

# FACTS ABOUT MLS PIN'S

## COMING SOON STATUS

- Coming Soon (abbreviated **CSO**) is a status option when a listing is first posted to the MLS. A listing in the CSO status is visible to all MLS PIN Subscribers.
- **Be sure to double-check the Active List Date before posting a CSO listing.**
- Coming Soon is an **“off-market”** status. Days on Market will not accrue for any time that a listing spends in the CSO status.
- While a listing is in the CSO status, **no Broker is permitted to show** the property to any prospective buyer.
- If the listing Broker and seller elect to use the CSO status, the Participant/Office Manager must have the seller sign a **Coming Soon and Deferral of Showings Form** and return the signed form to MLS PIN no later than 24 hours, excluding weekends and holidays, after they post the listing to the system. The new form is in the **Forms & Flyers** section of [mlspin.com](http://mlspin.com).
- A listing may remain in the CSO status for up to, but not more than, 21 days after it is first posted. After the Coming Soon period specified on the Coming Soon and Deferral of Showings Form expires, the listing will automatically change to the NEW status and will then be considered “on-market.”
- A listing of property for sale or exchange, even in the CSO status, will still be required to include an unconditional offer of cooperating compensation from the listing Broker to all other MLS PIN Participants.
- The listing Broker is permitted to advertise its own Coming Soon listing outside of the MLS, although MLS PIN will not syndicate the listing to third parties while it is in the CSO status. Once the listing changes from the CSO status to the NEW status, the usual procedures for IDX, VOW, and third-party syndication of on-market listings will apply.
- If your seller does not want to use the CSO status at all, you are still able to post a new listing directly to the NEW status and begin showing the property right away. The addition of CSO as a status does not change this. Rather, it creates an option when a listing is first posted to the MLS: you may either post the listing directly as NEW and on the market or post the listing first as CSO (off-market) before it changes to NEW at the end of the Coming Soon period.
- The Coming Soon listing appears on the Coming Soon tab in Listings Manager. It also shows in the new “CSO to NEW” widget appearing on the homepage.
- To post a **Coming Soon** listing:
  - 1) Enter the listing information as an off-line listing;
  - 2) Click the Post CSO Listing button; click OK;
  - 3) Affirm that the Coming Soon and Deferral of Showings Form will be completed, signed, and submitted within 24 hours.  
**Double-check the Active List Date;**
  - 4) Click the “I Agree, POST This Listing” button. (The Participant/Office Manager must use the Office Management tool to allow the listing office to post Coming Soon listings before agents can post them.)

**If you have any questions, please contact our Quality Assurance Department  
at 800-695-3000, Option 6 | [QA@mlspin.com](mailto:QA@mlspin.com)**



**MLS Property Information Network, Inc.**

904 Hartford Turnpike Shrewsbury, MA 01545  
Phone: (508) 845-1011 Fax: (508) 845-7820 [mlspin.com](http://mlspin.com)

**WICKED SMART.**