Matrix Status Definitions

The 48 hour rule applies to entering new listings (Residential, Land, Multi-Family in the Yes-MLS coverage area) and making all status changes (except sold which must be done within 14 days of the Recording Date). Random audits are done by the MLS for every 100th new listing or change in Matrix. Paperwork should be submitted back to Yes-MLS within 48 hours of the audit request.

I=Incoming - only the List Agent and List Office administrators can see these listings until completed and marked as Active. A listing can stay in the system in this status for 90 days. If the listing is not completed within the 90 days, the listing will be removed. Once the Listing Agreement is signed, the listing must be completed and changed to Active Status within 48 hours of the **List Date** in the Exclusive Listing agreement.

M=Coming Soon - Coming Soon listings can immediately be seen in Matrix by all members. Listings can be shared with customers but **can't be shown** until the Expected Active Date. Coming Soon listings will not go out to IDX websites until the listing goes Active. The system will automatically change the status to **Active** on the date requested **(14 days max)** and begin counting (DOM) Days On Market.   If the property is still not ready to be shown, the seller can request to take it Temporarily Off Market.

A=Active - (**DOM**) Days On Market are counted from the List Date. Active listings can immediately be seen by all members using Matrix. Listings are shared with the public on www.realtor.com every 15 minutes if Internet Listing = Yes. If a mistake is made on Dates or Price, a listing correction form should be sent to Yes-MLS with supporting documentation to make the necessary changes to Original Price, Price Arrows, Days on Market etc. If it is still in this status at the expiration date, the system will automatically change the status to **Expired**.

C=Under Contract ALLOW Showings - (**DOM**) Days On Market continue counting. Listings can still be shown but an offer has been accepted and is waiting on items noted. Listings can only be shown up to the expiration date. If it is still in this status at the expiration date, the system will automatically change the status to **Under Contract Expired**.

P=Under Contract NO Showings - Listings that have an offer that was accepted and is waiting for the title to transfer. The seller does not want the property to be shown. Days on Market stop counting. If the deal falls apart, a mutual release is needed to change the listing back to active status. If it is still in this status at the expiration date, the system will automatically change the status to **Under Contract Expired**

E=Pending/Expired - If an Under Contract listing goes past the original expiration date, the status will automatically change at midnight of the expiration date to this new status. It is then understood there is no longer a Listing Agreement in effect, but they are still waiting for the title to transfer. The system will wait 180 days after the expiration date for the Listing Office to change to **Sold**. If it is still in this status at the end of the **180 days** the system will automatically change the status to **Expired**. If the deal falls apart, a new Listing Agreement is needed.

S=Sold - If the listing is still Under Contract Allow Showings, change to **Under Contract No Showings**, then to Sold within **14 days** of the Recording Date. Once the listing is changed to Sold, no further changes can be made so be sure the correct Sale Price, Sale Date, Closing Type, and Selling Agent are entered before submitting. A Listing Correction form must be sent to the MLS if an error is made. *Please check to see if the selling agent is on a team and record the proper selling agent.*

T=Temp Off Market - If the seller requests no showings at any time between the List Date and Expiration Date, change the status to Temp Off Market and enter in the Remarks an **Estimated Date** for back on market as **BOM (mm/dd/yyyy)** the listing will be available again. Days on Market stop counting for this period of time and will resume when the listing goes back to Active status. If the listing does not go back to Active before the expiration date, the system will automatically change to **Expired** at midnight.

W=Withdrawn - If the seller requests to withdraw the listing from the MLS, check with the Broker to see if they will Release the listing. Change the status to Withdrawn and mark either **With Release** if the broker has agreed or **No Release** if not. If the property is re-listed in Matrix within 45 days of the listing being withdrawn (by any member of Yes-MLS), the CDOM will be added onto the new listing.

X=Expired - The MLS system will automatically change the status at midnight if a listing is Active, Contingent, Temp Off Market, or Withdrawn - No Release. If a listing is in Under Contract Expired for 180 days and has still not been marked sold, the listing will automatically go to Expired after the 180 days. If an Expired listing is re-listed within 45 days of the expiration (by any member of Yes-MLS), the CDOM will be added onto the new listing.

Photo Note: Before a listing goes off market (Sold, Withdrawn, or Expired), you may remove any photos (other than the primary) that you or the seller do not want to be maintained in the MLS property history. Once the status changes, you will no longer be able to edit anything on the listing.