

MLS Listing Status Definitions

All new listings must be entered, and status, price and other changes must be made within 48 hours after all necessary signatures of seller(s) have been obtained, or the date when the change is effective, as noted on the proper document.

1. **Active:** A property that is currently subject to a listing contract in which the brokerage has been directed by the seller to market the property, set appointments for showings and seek agreements of sale to present to the seller. A written offer has not been accepted.
2. **Active Under Contract:** A property in which a written offer has been accepted but the Seller has instructed the listing broker in writing to continue marketing the property, showing the property AND considering backup offers. This includes scenarios with 72 hour Kick Out clauses. *Please note that this is not a standard status in a listing lifecycle. Most listings with an agreement of sale, regardless of the existence of contingencies like financing and inspections, must be set to Pending.*
3. **Coming Soon:** Properties currently subject to a listing agreement in which the Listing Broker has been directed by the Seller to market (or pre-market) the property but not to set appointments for showings during a current, specified time-period.
 - Properties must have a listing agreement.
 - The seller must agree to not allow showings while the listing is in the Coming Soon Status. This includes licensees affiliated with the listing broker.
 - No agreement of sale is currently in effect.
 - Listings are limited to a maximum of 14 calendar days in the Coming Soon status for listings with an occupancy or equivalent permit. Listings can be entered for less than 14 days, and later extended, up to the maximum of 14 days. Listings that need more than 14 days should consider using the "Temporarily Off-Market."
 - The listing agent must include the Coming Soon End Date in the Public Remarks. This date cannot exceed 14 calendar days from the date the listing was submitted to the MLS under the Coming Soon listing status.
 - Once published, "Coming Soon" properties cannot have their status changed prior to the Coming Soon End Date.
 - A listing that was once under the Coming Soon status cannot revert back to the Coming Soon status, until/unless it is subject to a new listing contract. (See also Section 1.10 regarding the "60 day rule.")

4. **Pending:** Listing has an accepted contract (Agreement of Sale) in place but settlement has not yet taken place. This applies whether all contingencies have been fulfilled or not. It is no longer marketed, available for showings or to accept backup offers. *Most listings with an accepted offer of sale will be set directly to this status. Please note a Pending listing cannot be edited in this status. It must be changed back to Active to be edited. Changes made to a listing after an offer has been accepted, esp. a change of price or commission, could be a violation of the REALTOR® Code of Ethics. Please also note Pending listings stay Pending until the List Agent or Broker changes the status accordingly.*
5. **Closed:** Property in which the settlement has occurred, or the lease agreement has been executed.
6. **Withdrawn:** Seller has stopped marketing the property, and has no intention to bring it back on the market, but a listing agreement with the brokerage is still in effect. *Only the broker and ESAR Admin can set a listing to this status. If you need ESAR to do it, please send documentation signed by the seller and the broker (not just the agent), instructing the listing to be removed from the MLS.*
7. **Cancelled:** Seller and listing brokerage have mutually terminated the listing agreement prior to its expiration date. *Only the broker and ESAR Admin can set a listing to this status. If you need ESAR to do it, please send documentation signed by the seller and the broker (not just the agent), showing the agency relationship has ended.*
8. **Expired:** The expiration date on the Listing Agreement has passed and an extension has not been secured.
9. **Temporarily Off Market:** The seller has requested the brokerage to temporarily suspend showings and marketing, but the intent is to resume at some time in the future. The listing contract between the seller and brokerage remains in effect.