

# Coming Soon Checklist

## Complete Each Step In Order

Refer to the Coming Soon FAQs at [CincyMLS.Net](http://CincyMLS.Net) for more information.

- The Seller understands that the property may only utilize the Coming Soon status one time unless the property has been expired or canceled for at least 60 calendar days.
- I have explained the Coming Soon status and its rules and regulations to the Seller.
- The Seller chooses to use the Coming Soon Status and agrees to the Showing Start Date.
- The Seller understands that the Showing Start Date **cannot** be changed and the **property** may not be in the Active Status prior to that date.
- The Seller understands that the property may not be shown and offers may not be presented prior to the Showing Start Date.
- The Seller and I have read, completed, and signed the Coming Soon Sellers Authorization (CSSA).
- The Seller and I have read, completed, and signed the New Listing Validation Form (NLVF) **if not sending listing agreement to MLS**.
- The listing has been entered in MLS as Coming Soon and the Showing Start Date matches the date on the CSSA.
- I have sent the CSSA and NLVF or listing agreement to [MLSDocs@CincyMLS.com](mailto:MLSDocs@CincyMLS.com).
- I can market the property publicly only if the listing has been entered in MLS as Coming Soon and I include the required verbiage of "Coming Soon. No Showings until (the Showing Start Date)" in my advertising.
- I can place a sign in the yard but the sign MUST prominently state Coming Soon once entered in MLS as Coming Soon.
- If the property is not ready to be shown on the Showing Start Date, I must contact MLS to withdraw the listing.