

RANW MLS Deadlines

Deadline Description	Timeframe	Context / Section of MLS Rules
Enter listing data after public marketing begins	Within 1 business day	Section 4.3(B)(1) – Clear Cooperation
Enter listing data not publicly marketed	By midnight of 5th business day	Section 4.3(B)(2) – Residential, Condo, Multi-family, Vacant Land
Enter Commercial listing data not publicly marketed	By midnight of 10th business day	Section 4.3(B)(2) - Commercial

Office Exclusives

Submit Office Exclusive Form to exclude from the MLS	Email to Data Compliance by 5th business day	Section 4.3(C)(1)
Submit Office Exclusive Form to exclude from MLS for commercial listings	Email to Data Compliance by 10th business day	Section 4.3(C)(1)
Submit Office Exclusive form once publicly marketed	Email Data Compliance within 1 business day	Section 4.3(C)(2)
Submit Sellers Authorization form (for Office Exclusive OR Delayed Showings) after MLS request	Email to Data Compliance within 24 hours	Section 4.3(D)(2)

Late Submission

Submit Late Listing Waiver Form with late waiver reason	Upload waiver to documents after entering listing data in Paragon or email to Data Compliance upon request	Section 4.3(H)
Fine for late public listing data entry into Paragon (1st offense)	\$100 per business day	Section 4.3(F)(a)
Fine for late public listing data entry into Paragon (2nd offense)	\$200 per business day	Section 4.3(F)(a)
Fine for late public listing data entry into Paragon (3rd+ offense)	\$300 per business day	Section 4.3(F)(a)
Fine for non-public late submission (Residential, etc.)	\$25 first day, then \$5/day	Section 4.3(G)(a)
Fine for non-public late submission (Commercial)	\$25 first day, then \$5/day	Section 4.3(G)(b)

Incomplete/Missing Data

Provide incomplete/missing listing data after MLS notice	Within 1 business day	Section 4.13(1)(a)
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Limited Service Listing/Delayed Showings/Auction Properties

Limited Service Listing Uploaded and checked "Ltd Svs-Yes" in MLS	Upload docs while in Paragon before saving listing	Section 4.12 (3) and Section 4.9
Delayed Showings Form uploaded, delayed showing dates in Public Remarks and checked Yes in Paragon	Immediately (before confirmation)	Section 4.3 (D) & 4.12
If Auction property, must submit Auction Form as Upload	Upload docs while in Paragon before saving listing	Section 4.10 & Section 4.12 (6)(c)

Photos Required

Main Photo of property, a photo of any finished lower-level square footage, a GIS image or aerial map of Waterfront, and Lower-Level Finished Bath if applicable	Upload photos while in Paragon before saving listing	Section 4.12 (3)
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Status Change/Pendings/Solds

Enter Status change (e.g., accepted offer)	Within 24 hours	Section 4.16 and 4.17
Enter Final Closing of Sales/Sales Prices	Within 3 business days	Section 4.21
Late Sold Reporting in MLS	\$25 flat fee if not reported within 3 business days	Section 11.6
One-Party Listings or Sold "Comps Only" info to Data Compliance	Email to Data Compliance within 5 business days	Section 29 - Page 57
Auction Properties - If not sold at auction	3 business days to modify or withdraw the listing	Section 4.10
Multiple Unit Properties Solds	When sold, each sale must be reported separately within 3 business days	Section 4.23
Cancellation of Pending Sale Info to Data Compliance	Immediately and will be reinstated immediately if not expired	Section 5.12

***Notes:** - Dates are counted from the later of the list date or the date of the first seller signature
 - Contractual changes are to be submitted 24 hours after the seller signature
 - Days on Market are counted from the list date to the pending date
- DO NOT UPLOAD OR EMAIL LISTING CONTRACT UNLESS REQUESTED BY DATA COMPLIANCE

DATA COMPLIANCE CONTACTS:

Email: Listings@ranw.org

Chris Fischer: cfischer@ranw.org - 920-707-9914

Deb Robinson: drobinson@ranw.org - 920-707-9913