

A STEP-BY-STEP GUIDE



TO THE COMING SOON STATUS IN

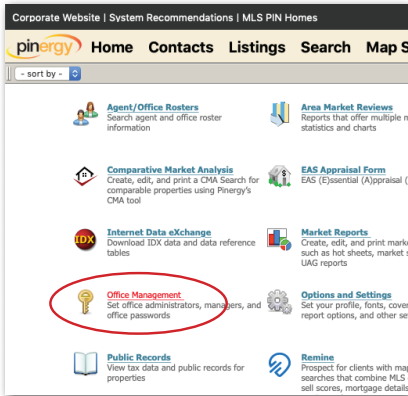


AGENTS:

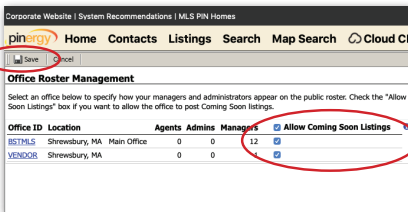
Here's How to Enter a Property as "Coming Soon"

PARTICIPANTS / MANAGERS:

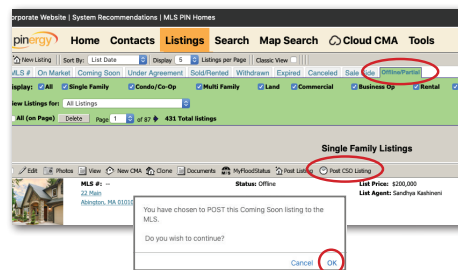
Here's How to Opt Your Offices IN to Coming Soon



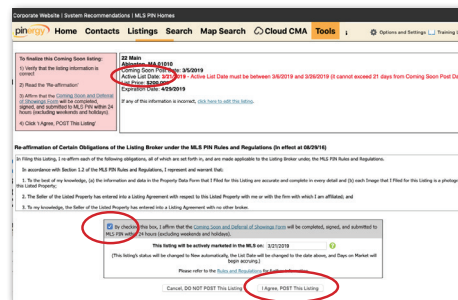
1. Head over to Pinergy's "Tools" and click on "Office Management."



2. Check the "Allow Coming Soon Listings" box next to each office you would like to post Coming Soon listings. Click "Save."



1. Create and save a new "Offline/Partial" listing, and click the "Post CSO Listing" button. If Pinergy allows the listing to proceed as CSO, click "OK." (If necessary, edit and resave your listing, then click the "Post CSO Listing" button to try again.)



2. Check the box confirming you will submit the correct form, verify the Active List Date, and click "I Agree, POST This Listing."

3. Have the "Coming Soon and Deferral of Showings" form from mlspin.com's "Resources → Forms & Flyers" page completed, signed, and submitted to MLS PIN no later than 24 hours after posting the listing (excluding weekends and holidays).



COMING SOON FAQs

- Will agents be able to forward CSO listings to their contacts, and can they include that status in their automated property alerts? No. MLS PIN rules prohibit displaying CSO listings on the VOW. The agent can, however, email CSO listings to any Contact through a normal search but cannot attach a CSO listing to a Contact in Contact Manager.
- Will listing agents be able to see how many matches they have and/or try out a lower price using the "Marketing Overview" tool when a property is in CSO status? No. The Marketing Overview tool is available, but it will not show numbers of Contact matches.
- Can listings in CSO status be fed to ShowingTime or similar services before they are on market? No feed to ShowingTime is possible until the listing status is New.
- Will listings in CSO status be fed to CMA tools such as the MLS PIN CMA tool, Cloud CMA, Moxi, or other third-party programs? This is not possible, except as the Subject Property in the MLS PIN CMA.



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WICKED SMART.