

## “ACTIVE/NO SHOW” STATUS

Use the “Active/No Show” status when you put a listing in Paragon that is not available for showing for a specified amount of time (including “coming soon”).

- If you are entering a listing that is ready to be marketed but is not available for showing you still need to disclose the date the property will be available to show in the Agent Remarks but now you will also need to check the “Active/No Show” status instead of “New” when inputting. This will flag your listing in the MLS as well as on websites.
- No showings by anyone are allowed during this period of time.
- Once you make the listing “Active” you will not be able to put it back as “Active/No Show”.
- Properties marked as “Active/No Show” will still go out in syndication feeds as well as auto notifications and the collab center.

## FAQ’s Regarding “Active/No Show” Status

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- Q.** If I have a “coming soon” or unavailable to show property, when do I have to have it in the MLS?

**A.** By the next business day of signatures being obtained **and** advertising and/or marketing begins.
- Q.** The sign company put the sign up prior to my “agreed go active date” with the seller. What do I do since there is no longer a Waiver of MLS Benefits to submit?

**A.** Enter the listing in the MLS as an “Active/No Show” (Active/No Show sub-status).
- Q.** Can I put the “Coming Soon” in the public remarks?

**A.** No, only in the agent remarks. The public remarks are to be used to describe the property.
- Q.** After the “Active/No Show” is removed can it be changed to “New”?

**A.** No, the listing will only be able to be changed from “Active/No Show” to “Active”. Once the listing is input into the MLS, it is also being syndicated to national and company/broker websites to “create a buzz”.
- Q.** If my seller does not want their listing in the MLS, what do I do?

**A.** You fill out the “MLS Exempt Listing Form” and send it to the MLS by the next business day after all required signatures are obtained on the listing agreement.
- Q.** Can Exempt Listings (office exclusives) be reported for MLS volume?

**A.** Yes as sub-type **F Non MLS Sold**. Must have permission from seller and all required information as well as a photo.