the date (not beyond 21 days), upload a revised form with seller's approval and contact Metro MLS immediately to notify us of the change at 414-778-5400 ext. 2 or admin@metromls.com during business hours (8 a.m. to 5 p.m.).

I understand that during the time my property is in Delayed status. MLS will not transmit information that my property is for sale to 3rd party websites so that my property will not appear on 3rd party websites until the above-mentioned date.

I understand the above-mentioned date CANNOT be changed to reflect an earlier showing date than stated above, once the property has been input into the MLS. The Delayed status cannot be extended beyond the 21-day period.

By signing below, Seller(s) acknowledge that Seller has read, understands and wishes for their property to be delayed until the agreed upon Start Showing Date.

Seller Signature: _____ Date: _____

Seller Signature: _____ Date: _____

Listing Agent Signature: _____ Date: _____

Note: Listing agents MUST upload this document either as the first page, signed by the Seller(s), along with the listing contract, or under the “Delayed Form” document type while still uploading the listing contract. This is required for all properties being entered as Delayed status at the time of entry into Flexmls.