

Coming Soon Listing Input Instructions

To enter a listing as Coming Soon, please follow these steps to avoid any penalties.

1. **CONTRACT** – Obtain a seller signed listing agreement
2. **COMING SOON REQUEST** – Obtain a seller signed Coming Soon Authorization Form with the required fields filled in including the “Active Status on _____date” and reason for coming soon.
3. **MLS#** - Enter and Submit the listing into FAOR within 72 hours. The status of Coming Soon should be used.
 - a. NOTE: Contract date = effective, starting, commencing date – if contract does not have that wording or something similar then last seller signature date will be used as starting date.
 - b. All required fields must be entered to save as Coming Soon and made available to other users.
4. **PHOTO** – Enter a primary photo within 72 hours of entering the Coming Soon listing.
5. **NOTIFY US** – Send listing agreement and Coming Soon Listing Seller Authorization form to ComingSoon@faor.com within 72 hours of listing entry.

NOTE:

- a. Expected Active Date can be changed to any date between the List Date and 14 days after the list date. Seller must give permission in writing using a new Coming Soon Listing Authorization form to change the Active date.
 - i. This paperwork must be submitted to ComingSoon@faor.com. FAOR staff will change the Expected Active Date.
- b. If a listing is no longer going to be listed and will not be moving from Coming Soon to Active status, you must obtain signed documentation (mutual release) and this paperwork must be submitted to ComingSoon@faor.com. FAOR staff will change the status to withdrawn (with Release or without Release) depending on paperwork.
- c. If the listing has moved to Active but your client is not ready to show the property, you will need to obtain permission in writing to take the listing to a Held Status. Remember to include the required expected back on the market date in the Agent Remarks.
- d. The only Coming Soon listings that are entered into the MLS are those with a signed valid listing agreement.
 - (a) If a Coming Soon property does not have a valid listing agreement, it shall not be entered in the MLS. These properties may have signs in the yard stating Coming Soon, but will not be found in the MLS. FAOR has no jurisdiction over listings that do not have a listing agreement.