

## What is the purpose of Delaying a Listing?

The Delayed Status is used to allow time for the property to be listed in the system based upon Start Term of the contract, but not have showings.

## 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. Listings may be Delayed for up to 21 days from the start term of the contract.

## Why must a listing be Withdrawn?

During the term of the contract, a property may not be available for showings due to number of reasons. When a property becomes unavailable to be shown, the listing needs to appear as Withdrawn in the system. Listings that appear in this status are still under contract with the seller.

## How long can a listing be in as Withdrawn?

Unlike the delayed status, listings in Withdrawn do not have a maximum number of days associated with them.

## What can you do when your listing is in Delayed or Withdrawn Status?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## What can't you do when your listing is in Delayed or Withdrawn Status?

Show the property

While a listing is in the delayed or withdrawn status, showings of any kind are not allowed.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

### SANCTIONS FOR VIOLATION OF NO SHOWING POLICY

**Liquidated damages and other related actions for any violation of the "delayed" status (use or nonuse of status, as may be applicable) or for any misclassification of a listing:**

- i) 1st violation or misclassification (within a 2 year period) will be \$200/per day the property has been under contract and not offered for showings and offers to cooperating Agents/Brokers
- ii) 2nd violation or misclassification (within 2 year period) will be \$400/per day the property has been under contract and not offered for showings and offers to cooperating Agents/Brokers
- iii) 3rd violation or misclassification (within a 2 year period) will be suspension of Agent MLS access for a calendar period of 30 days
- iv) 4th violation or misclassification (within a 2 year period) will be suspension of Office MLS access for a calendar period of 30 days
- v) 5th violation or misclassification (within a 2 year period) will be suspension of Office MLS access for a calendar period of 6 months



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