



# Registered Listing Process

# What is a Registered Listing?

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# What is a Registered Listing?

“Registering” is the process by which you exclude a listing from the MLS. It has been available for Matrix users since 2020, and CRMLS Flex or Paragon users since November 2021.

- › CRMLS Rule 7.8 (“Mandatory Submission”) requires Listing Brokers to submit their listings to the MLS within **2** days of the effective date of the listing contract
- › Registered in CRMLS allows agents and brokers to submit listing contracts to the MLS in compliance with Rule 7.8 without having to file an exclusion/waiver form

# Mandatory Delivery and/or Submission

- 1 Seller signs a listing contract?  
If the property is never marketed, the listing does NOT need to be placed into Coming Soon or Active
  
  - 2A Listing Broker has two (2) days from the effective list date to input the listing into the MLS as:
    - > **REGISTERED (excluded listings only)**
    - > or **COMING SOON**
    - > or **ACTIVE**
  
  - 2B Within one (1) business day of marketing the property, the Listing Broker must ensure the listing is in **COMING SOON** or **ACTIVE** status.
- AND/OR

# What is a Registered Listing?

## Registered listings are NOT in the MLS, therefore:

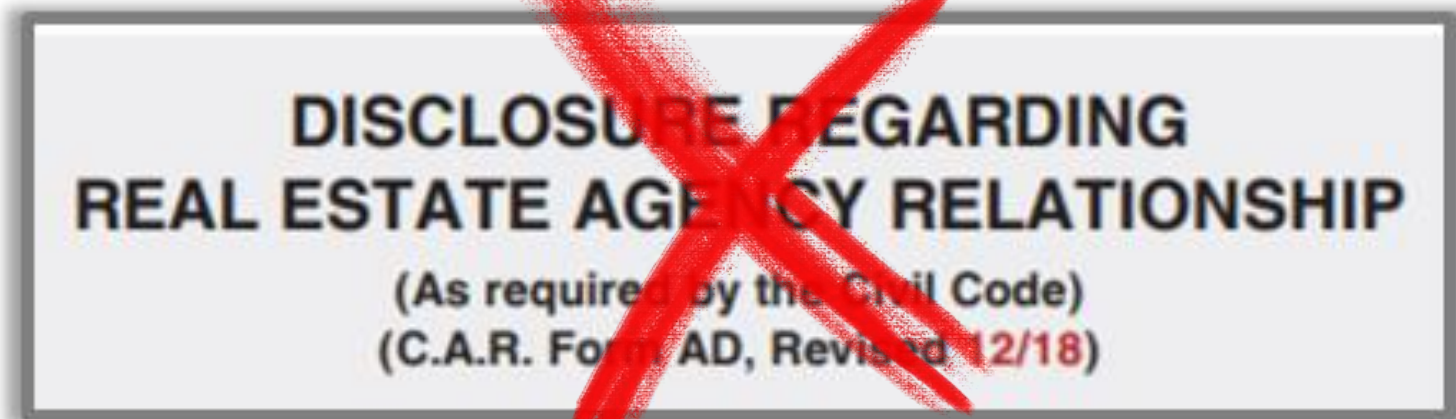
- › These listings are not seen by anyone other than the broker/agent and CRMLS staff
- › Listings are ineligible for public marketing per the Clear Cooperation Policy
- › Days on Market do not accrue
- › The Listing Broker and their agents can only give showings to the broker's own clients who have signed, within the last twelve months, the Disclosure Regarding Real Estate Agency Relationship (AD) form in compliance with CA Civil Code section 2079.16 identifying the Listing Broker

# Marketing Defined

## 1 Who?

### The Public

Anyone who has not signed the AD form with the Listing Broker within the last year and is not an agent underneath the same designated broker.



## 2 What?



# Differences Between Registered and Coming Soon Listings

## REGISTERED

- › No Public Marketing
- › Not Displayed in MLS
- › No DOM
- › No Distribution Through MLS
- › Showings Only to Listing Broker Client
- › Form Required

Who can see **Registered** Listings?  
Listing Agent, Listing Broker, Office Managers, and MLS Staff.

## COMING SOON

- › Marketing Allowed
- › Displayed in MLS
- › No DOM
- › MLS Distribution Only
- › No Showings
- › Form Required
- › 21 Days Maximum

Who can see **Coming Soon** Listings?  
**All CRMLS Users.**

# Creating a New Registered Listing

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# The Registered Listing Process

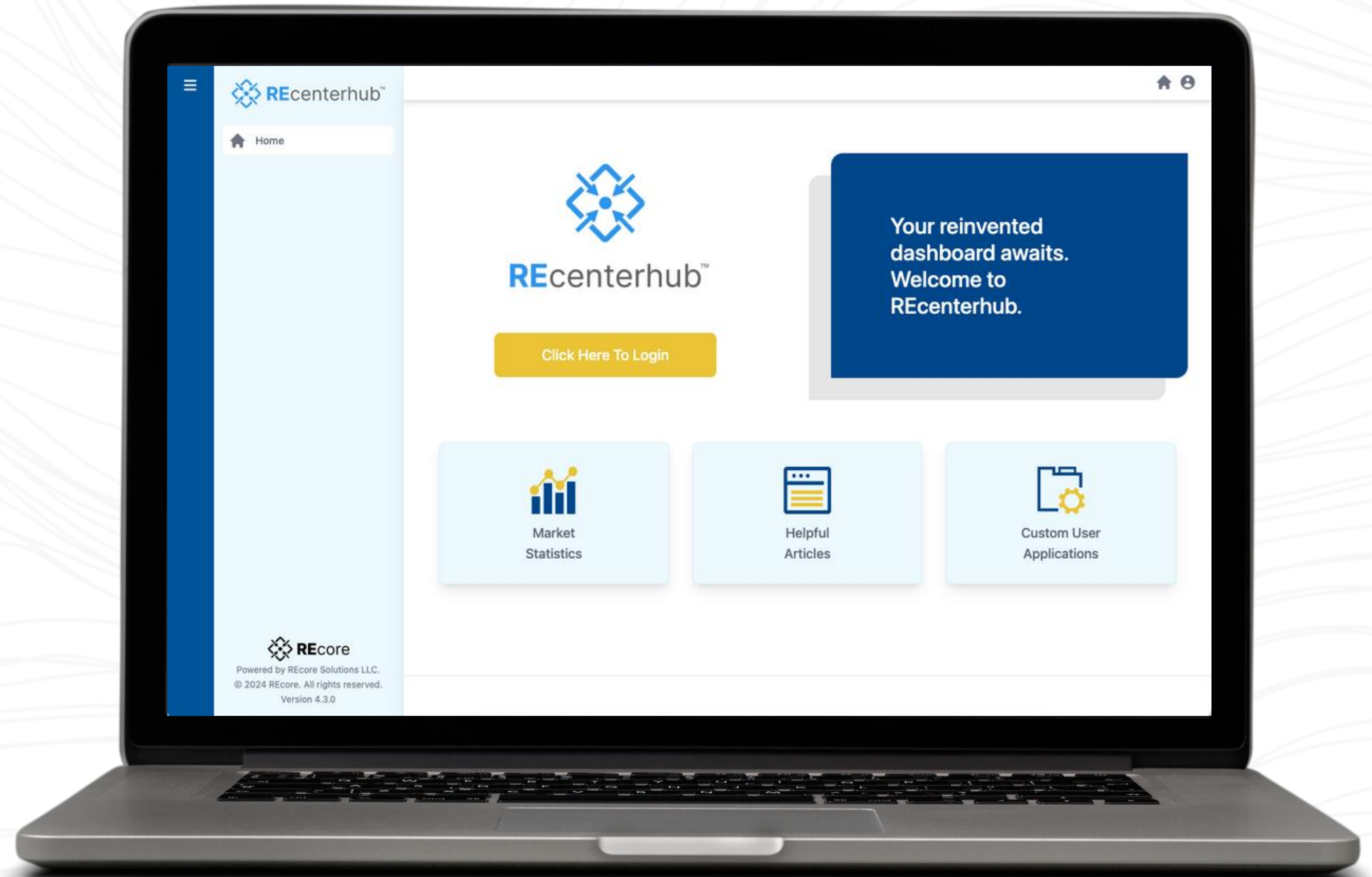
Listing brokers **MUST** obtain a seller-signed exclusion form compliant with rule 7.9.1.

## What is required to Register a listing?

- › Address
- › Listing Contract Date
- › Price
- › Expiration Date
- › Marketing Start Date (if applicable)
- › Listing Agent/Co-Listing Agent Name or MLS ID

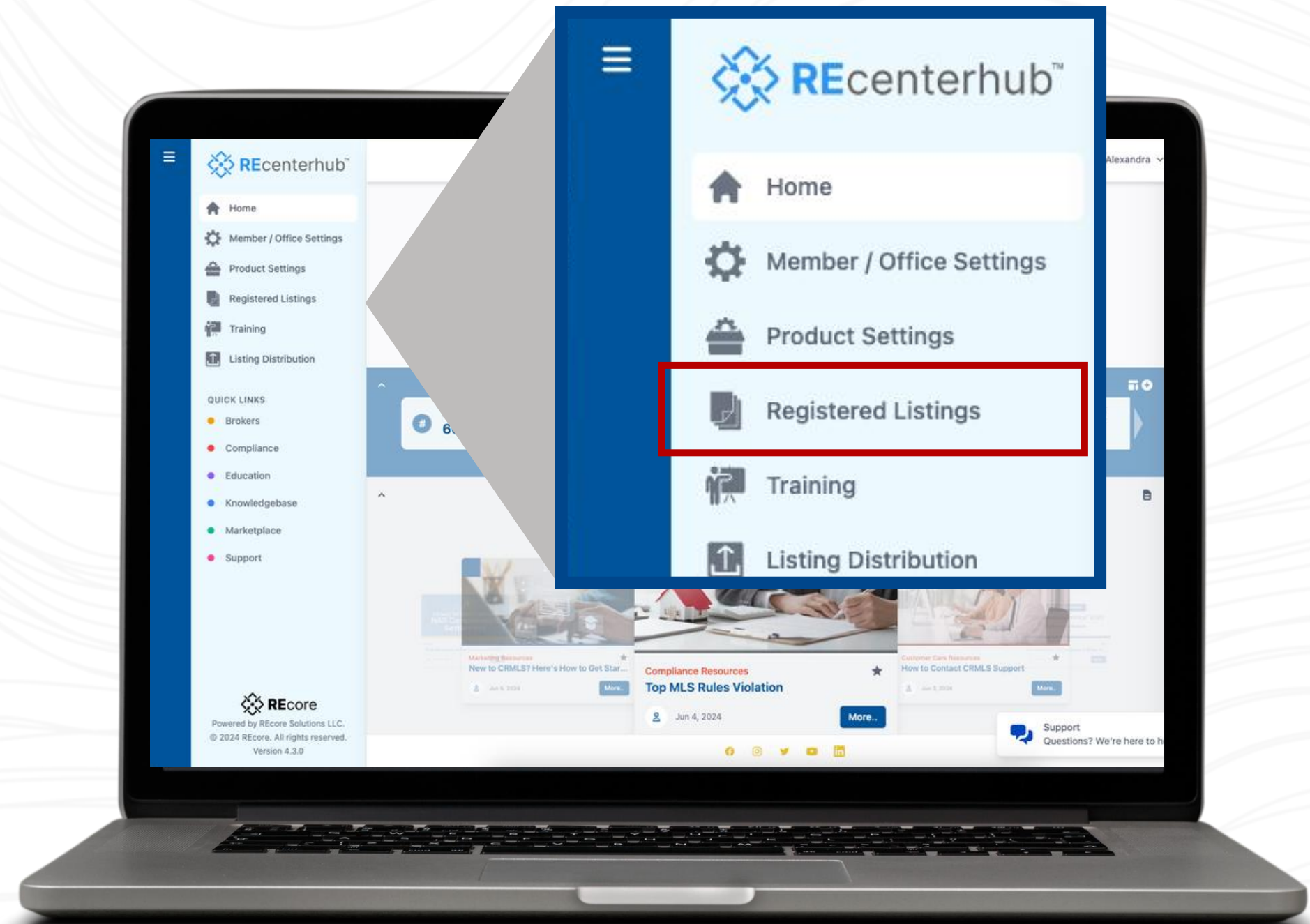
# Creating a New Registered Listing

Login to **REcenterhub**



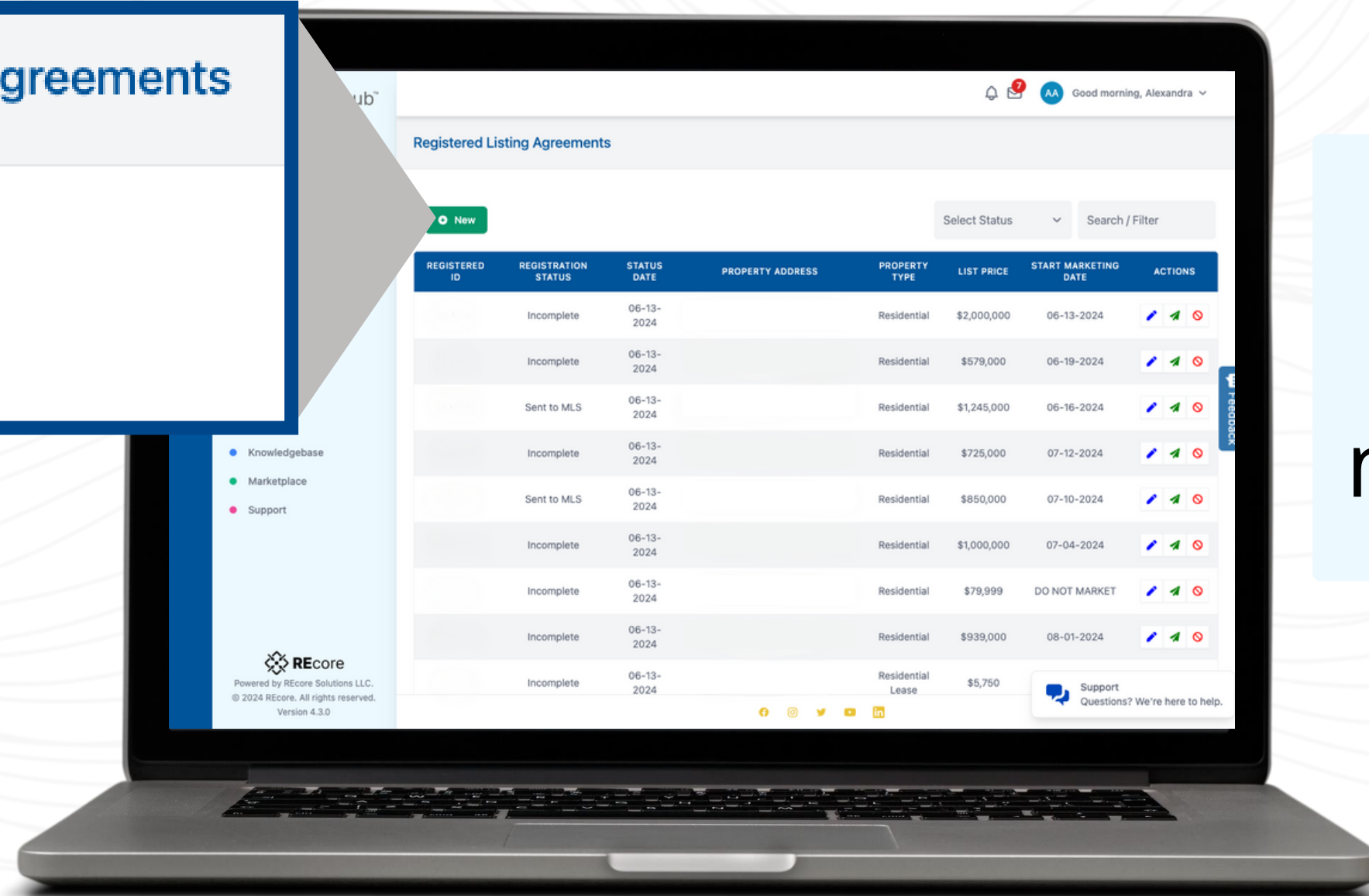
# Creating a New Registered Listing (cont.)

Select  
**REGISTERED LISTINGS**  
on the left-hand side



# Creating a New Registered Listing (cont.)

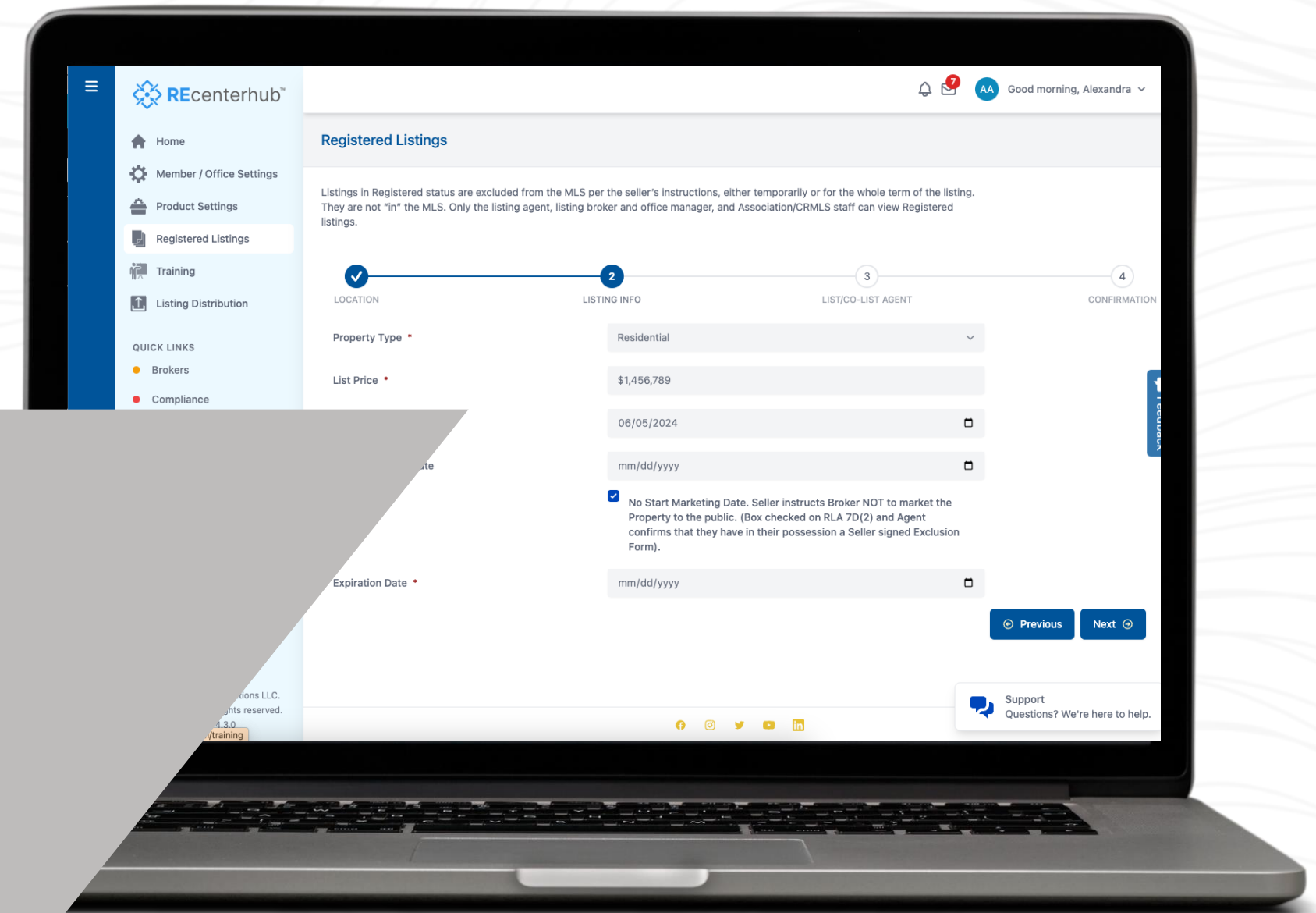
## Registered Listing Agreements



Click the **NEW** button to create a new Registered listing

# Creating a New Registered Listing (cont.)

Fill in the required fields (indicated with an asterisk\*) and any other pertinent fields in each section



REcenterhub

Registered Listings

Listings in Registered status are excluded from the MLS per the seller's instructions, either temporarily or for the whole term of the listing. They are not "in" the MLS. Only the listing agent, listing broker and office manager, and Association/CRMLS staff can view Registered listings.

1 LOCATION 2 LISTING INFO 3 LIST/CO-LIST AGENT 4 CONFIRMATION

Property Type \* Residential

List Price \* \$1,456,789

Listing Contract Date \* 06/05/2024

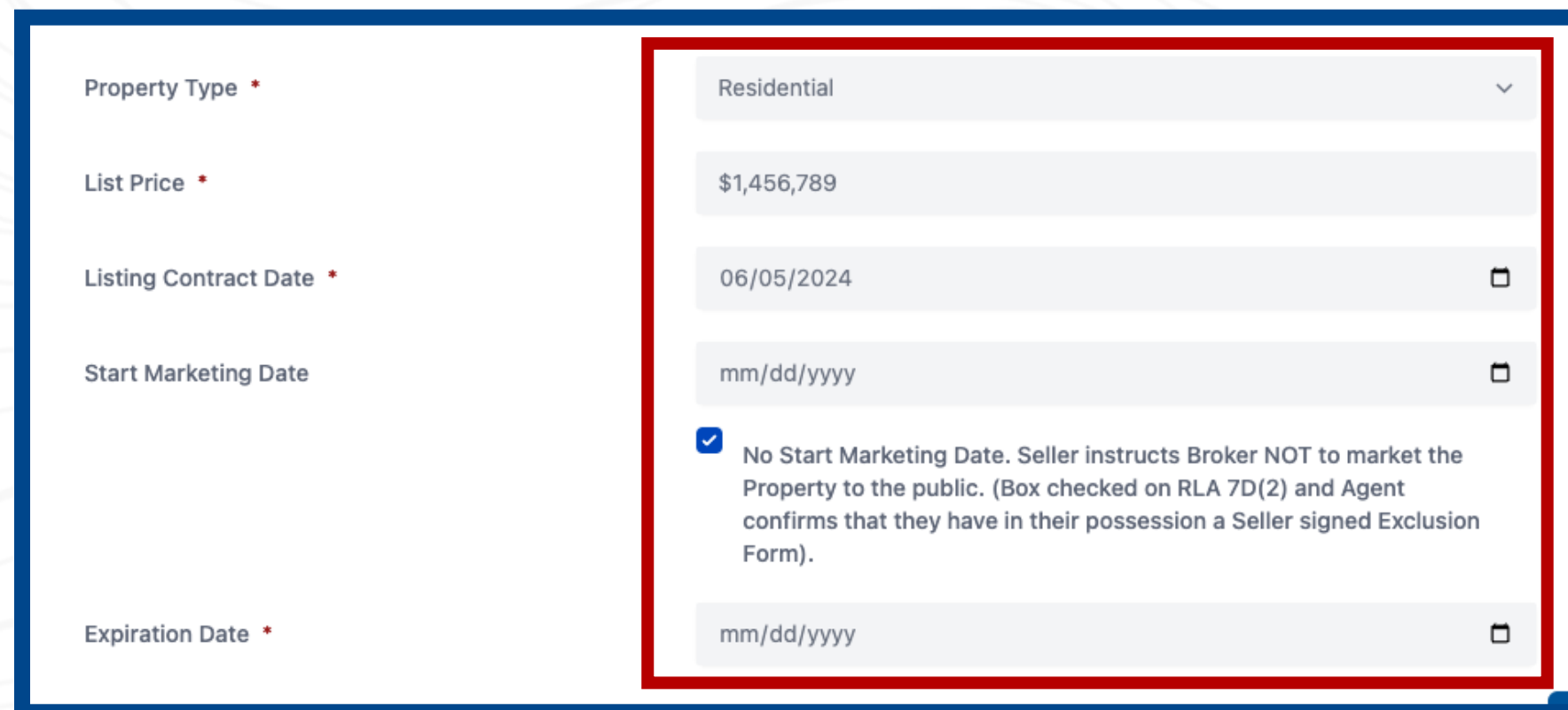
Start Marketing Date mm/dd/yyyy

No Start Marketing Date. Seller instructs Broker NOT to market the Property to the public. (Box checked on RLA 7D(2) and Agent confirms that they have in their possession a Seller signed Exclusion Form).

Expiration Date \* mm/dd/yyyy

Previous Next

Support Questions? We're here to help.



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List Price \* \$1,456,789

Listing Contract Date \* 06/05/2024

Start Marketing Date mm/dd/yyyy

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# Creating a New Registered Listing (cont.)

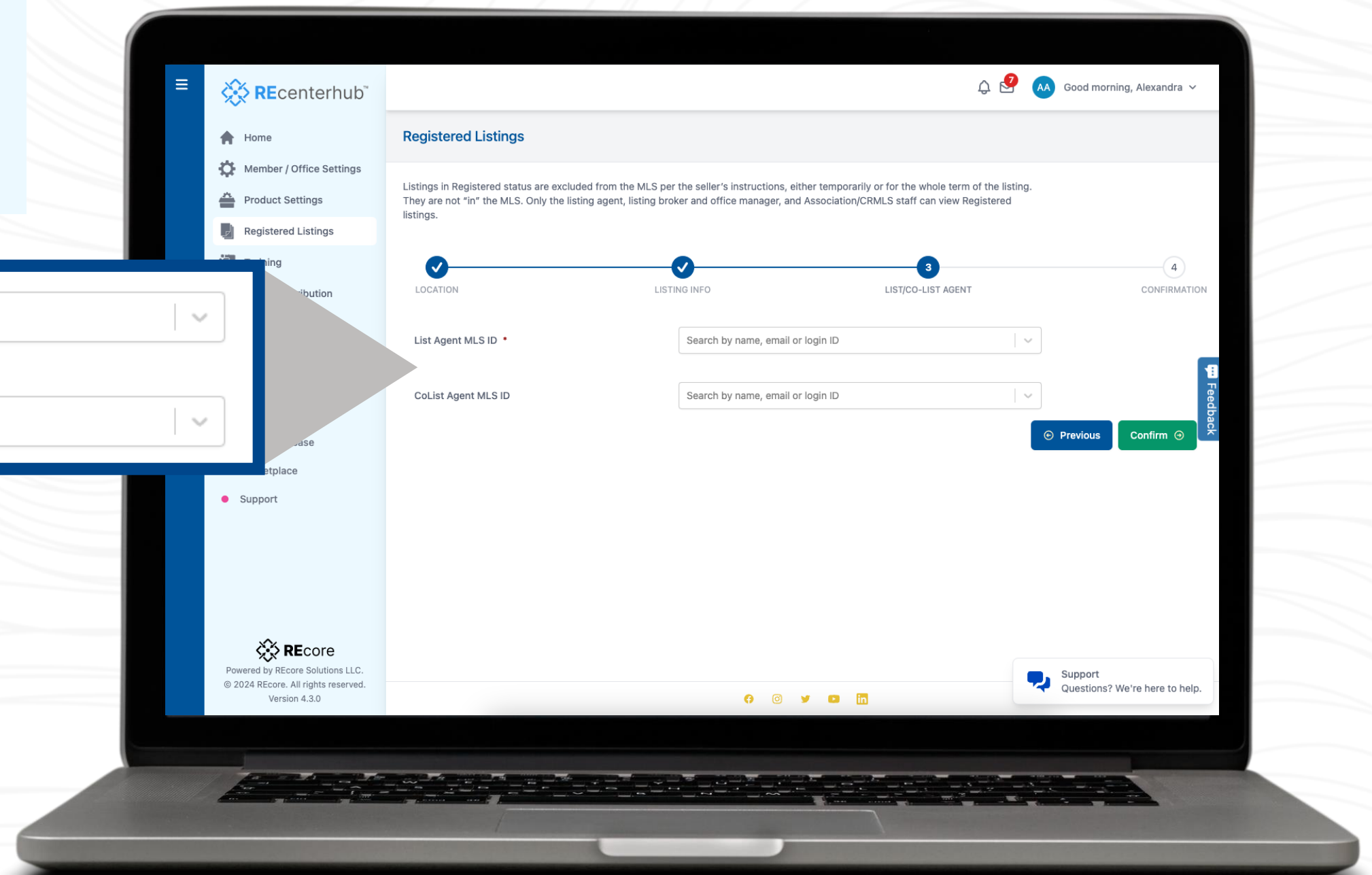
Enter the Required  
List/Co-List Agent MLS ID

List Agent MLS ID \*

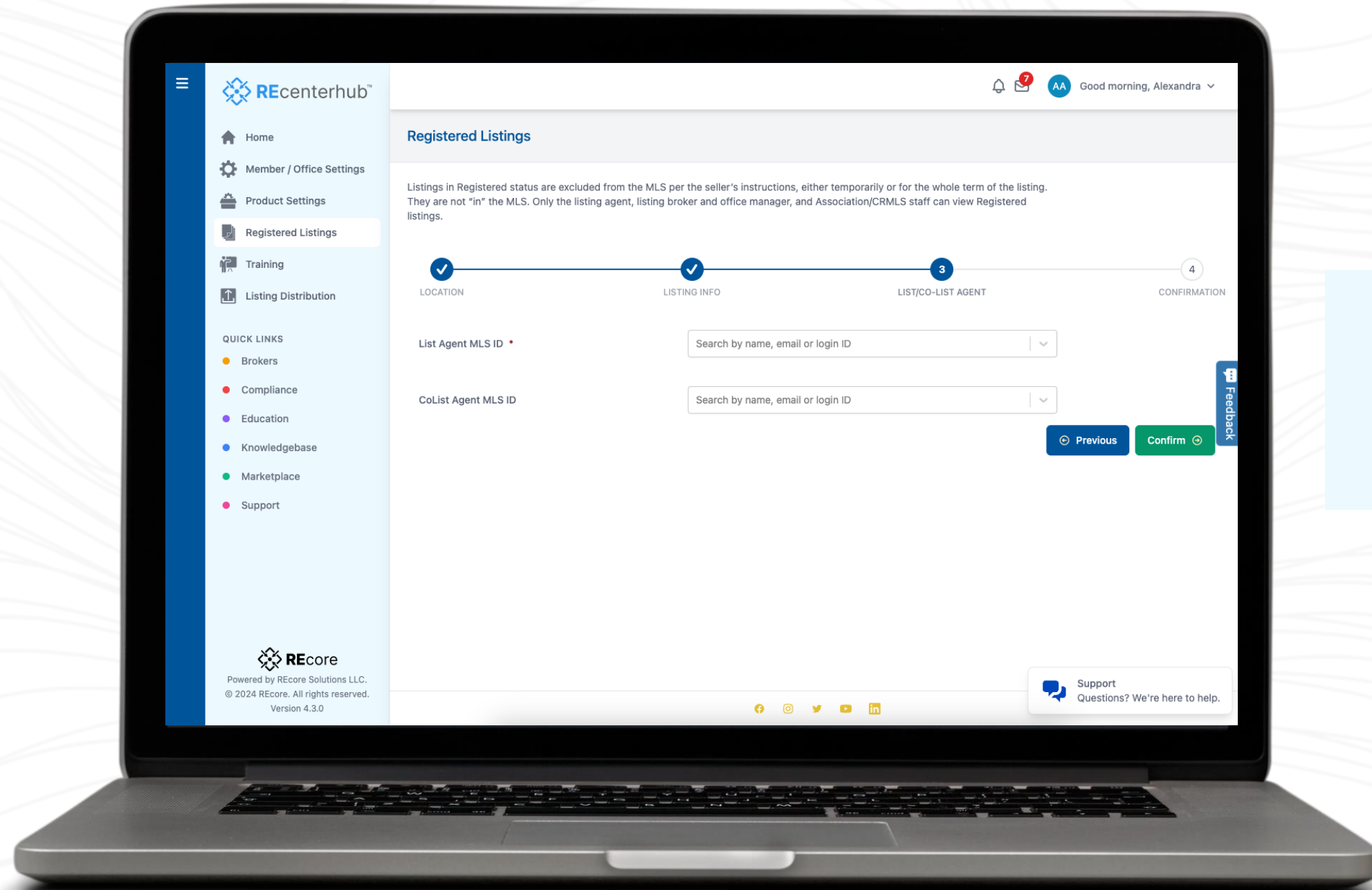
Search by name, email or login ID

CoList Agent MLS ID

Search by name, email or login ID



# Creating a New Registered Listing (cont.)



Click **SAVE** at the bottom of the confirmation page

# Creating a New Registered Listing (cont.)

Send to the MLS using the **GREEN ARROW** button

The screenshot displays the REcenterhub interface for Registered Listing Agreements. The dashboard includes a sidebar with navigation options like Home, Member / Office Settings, Product Settings, Registered Listings, Training, and Listing Distribution. The main content area shows a table of listing agreements with the following data:

REGISTERED ID	REGISTRATION STATUS	STATUS DATE	PROPERTY ADDRESS	PROPERTY TYPE	LIST PRICE	START MARKETING DATE	ACTIONS
	Sent to MLS	06-13-2024		Residential	\$1,149,000	DO NOT MARKET	[Pencil] [Green Arrow] [Red X]
	Incomplete	06-13-2024		Residential	\$1,750,000	07-01-2024	[Pencil] [Green Arrow] [Red X]
	Sent to MLS	06-13-2024		Residential	\$1,049,000	DO NOT MARKET	[Pencil] [Green Arrow] [Red X]
	Incomplete	06-13-2024		Residential	\$899,000	07-11-2024	[Pencil] [Green Arrow] [Red X]
	Incomplete	06-13-2024		Residential	\$649,900	06-22-2024	[Pencil] [Green Arrow] [Red X]
	Incomplete	06-13-2024		Residential	\$1,898,000	06-20-2024	[Pencil] [Green Arrow] [Red X]
	Sent to MLS	06-13-2024		Residential	\$1,250,000	DO NOT MARKET	[Pencil] [Green Arrow] [Red X]
	Incomplete	06-13-2024		Residential	\$487,000	06-18-2024	[Pencil] [Green Arrow] [Red X]

A callout box on the right side of the image highlights the 'GREEN ARROW' button in the Actions column of the table.



# Creating a New Registered Listing (cont.)

You will receive a confirmation message that will indicate the system has sent your Registered Listing to the MLS:

“Registered Listing has been sent to the MLS

We have sent your Registered listing to the MLS system where you normally find Incomplete listings. This may vary depending on which MLS system you use.”



# Questions?

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Email: [Compliance@crmls.org](mailto:Compliance@crmls.org)

Visit [CRMLS.org](https://www.crmls.org) to access the Compliance Resources page