Article 05 - Listing Procedures

Last Updated: October 26, 2026

Article 05.01: Submission of Listings

Participant's listings of real property of the types shown below which are located in the counties of the Stellar MLS service area must be entered into Stellar MLS within five business days, excluding weekends or federally recognized holidays, upon the latter of a) the dated signature of the owner(s) of record or b) the beginning date on the Listing Agreement or (c) within one business day of any public marketing, whichever is sooner.

Should any public marketing of a listing occur during the allowed five-day submission period, or at any time while the listing is on file as an Office Exclusive or Temporary Exclusion, the listing Participant must release the listing to the MLS for cooperation with other MLS participants within one business day. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

Failure to enter the listing into Stellar MLS within five business days, excluding weekends or federally recognized holidays, upon the latter of a) the dated signature of the owner(s) of record or b) the beginning date on the Listing Agreement in accordance with the Rules and Regulations or failure to enter the listing into the MLS within one business day of public marketing will result in a Level III - Severe automatic penalty of $500 for the first occurrence; as outlined in Article 11.4. (Updated 08/2025)

Mandatory Listing Types.

A. Listings entered as active, as Delayed Distribution, Office Exclusive with or without a Temporary Exclusion in any of the following categories must be entered within five (5) days of the owner's signature(s):

1. Single family homes for sale or exchange
2. Condominiums, co-ops and townhouses for sale or exchange
3. Vacant residential lots or parcels for sale or exchange
4. Manufactured or Mobile homes where land ownership or a corporate equity interest in the community (such as a condominium, co-op share, or proprietary lease) is included in the sale or exchange. Manufactured or mobile homes on land subject to a standard lot rental agreement with no ownership interest, or requiring a manufactured or mobile home dealer's license to list or sell, are not permitted under this section.
5. Duplexes, triplexes or quadruplexes for sale or exchange

Optional Listing Types

B. The following classifications of property may be placed with Stellar MLS® as Active, entered for comparable purposes, Delayed Distribution, Office Exclusive with or without a Temporary Exclusion at the option of the Participant, however listing, if entered, must be in compliance with the Rules and Regulations:

1. Pre-Construction and New Construction Properties
2. Commercial Sale and Commercial Lease
3. Business Opportunity Listings. If entered, Business Opportunity listings are not required to have a photo, driving directions or address.
4. Properties personally owned by Participants or Subscribers where the owner is the listing agent are optional. This does not apply to properties owned by a business entity.

5. Rental Properties (short or long term)
6. Fractional Listings. A Fractional listing, wherein the buyer(s) will receive a recorded deed may be submitted to the MLS by the Participant. Several types of legal restrictions can apply to fractional ownership: state real estate law, local real estate law, private deed restrictions and federal/state and securities law. Rules upon Entry into MLS: If a Participant chooses to enter a Fractional Listing into the MLS:
   a. Fractional" under the "Ownership" field must be selected
   b. Public Remarks" must include the words "Fractional Ownership and the number of shares included/total shares in the first line of remarks.
   c. Fractional listings must be entered on the residential (RES) profile sheet.

7. Joint Listings. When a Participant jointly lists a property with another Participant, the following rules apply:
   a. Only one Participant of the MLS may submit the listing to the MLS.
   b. The listing Participant is solely responsible for the terms and conditions of the listing.
   c. The listing must be of a type permitted by the MLS and conform to all rules, regulations, and policies of the MLS.
   d. The agent who is listing the property in the MLS must have written authorization from the other listing broker permitting the listing to be placed in our MLS.
   e. The agent who is listing the property in the MLS must have written authorization from the property owner(s) authorizing the joint listing of the property.

8. Sold Data for Entry Only Listings. These entries are optional; however, Participants must adhere to the following guidelines:
   a. The listing cannot be uploaded until the transaction has closed.
   b. Sales must be loaded within 30 days of the closing date.
   c. Must upload one front exterior photo.

All new listings will be automatically placed in "Incomplete" status and will not show as active until one front exterior photo or rendering, aerial photo or water view from property (unit) is added in the 1st slot of the MLS system. Once a photo is present the listing may then be moved into "Active" status. Listings in an "Incomplete" status will be purged out after 30 days from the entry date. (Updated 6/2016)

a. Written Consent. Obtain owner(s) of record informed written consent (in either the listing agreement or an addendum thereto) to disclose the potential short sale circumstance to cooperating brokers, buyer(s) and the public.

b. Disclosure Options. Clearly and promptly disclose the potential short sale circumstance to all cooperating brokers and, when and if appropriate, disclose that the sale of the listed property may be conditioned upon the approval of a court, a lender, or other third party. It is required that such disclosures occur at the time of MLS input, if known, or within one (1) day (excluding weekends and holidays) upon receipt of knowledge. Such disclosure must be included in the "Public Remarks" Sections of the listing. The penalty for non-compliance is outlined in the General Fine Schedule (See Article 11/Section 4.2). (Updated 9/2010)

c. Short Sale Listings. In instances where the listing broker becomes aware that the sale price may be insufficient to pay the total of all liens and costs of sale and the owner(s) of record may not be able to bring sufficient liquid assets to the closing to cure all deficiencies (the Potential Short Sale Circumstance), the listing broker shall:

If after the initiation of negotiations, the listing broker receives knowledge of the existence of a potential short sale circumstance, or that the sale of the listed property may be conditioned upon the approval of a court, a lender, or other third party, then such disclosures must be made in writing in the Public Remarks" Sections of the MLS listing. All confidential information related to short sales must be communicated through required dedicated field and Realtor Only Remarks, available only to Participants and subscribers. (Updated 9/2010)

Article 05.02: Types of Listings Accepted

Participants in Stellar MLS may submit the following types of listing(s) (Note: These listing agreements must include the owner(s) of record written authorization to submit the agreement to the Stellar MLS):

A. Exclusive Right of Sale: The Exclusive Right of Sale Listing in which the Listing Participant is authorized by the owner(s) of record to cooperate with other brokers. It gives the Listing Participant the right to sell the property if the property is sold by anyone, including the owner(s), within the listing period.

B. Exclusive Agency: The Exclusive Agency Listing authorizes the Listing Participant, as exclusive agent, to cooperate with other Participants, but also reserves for the owner(s) of record the right to sell the property themselves. Cooperation is the obligation to share information on listed property and to make property available to other brokers for showing to prospective purchasers and tenants when it is in the best interests of their clients.

C. Limited Service Listings: A Limited Service listing may not reference that the listing is For Sale By Owner (FSBO) in the Public or Realtor Remarks. A Limited Service Listing is defined An arrangement where the property owner(s) contracts with the listing broker for a la carte services, and the listing broker may direct the buyer's representative to contact the seller(s) directly for one or more of the following:

i. Schedule showing appointments

ii. Answer questions about property

iii. Present offers or counter offers

iv. Participate in negotiations

(Updated 10/2024)

Article 05.03: Optional Listing Types

Section 3: Optional Listing Types

The following classifications of property may be placed with Stellar MLS at the option of the Participant, however listing, if entered, must be in compliance with the Rules and Regulations:

i. Pre-Construction and New Construction Properties

ii. Commercial Sale and Commercial Lease

iii. Business Opportunity Listings.

If entered, Business Opportunity listings are not required to input a business address, driving directions, or submit a photo. To comply with the Stellar MLS listing photo rules, **click here** to download a stock photo to add to your listing. (see **Article 4.05** for more info).

iv. Properties personally owned by Participants or Subscribers where the owner is the listing agent are optional. This does not apply to properties owned by a business entity.

v. Rental Properties (short or long term)

vi. Fractional Listings.

A Fractional listing, wherein the buyer(s) will receive a recorded deed may be submitted to the MLS by the Participant. Several types of legal restrictions can apply to fractional ownership: state real estate law, local real estate law, private deed restrictions and federal/state and securities law.

Rules upon Entry into MLS: If a Participant chooses to enter a Fractional Listing into the MLS:

a. “Fractional” under the “Ownership” field must be selected

b. “Public Remarks” must include the words “Fractional Ownership and the number of shares included/total shares in the first line of remarks.

c. Fractional listings must be entered on the residential (RES) profile sheet.

vii. Joint Listings.

When a Participant jointly lists a property with another Participant, the following rules apply:

a. Only one Participant of the MLS may submit the listing to the MLS.

b. The listing Participant is solely responsible for the terms and conditions of the listing.

c. The listing must be of a type permitted by the MLS and conform to all rules, regulations, and policies of the MLS.

d. The agent who is listing the property in the MLS must have written authorization from the other listing broker permitting the listing to be placed in our MLS

e. The agent who is listing the property in the MLS must have written authorization from the property owner(s) authorizing the joint listing of the property.

viii. Sold Data For Entry Only Listings.

These entries are optional; however, Participants must adhere to the following guidelines.

a. The listing cannot be uploaded as "sold" until the transaction has closed.

b. Sales must be loaded within 30 days of the closing date. and include at least one front exterior photo.

(Updated 8/2024)

Article 05.04: Listing Types Not Accepted

Stellar MLS does not accept the following types of listings. If a Stellar MLS Participant or Subscriber takes one of these listings outside of the MLS, these listing types would not be subject to Article 5.01 of the Rules and Regulations.

A. Net Listings:

A Net Listing is an agreement to pay the owner(s) of record a “net” price for their property regardless of the sales price

B. Open Listings:

An Open Listing is expressed or implied. Since it is not in writing, it does not include authorization to cooperate and compensate other brokers and offers a disincentive for cooperation.

C. Assignable Contracts:

Listings where the Listing Agreement is with a pending purchaser who is under contract to purchase the property but has not yet closed.

Article 05.05: Other Listing Types

Stellar MLS does not regulate the type of listings Participants may take, but it does not accept every type of listing. Participants of Stellar MLS are free to accept other types of listings to be handled outside Stellar MLS.

Article 05.06: Non-Participant Listings

Participants may enter information into the system solely for its Participants and Subscribers and may not input listings on behalf of non-participant brokerages.

Article 05.07: Named Prospects

Exclusive Right of Sale Listings, Exclusive Agency and Limited Service agreements with “named prospects” exempted must be clearly distinguished by indicating “Exclusion” on the MLS data entry form.

Article 05.08: Agency Representation

Stellar MLS accepts listings from Participants representing their customers as single agents, transaction brokers or non-representatives.

Article 05.09: Use of MLS Data Entry Form

Participants shall utilize the current approved MLS data entry form, complete all required fields and obtain all required signatures. Alternatively, the owner(s) of record may sign the Owners Authorization Display (available when the MLS listing is submitted as incomplete), which contains the proper indemnification statement.

A. Condo/Hotel, Boat Slip and Fractional Listings (if entered) must use the Residential / Rental MLS Data entry form or signatures must be obtained on the Owners Authorization Display.

Article 05.10: Refusal of Certain Forms of Listings

Stellar MLS, upon review and approval of its legal counsel, refuse to accept:

i. Any listing form which fails to adequately protect the interest of the public and the other Participants.

ii. Any listing form that establishes or attempts to establish any contractual relationship between Stellar MLS and the owners.

iii. Any listing form which includes offers of compensation or otherwise does not comply with these Rules and Regulations.

(Updated 8/2024)

Article 05.11: MLS Listing Options for Property Owners

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)

Article 05.12: Change of Terms and Status of a Listing

A. Change in Terms: Any price change or change in the terms and conditions from the original listing agreement shall be made only when authorized in writing by the owner(s) of record and shall be filed with Stellar MLS within two days, excluding weekends and federally recognized holidays, after the signed authorization is received by the Listing Participant. The “Pending Status” on any listing overrides the expiration date. The penalty for non-compliance is outlined in the Automatic Fine Schedule, Level I (See Article 11/Section 4.3).

B. Change in Status:

i. Any change in status to “pending” shall be filed with Stellar MLS within two days, excluding weekends and federally recognized holidays, of effective date of contract. The penalty for non-compliance is outlined in the Automatic Fine Schedule, Level I (See Article 11/Section 4.3).

ii. Any change in status to “sold” shall be filed with Stellar MLS within two days, excluding weekends and federally recognized holidays, of close date of contract. The penalty for non-compliance is outlined in the Automatic Fine Schedule, Level I (See Article 11/Section 4.3).

iii. For short-term rental listings where multiple months or weeks are marked available, if one or more month/week is booked while others are still available, the Weeks Available and Months Available fields must

be updated within two days, excluding weekends and federally recognized holidays, of effective date of contract.

iv. All other change in status shall be filed with Stellar MLS within two days, excluding weekends and federally recognized holidays, after the signed authorization is received by the Listing Participant. The penalty for non-compliance is outlined in the Automatic Fine Schedule, Level I (See Article 11/Section 4.3).

v. If a listing is unavailable for showings of any kind, the listing must be placed into the Temporarily Off Market (TOM) status until showings are again available. (Updated 8/2025)

C. Status Definitions:

i. Pending: For sales, a real estate transaction status where the buyer(s) and property owner(s) have entered into a legally binding contract with an effective date, however the property has not yet transferred ownership. For rentals, approval of rental application and/or receipt of deposit.

ii. Sold: For sales, when a property has been closed and transferred ownership.

iii. Active: A current listing contract exists between a property owner and a broker. The owner(s) have not entered into a legally binding contract with an effective date. The property is available for showing and/or submission of offers to purchase or lease.

iv. Leased: A deposit being received AND lease being signed.

v. Lease Option: Property owner and tenant have agreed to lease option terms and conditions.

vi. Expired: The listing contract has passed its termination date.

vii. Temporarily Off Market: A current listing contract exists between a property owner and a broker and while listed in the MLS, the property becomes unavailable for showing and/or submission of offers to purchase or lease. This status is to be used when the property was previously entered as an active listing, and the property cannot be shown temporarily

viii. Withdrawn – Conditional: The listing has been withdrawn from the market. A listing agreement may still exist between the property owner(s) and the listing office; prior to relisting, be sure to review any outstanding obligations with previous listing office and the seller.

ix. Cancelled: The listing has been withdrawn from the market with no outstanding obligations between the property owner(s) and the prior listing office.

D. Definition of Selling Office/Agent: For sold transactions, the selling office/agent are defined as the office/agent compensated as the buyer's brokerage. Accurate reporting of the selling office/agent ID is required. The penalty for non-compliance is outlined in the General Fine Schedule (See Article 11/Section 4.2). (Adopted 11/2016)

Article 05.13: Withdrawal of Listing Prior To Expiration

Listings may be withdrawn from Stellar MLS by the listing broker before the expiration date of the listing agreement if agreed to in writing by the listing broker and the owner(s) of record. A copy of the agreement must be available upon request by Stellar MLS. The owner(s) of record do not have the unilateral right to require the Stellar MLS to withdraw a listing without the listing broker's concurrence. However, when the

owner(s) of record can document that their exclusive relationship with the Listing Participant has been terminated; Stellar MLS may remove the listing at the request of the owner(s) of record. (Updated 8/2024)

Article 05.14: Expiration, Extension, and Renewal of Listings

Any listing filed with Stellar MLS automatically expires on the date specified in the agreement unless renewed in writing by the owner(s) of record and by the listing broker and a notice of that renewal or extension is updated in the Stellar MLS database. Any extension or renewal of a listing must be signed by the parties to the original listing contract. Expired listings can be changed from expired status to active status in the MLS data base for up to 30 days after the expiration date provided the signed renewal or extension is received and dated within 30 days of the expiration date. (Updated 11/14/23)

Article 05.15: Listings of Suspended Participants

When a Participant is suspended from Stellar MLS for failing to abide by a membership duty (i.e., a violation of the Code Of Ethics, Bylaws, Stellar MLS Rules and Regulations, or other membership obligations), all listings currently filed with Stellar MLS by the suspended Participant shall, at the Participant's option, be retained in Stellar MLS until sold, withdrawn, or expired, and shall not be renewed or extended by Stellar MLS beyond the termination date of the listing agreement in effect when the suspension became effective. If a Participant has been suspended from their primary Association or Stellar MLS (or both) for failure to pay appropriate dues, fees or charges the suspended Participant's listings in Stellar MLS will be canceled. The suspended Participant will be advised in writing of the intended removal so that the suspended Participant may advise the owner(s) of record. (Updated 11/14/23)

Article 05.16: Listings of Expelled Participants

When a Participant of the Service is expelled from the MLS for failing to abide by a membership duty (i.e., violations of the Code of Ethics, Board bylaws, MLS bylaws, MLS rules and regulations, or other membership obligations except failure to pay appropriate dues, fees, or charges), all listings currently filed with the MLS shall, at the expelled Participant's option, be retained in the Service until sold, withdrawn, or expired, and shall not be renewed or extended by the MLS beyond the termination date of the listing agreement in the effect when the expulsion became effective. If a Participant has been expelled from the Board (except where MLS participation without Board membership is permitted by law) or MLS (or both) for failure to pay appropriate dues, fees, or charges, a Board MLS is not obligated to provide MLS services, including continued inclusion of the expelled Participant's listings in the MLS compilation of current listing information. Prior to any removal or an expelled Participant's listings from the MLS, the expelled Participant should be advised, in writing, of the intended removal so that the expelled Participant may advice their customers. (Revised 6/2012). (Updated 11/14/23)

Article 05.17: Listings of Resigned Participants

When a Participant resigns, Stellar MLS is not obligated to provide services or include the resigned Participant's listings in Stellar MLS. Prior to any removal of resigned Participant's listings from Stellar MLS, the resigned Participant will be advised in writing of the intended removal so that the resigned Participant may advise the owner(s) of record. (Updated 11/14/23)

Article 05.18: Listing Acceptance From Participants

Stellar MLS will accept listings from any Participant who is in good standing in their primary REALTOR® Association and/or a Participant in Stellar MLS. (Updated 11/14/23)

Article 05.19: Listing Acceptance from Non-Member REALTOR®

Stellar MLS will accept listings from Designated REALTORS® in good standing with other Florida MLSs that are a signatory to the FAR Statewide Reciprocal Agreement. It is not required that a REALTOR® first places the listing in their primary MLS unless it conflicts with a rule in their primary MLS. (Updated 11/14/23)

Article 05.20: Lockbox Authorization

The Associations within Stellar MLS require written authorization from the property owner's to the Listing Participant prior to placement of a lock-box on the property. This authorization may be selected by the owner(s) of record in the Exclusive Right of Sale or Exclusive Agency Listing Contract. (Updated 11/14/23)

Article 05.21: Track Price Change Information

Allow the display of price change history of listings in advertising including (but not limited to) IDX, in accordance with NAR's Section 16 of the MLS Handbook. (Adopted 9/2011) (Updated 11/14/23)

Article 05.22: Track Time on Market Information

Allow the display of market time on listings in advertising including (but not limited to) IDX, in accordance with NAR's Section 17 of the MLS Handbook. (Adopted 9/2011) (Updated 11/14/23)

Article 05.23: Auction Properties

The MLS accepts exclusively listed property that is subject to auction (Absolute Auction or Auction With Reserve) or Online Auction; however, any listing submitted is entered within the scope of the Listing Brokerage's licensure and in accordance with all other requirements for listing input. Any contact information, bidding website, if applicable, or any other details related to the auction shall only be included in the fields related to Auctions and also may be included in the "Realtor Only Remarks" field. When the listing broker receives knowledge that the sale of the listed property may be conditioned upon an Auction, then such disclosure must be made in the "Auction Y/N", "Special Sale Provision" and any other required auction fields. (Adopted 3/2015) (Updated 08/2024)