Article 05.11: MLS Listing Options for Property Owners

Last Updated: October 15, 2026

1. Multiple Listing Options for Property Owner(s) provides owner(s) of record, with multiple options to list and disseminate their property by the Participant through Stellar MLS (MLS).

A. Active Listing: Where the owner(s) of record has directed the listing Participant to disseminate their property through the MLS to all Subscribers, to publicly market their property, to display on IDX and syndication platforms, the Participant shall submit the listing in Stellar MLS in accordance with all Rules & Regulations. (See Article 05.01 Submission of Listings)

B. Office Exclusive: Where the owner(s) of record has directed the listing Participant NOT to disseminate their property through the MLS to Participants and Subscribers outside of their office. An Office Exclusive listing must be fully entered into the MLS system and will only be available to the listing broker's office. The property owner(s), listing broker (or authorized associate) and agent must also sign the Stellar MLS-approved MLS Options for Property Owners form and provide a copy within two business days of request by the MLS. No public marketing of the listing is permitted for Office Exclusive listings. Should public marketing occur, the listing must be released for full cooperation into the MLS within one business day, in accordance with these Rules and Regulations.

C. Office Exclusive with Temporary Exclusion: Where the owner(s) of record has directed the listing not to disseminate their property in the MLS for a defined period of time to allow for necessary time to prepare the property for dissemination to MLS Participants and Subscribers. During the exclusion period, the listing will only be available to the listing broker and listing agent. The property owner(s), listing broker (or authorized associate) and agent must also sign the Stellar MLS-approved MLS Options for Property Owners form and provide a copy within two business days of request by the MLS. No public marketing of the listing is permitted for Office Exclusive listings with a Temporary Exclusion. Should public marketing occur, the listing must be released for full cooperation into the MLS within one business day, in accordance with these Rules and Regulations,

D. Delayed Distribution: Where the owner(s) of record has directed the listing Participant to delay the public marketing of their property and delay the display on IDX and syndication platforms for five (5) calendar days. The listing must be entered into the MLS in accordance with all Rules and Regulations and noted as "Delayed Distribution" when the listing is entered. The property owner(s), listing broker (or authorized associate) and agent must also sign the Stellar MLS-approved MLS Options for Property Owners form and provide a copy within two business days of request by the MLS.. During the "delay" period, the listing will be fully active and available to all MLS Participants and Subscribers in every capacity but will not be disseminated outside of the MLS for purposes of IDX or third-party syndication. When the "delay" period ends, the listing will then be disseminated for IDX and third-party syndication. (Updated 08/2025)

E. Coming Soon: Where the owner(s) of record has directed the listing Participant to pre-market the listing with limited exposure. Listings may remain in Coming Soon status for up to 14 calendar days prior to full market. The listing must be entered into the MLS in accordance with all Rules and Regulations upon entry. The property owner(s), listing broker (or authorized associate) and agent must also sign the Stellar MLS-

approved Coming Soon form and provide a copy within two business days of request by the MLS. Once the listing is updated in Stellar MLS from Coming Soon to another status it may not return to Coming Soon

Listings in Coming Soon status:

- Will be available to all MLS Participants and Subscribers.
- May be disseminated for IDX display and third-party syndication; however, public display may be delayed or restricted based on selected listing distribution options.
- Listing broker, listing agent, seller, and cooperating brokers and agents may provide access to show the property during this period.
- Will be automatically updated to Active status by the MLS system on the 15th calendar day if not updated prior.
- May accept offers, listing must be updated to Pending status within two (2) business days if accepted.
- Will not accrue ADOM and CDOM while property is in Coming Soon Status
- All marketing must clearly identify the property as “Coming Soon.”

2. Requirement: If the owner(s) of record direct the listing Participant to list their property as Delayed Distribution, Office Exclusive or Office Exclusive with Temporary Exclusion, the listing Participant must retain a fully signed copy on file of the Multiple Listing Options Form for Property Owners with the specific option selected (Office Exclusive, Temporary Exclusion, or Delayed Distribution). Failure to submit a signed Multiple Listing Options Form within two (2) business days of the request by the MLS will result in an automatic fine as outlined in the Automatic Fines Schedule, Level II (See Article 11 / Section 4.3) (Updated 08/2025)