

LISTING DEADLINES

A REFERENCE GUIDE

New Listing input

If public marketing has begun:

1 within
Business Day

If public marketing has **not** begun:

4 Calendar Days*
after the list date

*Starting 1/1/2027, the deadline will be 1 Business Day

Earliest you can advertise:

The Effective Date
of the listing contract

Delayed Listings

**The same input deadlines apply*

- Upload the **Multiple Listing Options form** to the listing within:

4 Calendar Days
from the list date

- Initial delayed period:

45 days

We allow one extension of another 45 days (90 max)
An amendment must be submitted to
listings@wisre.com

- When accepting a sight-unseen offer, Update the status to Offer-No show or add "Accepted Offer Sight Unseen" to the broker remarks within:

3 Calendar Days

Firm Exclusive Listings

Email the following to Listings@wisre.com:

- **Multiple Listing Options form**
- The list contract

within
4 Calendar Days
from the list date

If advertised to the public or agents outside the listing firm, **input to the MLS within:**

1 Business Day

Status Changes

Accepted-Offer:

- Offer-Show (AC)
- or Offer-No Show (PND)
- Offer-Bump or "Accepted Offer with Bump" in broker remarks

within
3 Calendar Days

Reporting the listing as Sold:

10 Calendar Days

Listing Updates

- Price or other material changes:
- Correct inaccurate or missing data after notice from MLS staff:
- Upload required documents (Auctions, Farms, Limited Service, Manufactured Homes with Land):

3 Calendar Days

Additional Resources

- [Summary of Listing Rules](#)
- [Summary of MLS Fines](#)
- [Delayed Listing Do's & Don'ts](#)
- [MLS Photo Do's & Don'ts](#)
- [Listings Training Videos](#)

Questions? Contact us!
Listings@wisre.com || 608-240-2800

