LISTING SUBMISSION OVERVIEW

Here is an overview of the RANW Listing submission types and their procedures.

Please note that none of these listing submission types have you uploading or emailing your listing contract to RANW! Please do not submit your listing contract, amendments, or WB-55 form to RANW unless you are expressly asked for it. We hate giving out the $500 fine for doing so!

We'll start off this overview by mentioning the only Listing type that is EXEMPT from the RANW submission rules. That is the **ONE PARTY LISTING**.

IF YOUR LISTING IS A ONE PARTY LISTING: You do NOT need to email or upload any forms or contract documents.

You do NOT need to notify RANW in any way of the listing and you do NOT need to enter the listing into the MLS System.

You MAY enter the sale as a Sold/Comp Only listing in the MLS System within 3 business days of the closing date. Please note in the Public Remarks that the listing was a One Party listing.

Now, on to the **OFFICE EXCLUSIVE LISTING**.

IF THE LISTING IS AN OFFICE EXCLUSIVE FOR THE FULL TERM OF THE LISTING:

You **MUST** send the required RANW "SELLER CERTIFICATION FOR EXEMPT LISTING (OFFICE EXCLUSIVE)" form to listings@ranw.org within 1 business day of the list date shown on the contract.

You do NOT need to email or upload other forms or contact documents.

You do NOT need to enter the listing into the MLS System.

You MAY enter the sale as a Sold/Comp Only listing in the MLS System within 3 business days of the closing date.

IF THE LISTING IS AN OFFICE EXCLUSIVE FOR A PORTION OF THE FULL TERM OF THE LISTING: You must send the required RANW "SELLER CERTIFICATION FOR EXEMPT LISTING (OFFICE EXCLUSIVE)" form to listings@ranw.org within 1 business day of the list date shown on the contract.

You do NOT need to send or upload other forms or contract documents.

You MUST enter the listing into the MLS System on the date that the Exclusive period ends.

You will not be billed for a late listing IF you have previously notified listings@ranw.org of the Office Exclusive within 1 business day of the list date shown on the contract.

WITH REGARD TO ALL OTHER LISTING SUBMISSION TYPES:

Please remember that all other listing types, for Residential, Condo, Multi-Family and Vacant Land listings, must be entered into the MLS System within 1 business day of the list date shown on the contract.

Commercial/Business listings must be entered by the 10th business day of the list date shown on the contract.

IF YOUR LISTING CONTRACT CALLS FOR DELAYED SHOWINGS:

Please remember that your listing must be entered into the MLS System within 1 business day of the list date shown on the contract.

You must select Delayed Showings Yes and enter the date Showings are to begin in the MLS system. This date may not be backdated or changed during the delayed showings period.

The date showings will be allowed must also be stated in the MLS Public Remarks section.

Additionally, the required RANW "SELLER AUTHORIZATION TO DELAY SHOWINGS" form MUST be uploaded at the time the listing is submitted.

Just a reminder, the use of "Delayed Showings" means No showings of any kind are allowed during the Delayed Showings period. RANW does not limit the amount of time a listing may be in a Delayed Showing status.

NOW ON TO DELAYED MARKETING LISTINGS:

IF YOUR LISTING CONTRACT CALLS FOR DELAYED MARKETING FOR THE FULL TERM OF THE LISTING:

The listing MUST be entered into the MLS System within 1 business day of the list date shown on the contract.

You must specify in the MLS System the duration of the Delayed Marketing period and ensure that all Seller Restrictions in the MLS System are set to NO.

The listing will be available only in the RANW MLS system. It does go to buyers listing carts. It is NOT be distributed to WIREX, Broker websites, or to major real estate websites such as Realtor.com, Zillow, etc. for the duration of the listing.

The required RANW "SELLER CERTIFICATION FOR EXEMPT LISTING (DELAYED MARKETING)" form MUST be uploaded at the time the listing is submitted.

IF YOUR LISTING CONTRACT CALLS FOR DELAYED MARKETING FOR ONLY A PORTION OF THE LISTING TERM:

You would follow all the steps I just outlined. Enter the listing within 1 business day, specify the duration of the Delayed Marketing period and set all Seller Restrictions to NO and upload the RANW Delayed Marketing form to the MLS system.

Additionally, we recommend that you note on your calendar the date the listing is to begin full marketing.

On the date Marketing is to begin, the listing agent/broker is responsible to ensure that the listing is appearing on WIREX, Broker/National websites, etc. and notify listings@ranw.org if there are any issues.

AND LASTLY, WE WANT TO MENTION LIMITED SERVICE AND AUCTION LISTINGS:

These listings MUST be entered into the MLS System within 1 business day of the list date shown on the contract.

They must be identified in the MLS system as an Auction or Limited Service listing and the appropriate RANW form MUST be uploaded at the time the listing is submitted.

COULD YOU EVER HAVE IT HAPPEN WHERE YOU HAVE A LISTING THAT REQUIRES MORE THAN ONE RANW FORM OR PROCESS BE FOLLOWED. YES! That is definitely a possibility. Please follow the processes for the Listing submission types and their procedures.

Please refer to the full RANW Rules & Regulations for additional information. The rules and all RANW required forms can be found at RANW.ORG

We hope you find this overview helpful! Please feel free to reach out with questions at any time. We're always happy to hear from you and as always, THANK YOU for your support of RANW MLS!