

MANDATORY SUBMISSION ENTRY FOR USE OF OMD (NO MARKETING)

ENTERING DATES:

Click "SUBMIT" within 3 days of Listing Date

The screenshot shows a form with three date fields: *Listing Date (08/13/20), *Expiration Date (04/14/21), and *On Market Date (11/01/20). The *Listing Date field is circled in red, and a red arrow points to the Submit button. A red arrow also points to the Submit button from the text above.

- Listing Date = Beginning date of your listing agreement or when you gain all final signatures whichever is later.
- Expiration Date = Date the Listing Agreement ends between the Broker and the Seller
- On Market Date (OMD) = Future Date when the listing will go live to the membership. This date can go out a maximum of 120 days and can be changed as long as it had not been reached.

****There is to be NO MARKETING of this listing prior to this date.*

SUBMITTING LISTING:

The screenshot shows the listing submission form. The Submit button is highlighted with a red arrow. The Listing Information section is visible, showing fields for Property Subtype (1 House on Lot) and County (Sacramento).

You need to click "SUBMIT" within 3 days of the date that is in the LISTING DATE field.

DO NOT "SAVE AS INCOMPLETE"

**** "Save as Incomplete" is a draft that is not a true listing recognized by the system. It is just a temporary draft that can be easily deleted manually or will fall out of the system in 14 days ****

Once the listing is successfully submitted to the system you will see the following message:

⚠ This listing is not approved.

You will see this message only because there is a future OMD. The listing is only seen by you, your Broker and MetroList until the OMD is reached. The listing will go live on that date automatically and that is when the Days on Market (DOM) will start counting.