

NON-PUBLIC: along with the listing agreement- all parties must sign the *MLS Clear Cooperation & Non-Public Status Certification*. The listing is entered in Flex and the Non-Public Status is marked YES on the Main Fields tab.

- Choose YES – to make your listing a Non-Public Listing.
- Be sure to go to the “Broker Distribution” Tab and choose – seller directs listing to be excluded from the internet. THIS MUST BE MARKED for your listing to be in this status.
- On detail listing report you will see “Non-Public yes(or no)” as the first line of information and it will be listed separately on the Hot Sheet.
- Similar reasons when using Coming Soon or Non-Public – but Non-Public is for listings that need to be off market for *over 60 days* or when you need to move it to Non-Public after it has already been in the Active Status. Coming Soon can only be marked -when first entered into Flex as a New Listing.

Please know, this is a *mandatory change filtered down from the National Association of Realtors®*. Brokers and MLSs from across the Country asked NAR to consider policy that will reinforce the consumer benefits of cooperation. The MLS creates an efficient marketplace and reinforced the pro-competitive, pro-consumer benefits that Realtors® have long sought to support. After months of discussion and consideration within NAR’s MLS Technology and Emerging Issues Advisory Board, this proposal was brought forth for the industry to discuss and consider, then approved by NAR’s Board of Directors. It is important to know NAR committee members and members of the board of directors are practicing brokers and real estate agents just like you.

The screenshot shows the 'flexmls' website interface for adding a residential listing. The 'Add Listing - Residential' page is active, with the 'Main Fields' tab selected. The 'Non-Public' status is set to 'Yes', and a blue box highlights this field and the 'Broker Distribution' tab. A note indicates that the listing will not be transmitted to third-party vendors and that the user should choose the 'Seller Directs Listing to be Excluded from the Internet' option under the Broker Distribution Tab. The form includes fields for Listing Price, Effective Date, Expiration Date, Property Info (Realtor.com Type, House Style, Year Built), and a Back button.

General	Address	Main Fields	Details	Rooms	Broker Distribution
Listing Information					
[Status]	Active				
Non-Public	Yes Listing will not be transmitted through to Third Party Vendors (public websites) often used by the Public to search for property list sure to choose the "Seller Directs Listing to be Excluded from the Internet" option under the Broker Distribution Tab.				
[Listing Price]	<input type="text"/>				
[Effective Date]	<input type="text"/>				
[Expiration Date]	<input type="text"/>				
Property Info					
[Realtor.com Type]	Select One				
House Style	Select One				
[Year Built]	<input type="text"/>				
Back					