



Registered Listing Process

What is a Registered Listing?



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**

AND/OR

2B

Within one (1) business day of marketing the property, the Listing Broker must ensure the listing is in **COMING SOON** or **ACTIVE** status.

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 Active in MLS 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.

**DISCLOSURE REGARDING
REAL ESTATE AGENCY RELATIONSHIP**
(As required by the Civil Code)
(C.A.R. Form AD, Revised 12/18)

2 What?



Differences Between Registered and Coming Soon Listings

REGISTERED

- › No Public Marketing
- › Not Displayed in MLS
- › No DAM
- › 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 DAM
- › MLS Distribution Only
- › No Showings
- › Form Required
- › 21 Days Maximum

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

Creating a New Registered Listing





The Registered Listing Process

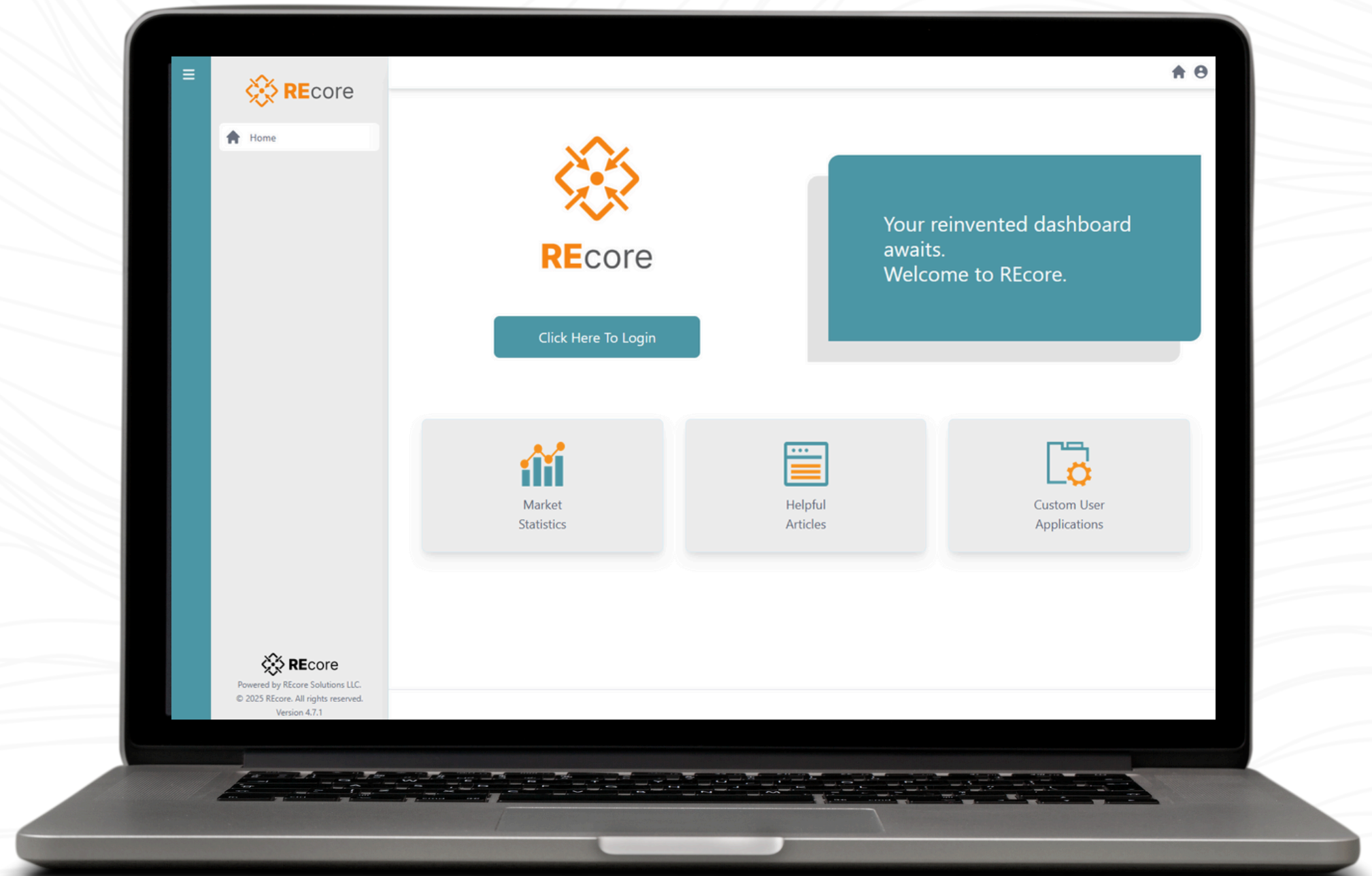
Listing brokers **MUST** obtain a seller-signed exclusion form compliant with rule 7.9.1.

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 the
REcore Dashboard

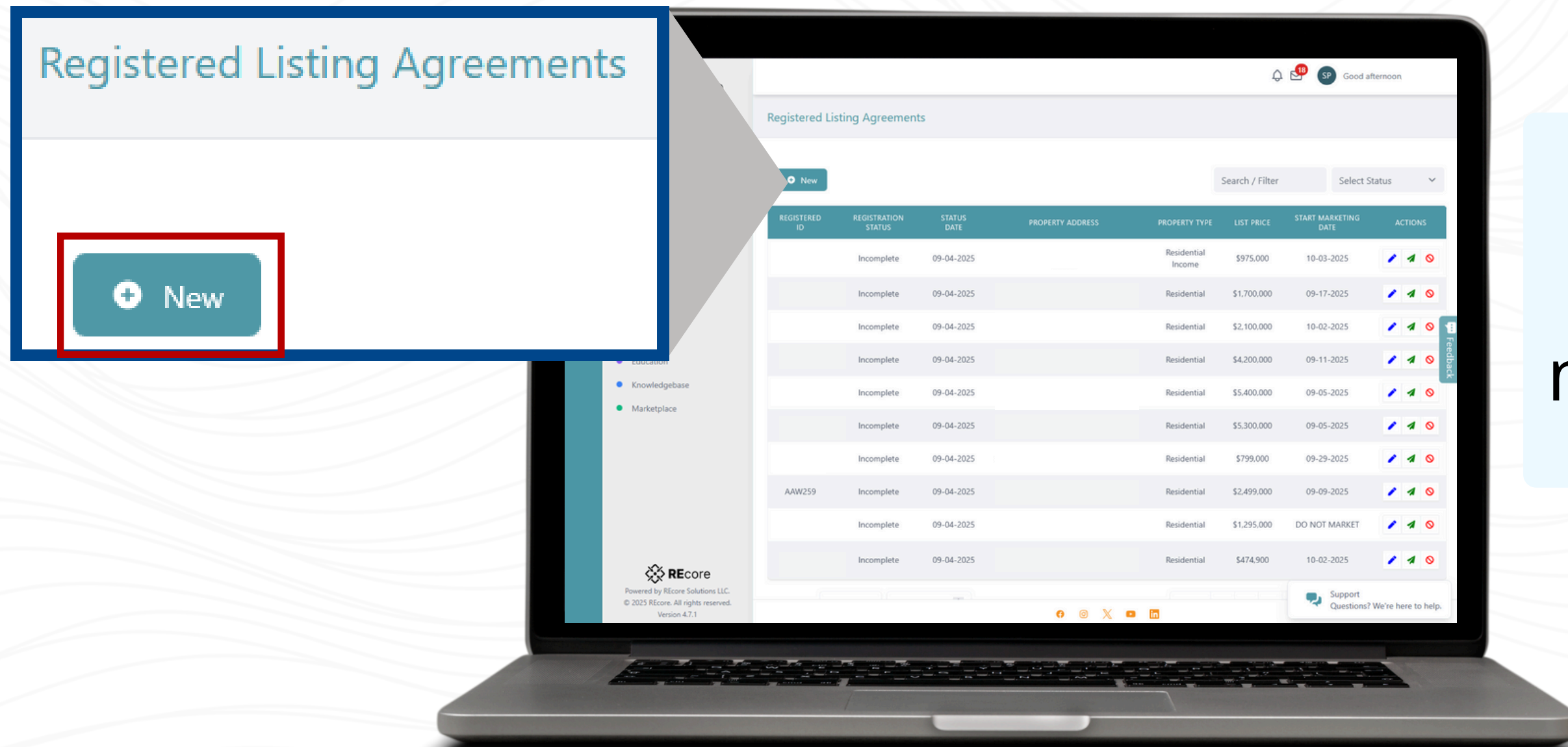


Creating a New Registered Listing (cont.)

Select
Registered Listings
on the left-hand side



Creating a New Registered Listing (cont.)



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

The screenshot shows the REcore 'Registered Listings' form on a laptop. The form is divided into four sections: 1. LOCATION, 2. LISTING INFO, 3. LIST/CO-LIST AGENT, and 4. CONFIRMATION. The 'LISTING INFO' section is currently active. It contains the following fields: 'Property Type' (a dropdown menu), 'List Price' (a text input field), 'Listing Contract Date' (a date input field), and 'Start Marketing Date' (a date input field). Below these is a checkbox labeled '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)'. At the bottom is an 'Expiration Date' (a date input field). The form has 'Previous' and 'Next' buttons at the bottom right. The REcore logo is in the top left corner of the form, and a 'Support' chat bubble is in the bottom right corner.

This is a close-up of the 'LISTING INFO' section of the REcore form. It shows the following fields: 'Property Type' (a dropdown menu with 'Select One' as the placeholder), 'List Price' (a text input field with '\$0' as the value), 'Listing Contract Date' (a date input field with '09 / 04 / 2025' as the value), 'Start Marketing Date' (a date input field with 'mm / dd / yyyy' as the placeholder), a checkbox labeled '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).', and 'Expiration Date' (a date input field with 'mm / dd / yyyy' as the placeholder). The fields are arranged vertically, and the 'No Start Marketing Date' checkbox is located below the 'Start Marketing Date' field.

Creating a New Registered Listing (cont.)

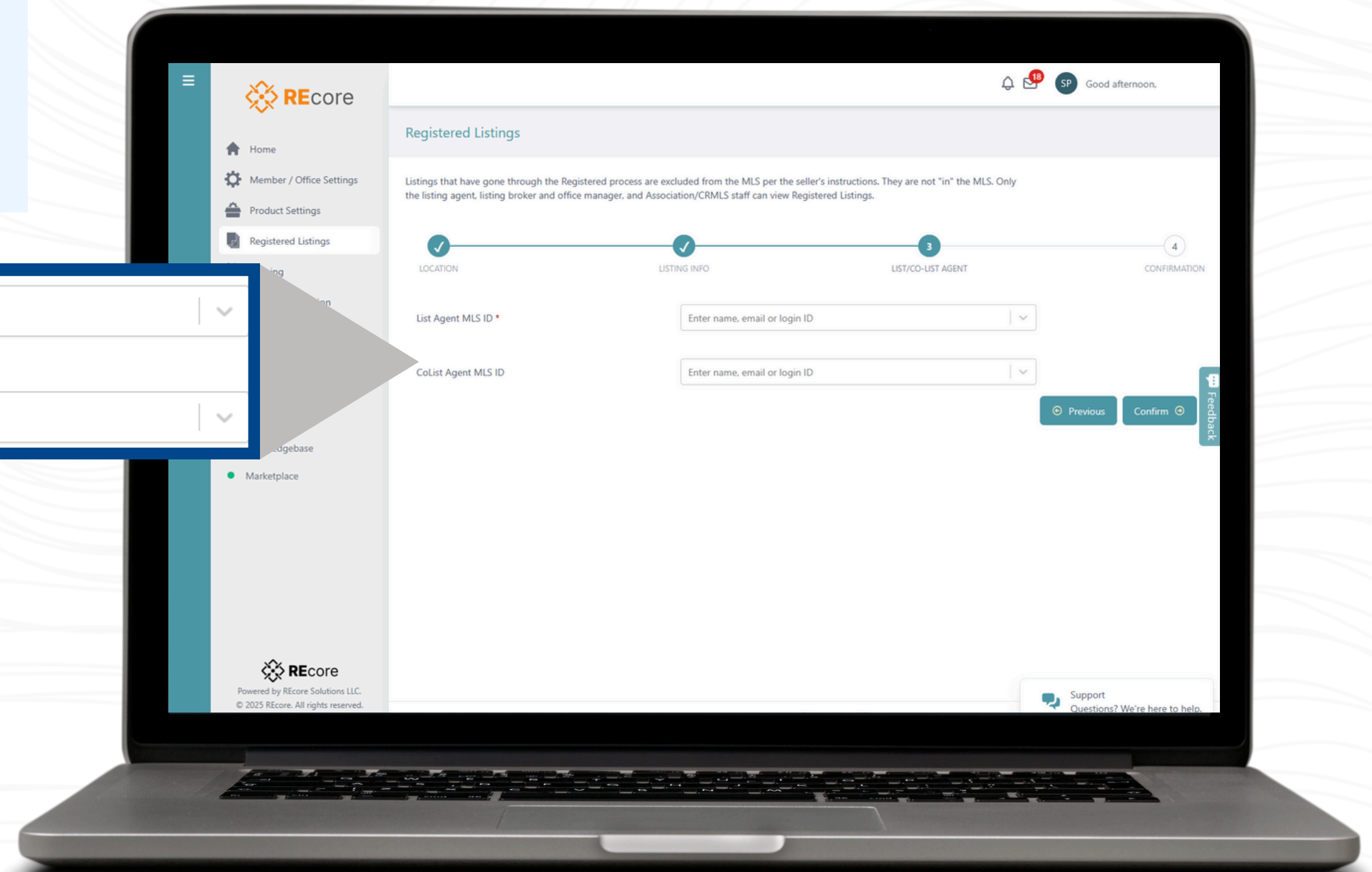
Enter the Required
List/Co-List Agent MLS ID

List Agent MLS ID *

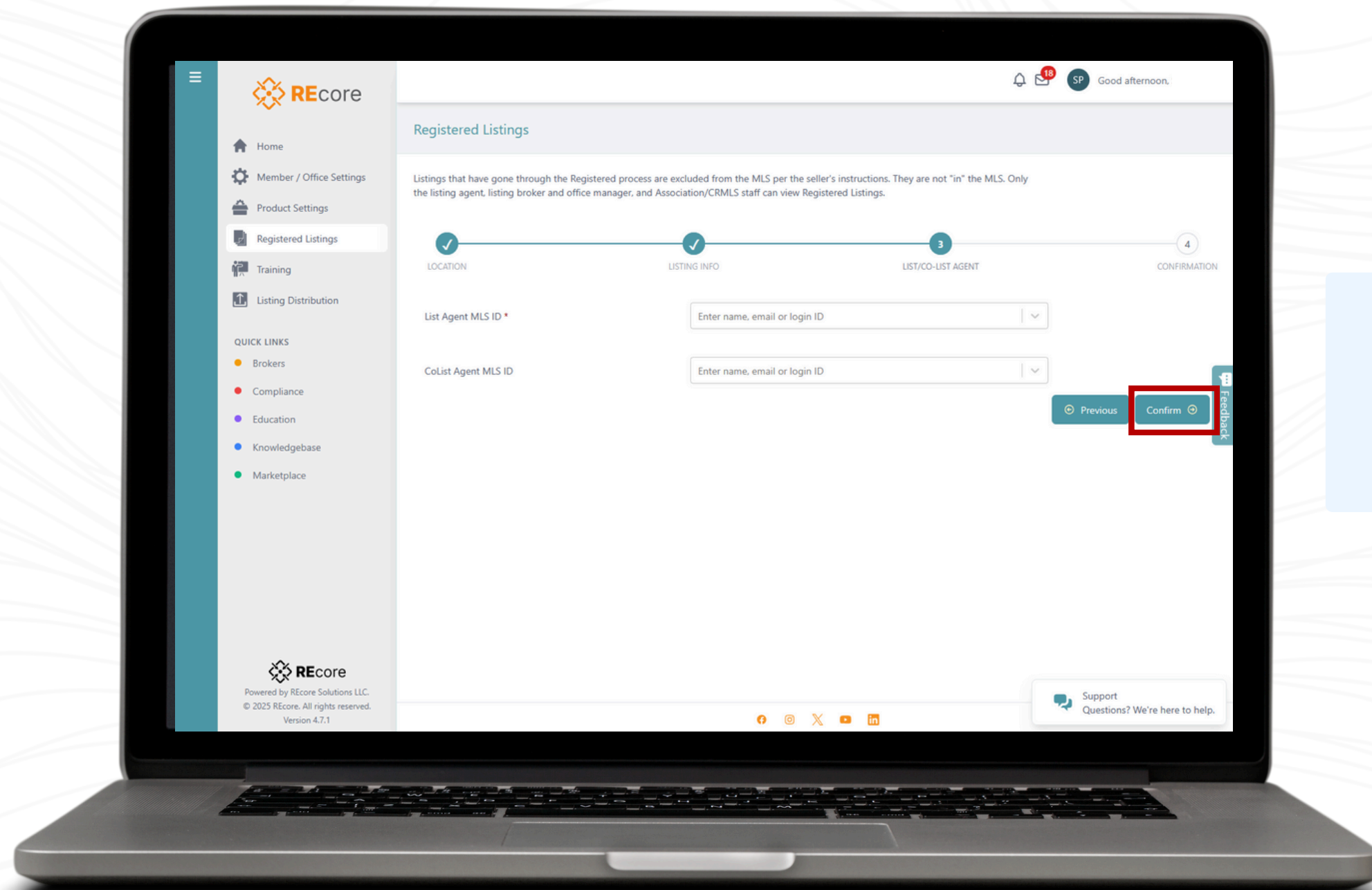
Enter name, email or login ID

CoList Agent MLS ID

Enter name, email or login ID



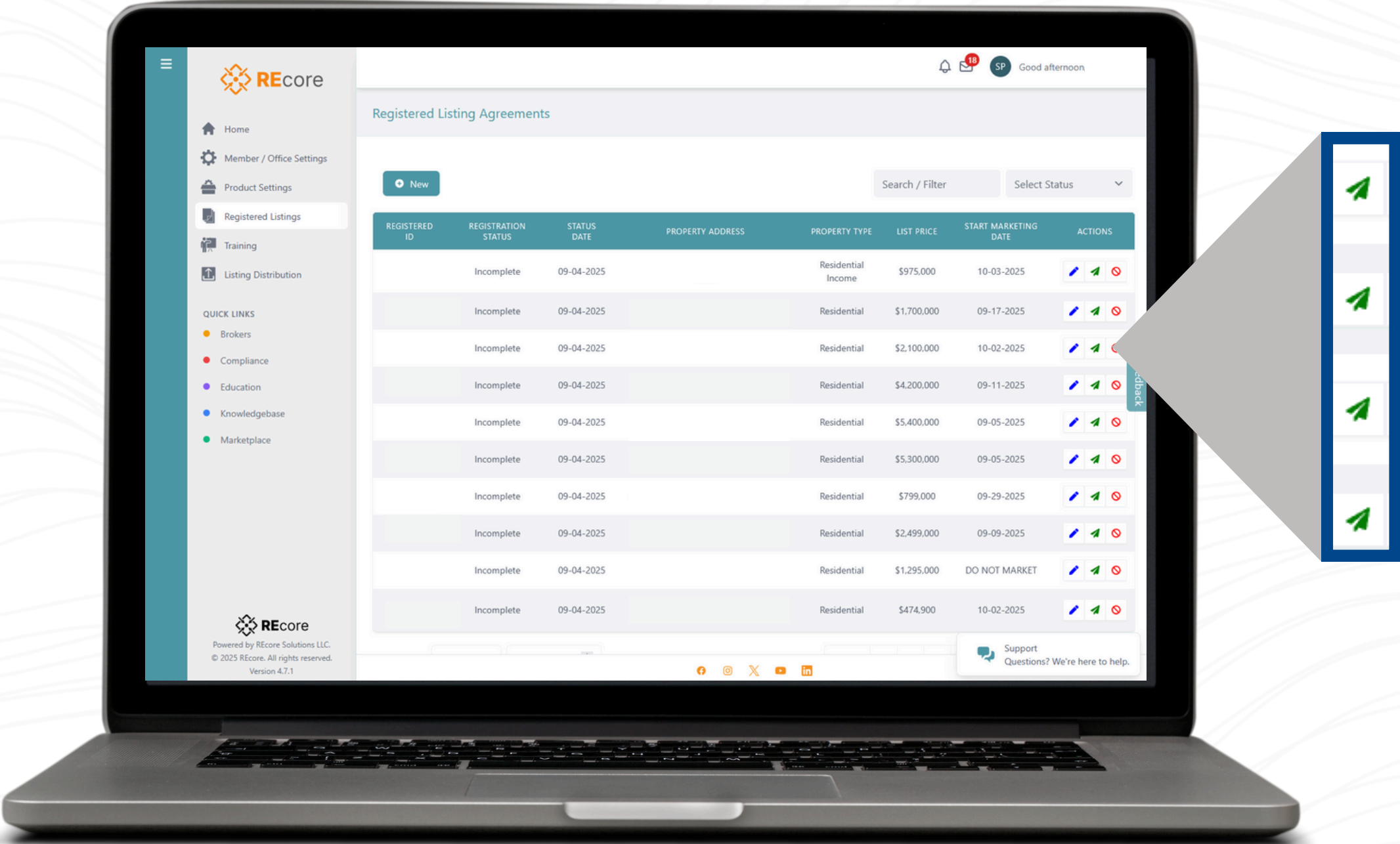
Creating a New Registered Listing (cont.)



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

Creating a New Registered Listing (cont.)

Send to the MLS using the **Green Arrow** button





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?

Email: **Compliance@crmls.org**

Visit **CRMLS.org** to access the Compliance Resources page