

How To's for Coming Soon Listings

Add a Listing:

- An "Add Coming Soon Listing" option will appear on the Add Listing screen.
- When entering the listing, you will be prompted to enter a "Coming Soon End Date."
- This date may not be longer than 14 days from the date the listing is entered.
- Enter into the Public Remarks the date the listing will be active (Coming Soon End Date).
- Go into the Navica Showing Manager and block out the days that the listing will be in the Coming Soon status, so that other agents cannot schedule a showing during that time.

Edit a Coming Soon Listing:

The "Coming Soon End Date" will not be editable. Once it is entered, only ESAR staff can change the date. Staff will not adjust the date to be shorter than the originally entered date, even if the new date is still less than 14 days. The "Coming Soon End Date" can only be edited to be longer than what was originally entered.

To make this change, you must contact Sharon at ESAR (slukens@esrealtors.com), and provide a copy of a listing contract, addendum or other form with these instructions. This form must be signed by the Seller and by the BROKER (not the agent.)

Changing Coming Soon to Active:

On the "Coming Soon End Date" the listing will be automatically changed to Active by the system. Users cannot manually change a Coming Soon listing to active. Once a listing is Active, it cannot be changed back to the Coming Soon status. If an unforeseen circumstance occurs and the listing cannot be Active as scheduled, then you can set the listing to Temporary Off Market.

Reporting a Coming Soon Listing

To report a listing that has been "Coming Soon" for more than 14 days, you can email Sharon at the Association (slukens@esrealtors.com) or use the "!" icon on the listing to complete a violation report.

To report a listing that has been shown while in the Coming Soon status, the reporting agent must provide proof that showings have taken place and have done so during the period when the listing was in the Coming Soon status. Please include:

Any confirmed violation of the Coming Soon status will subject the member to an immediate \$2000 fine, without the usual 72 hours to correct prior to the fine being assessed.