

## Listing Guide

Listing Type*	Publish in NJMLS	Showings Begin	Cooperating	Advertising
<b>Listing Agreement with Immediate Showings</b>	Within 24 hours of list date. Agreement must be signed by all parties to be valid.	Immediately	Yes	Yes
<b>Listing Agreement with Delayed Showings</b>	Within 24 hours of list date. Agreement must be signed by all parties to be valid.	Can be delayed up to 3 days, after that <b>NJMLS Delayed Showing Form</b> signed by all parties must be uploaded to listing. Maximum delay is up to 30 days. <b>No one can show during delayed showing period.</b>	Yes	Yes
<b>Office Exclusive with Non-Dissemination Form (Cooperating)</b>	Not published in MLS, email to register with NJMLS if within our market area.*	Immediately or as directed by owner.	Yes	Yes
<b>Office Exclusive with Waiver of Broker Cooperation (Not Cooperating)</b>	Not published in MLS, email to register with NJMLS if within our market area.*	<b>Only listing office can show.</b>	<b>No</b>	<b>No Public Advertising</b> as per NAR Clear Cooperation Rule. - No Lawn Signs - No posting on Social Media - No display on public websites

**\*Required Listings**  
**Single Family, 2-4 Family, Condo/Co-op/Townhouse in NJMLS Market Area**  
 Bergen, Passaic, Essex Counties and East Newark, Harrison, and Kearny in Hudson County.

**Listing Paperwork**  
**Exclusive Right to Sell Agreement** with **Attorney General Memo.**  
 Signed paperwork must be kept on file by Listing Office and made available upon request.  
**Lead Paint Form** required if property was built prior to 1978 and uploaded to listing in system.

**Listing Content**  
 - No contact information in Customer Remarks, or in photos and virtual tours.  
 - Upload at least 1 photo within 7 days.  
 - Don't copy photos that aren't yours.  
 - Identify virtually staged or enhanced images.

**Advertising Prior to Closing**  
 Listings belonging to another office can only be advertised prior to closing with the **written permission** of the listing broker and must include the name of the listing office in the advertisement. This applies to listings of all statuses until closing (including under contract listings).

# Listing Rules

## Maintain

### Status Changes

#### ARIP – Attorney Review In Progress

Report within 24 hours after contract is signed by buyer and seller. Listings in ARIP are still Active.

#### UC – Under Contract

Report within 24 hours of Attorney Review being completed.

#### SOLD:

Report SOLD within 7 days of the closing.

### Withdrawing a Listing

The 3 types of withdrawals are as follows:

#### WT – Temporary

To remove a listing from active status for a brief period when it cannot be shown. When it can be shown again, the status should be changed to Back on Market.

#### WC – Conditional

To withdraw a listing BUT with a signed agreement between owner and listing broker which outlines the conditions of release.

#### WU – Unconditional

Used to withdraw a listing unconditionally. The listing agreement is terminated without conditions.

### Accurate Information

Information must be accurate on listings including updated taxes and flood information.

## Showings

Showings begin immediately unless otherwise noted.

### Delayed Showings

The Delayed Showing Rule applies when showings can't begin on the "Listing Date" and are delayed to a future date. During the delayed showing period **the property cannot be shown to anyone.**

If the property can't be shown for more than 3 calendar days, a **Delayed Showing Form** must be signed by the seller(s), listing agent, and listing broker and uploaded as an Associated Document to the listing.

### Discontinuation of Showings

Active listings which have been on the market and then cannot be shown must be Withdrawn Temporarily. While the listing is Withdrawn Temporarily, **no one can show the property, including the listing office**. Once showings can resume, the property would be put Back on the Market.

If the owners request no further showings during review of multiple offers or during Attorney Review, the Agent Remarks and Showings Instruction Field of the listing must be updated accordingly within 24 hours. In addition, the **No Further Showings Form** must also be signed by all owners and the listing broker and uploaded to the MLS system of the service within 24 hours of the discontinuation of showings.

### Lockbox

If a lockbox is used for showings, the latest NJMLS lockbox must be placed on the property so that all registered members of the NJMLS are able to gain access to the property.

## Advertising

### NAR Clear Cooperation Rule

Requires listing brokers to submit their listing to the NJMLS within one business day of marketing the property to the public. If cooperation to other brokers is not offered, a Waiver of Broker Cooperation must be signed by the sellers and the listing broker and the listing cannot be publicly advertised. This applies to all forms of advertising, including lawn signs.

### Advertising Sold Listings

When featuring "Sold" information which has been obtained from the NJMLS, the following disclaimer must be included:

"These properties were listed and sold by various Participants of the NJMLS between (date) and (date)."

In addition, sold advertisements must contain the name of the Listing Broker and Selling Broker unless the Broker is a party to the transaction.

### Market Share Statistics

These advertisements must indicate whether the ranking is based on individual, team, office, or company statistics, and must include all the search criteria used to determine the published ranking. Names of competitors may not be included.

### Advertising Listings Prior to Closing

Advertising of any listing prior to closing by any office other than the listing office, is permissible only with the **written consent of the listing broker**. Advertising includes display of any listing in print or electronic form, including on any social media or other web sites, with the exception of consent to display listings on IDX sites where permission of the Participant is obtained electronically by the Service.