

# COMING SOON LISTINGS

In Paragon



Paragon has a new status called Coming Soon.

Many times a broker/agent lists a property that is in need of staging, painting, repair or remodeling before showing, or the listing agent simply needs time to take photos and to get the listing ready to be marketed. These are all examples of legitimate uses of the Coming Soon status and accompanying sign.

To enter a Coming Soon listing, when entering a new listing choose "Coming Soon" in the status instead of "Active." This will bring up a new field called "Coming Soon Reason" and "Projected Active Date."

A screenshot of the Paragon listing form. The form is titled "LISTING" and has a blue header bar with buttons for "Save", "Reset Fields", "Required Only", "Open All", and "Close All". The form fields are numbered (43) through (47). Field (51) "Status" is highlighted with a red box and contains the value "CS - Coming Soon". Below it are fields for "Coming Soon Reason" (empty), "Projected Active Date" (with a date picker), "Address" (with a dropdown), and "Unit #".

You will then select a "Coming Soon Reason." If none of these apply select "See Agent Notes" and place your coming soon reason in the Agent Notes section.

A screenshot of the Paragon listing form with a "Coming Soon Reason" dialog box open. The dialog box has a title bar "Coming Soon Reason" and buttons for "Save" and "Cancel". It contains a search bar with "Contains" and a dropdown arrow. Below is a table with two columns: "Data" and "Description". The table lists several reasons: "Court Aprv" (Court Approval), "Remodeling" (Remodeling), "Renovation" (Renovations), "See Notes" (See Agent Notes), and "Staging" (Staging). At the bottom of the dialog box, there is a pagination bar showing "Page 1 of 1" and "View 1 - 5 of 5".

Choose the “Projected Active Date” which is the date it will be active in the system and ready to show. You can update this date at any time. **\*\* Please note** that once the listing gets to the Projected Active Date, the system will automatically change the listing to an Active status. Active listings will not be able to be placed in a Coming Soon status.

**LISTING**

Save Reset Fields Required Only Open All Close All

(43) Property Type R P

(54) List Date R P mm/dd/yyyy

(55) Expiration Date R P mm/dd/yyyy

(45) Price R , 000

(1) Office Exclusive Y/N

(51) Status R CS - Coming Soon

Coming Soon Reason R Staging

(4) Projected Active Date R mm/dd/yyyy

(46) Address R

(47) Unit #

(56) Condo Name

(57) Subdivision R

(48) City R

(49) State R FL

**May 5, 2017**

YR	MO	Today							MO	YR
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
17		1	2	3	4	5	6			
18	7	8	9	10	11	12	13			
19	14	15	16	17	18	19	20			
20	21	22	23	24	25	26	27			
21	28	29	30	31						

Select date

You can change the status to “Active” at any time. Coming Soon listings will not be able to be marked contingent, pending or sold.

**LISTING**

Save Reset Fields Required Only Open All Close All

(43) Property Type R P

(54) List Date R P mm/dd/yyyy

(55) Expiration Date R P mm/dd/yyyy

(45) Price R , 000

(1) Office Exclusive Y/N

(51) Status R CS - Coming Soon

Coming Soon Reason R

(4) Projected Active Date R mm/dd/yyyy

(46) Address R

(47) Unit #

## Important Rules Surrounding Coming Soon Listings:

- The listing agent must have an active listing agreement in place to enter a Coming Soon listing. PAR can request the listing agreement at any time.
- The listing agent is required to upload a [Coming Soon Listing Agreement Addendum](#) into the listings “Associated Documents” once the listing is placed in the MLS in a Coming Soon status.
- The Coming Soon listing will automatically be placed in an active status once the listing reaches the “Projected Active Date.”
- All fields that are required for an active listing are required for a Coming Soon listing with the exception of a photo.
- Listing agent and seller(s) agree not to show or sell the listing while the listing is in a Coming Soon Status.
- If the listing is in a Coming Soon status and is shown to a perspective buyer the listing agent is required to immediately place the listing in an active status.
- Coming Soon listings will ***not*** be syndicated out to other websites.
- Coming Soon listings are only searchable to those with access to Paragon.
- Coming Soon listings cannot be printed or emailed out of the Paragon system.
- Coming Soon listings do not accrue DOM or CDOM.
- The listing agent can update the Projected Active Date at any time but must upload a new Coming Soon Listing Addendum to the listing.
- Agent Inbox features will not be available for Coming Soon listings.
- A Coming Soon listing can only be placed in an active, withdrawn or cancelled status.

Coming Soon instructions, rules and listing addendum can be found on the front page of Paragon under MLS Documents and Forms.

IF YOU HAVE ANY QUESTIONS REGARDING THE NEW COMING SOON STATUS PLEASE CALL THE MLS DEPARTMENT:

850-434-5507