



Within Policy Sample Scenarios



Alisha



- Alisha signs a listing agreement with sellers.
- Alisha adds listing to the MLS within one business day.

Ken



- Ken signs listing agreement with sellers that requests property be temporarily withheld from the MLS. The agreement is deemed an “Office Exclusive.”
- Ken sends signed agreement to GKAR Director of MLS within three business days.
- Property is advertised and shown only within the brokerage. There are no signs, emails, or any form of public advertising.
- When client is ready for property to be placed on the MLS, Ken places property in MLS with listing date of sellers signature.
- Or, Ken and client cancel the original listing agreement and sign a new agreement.
- New listing is placed on the MLS within one business day of signed agreement.



Outside Policy Sample Scenarios



Alisha



- Alisha signs listing agreement with sellers that requests property be temporarily withheld from the MLS.
- Listing agent adds sign to the yard and begins advertising and showing the property to agents outside his brokerage and the public.
- Listing agent and client receive and accept offer more than one business day after the listing agreement has been signed.
- Listing agent adds listing to the MLS and immediately sets the listing to Pending.

Ken



- Ken signs a listing agreement with sellers.
- Listing agent creates a video advertising the property as “Coming Soon” and posts to social media Websites.
- Listing agent adds listing to the MLS more than one business day after advertising.