

WHEN TO TASK THE STAFF

1. NEW LISTINGS IN CITRUS COUNTY MLS –

- a. You have 24 hours upon a **fully signed listing agreement** that is uploaded to Appfiles and the listing made active to notify the staff – agents are responsible for the changes
- b. You have 24 hours to notify the staff of **any Cancellations of the Listing** in Citrus County MLS – agents are responsible for the changes
- c. If you advertise the property or post signs on the property – You have 24 hours to list it in the MLS or risk receiving a Violation notice and fine

2. NEW FULLY SIGNED CONTRACTS –IN CITRUS COUNTY MLS

- a. You have 24 hours to notify the staff of **any fully signed Contracts** that need to be made pending in the Citrus MLS & the AppFiles – agents are responsible for the changes
 - b. You have 24 hours to notify the staff of **any Release / Cancellations of the Contract** that needs to be made back active in the Citrus MLS – agents are responsible for the changes
 - c. You have 24 hours to notify the staff of **any New Closing Date Extensions of the Contract** that needs to be made in the Citrus MLS or risk receiving a MLS Compliance notice – agents are responsible for the changes
-

3. NEW LISTINGS –IN STELLAR MLS

- a. You have 24 hours upon a **fully signed listing agreement and stellar data input form** that is uploaded to Appfiles and the listing made active to notify the staff
- b. You have 24 hours to notify the staff of **any NEW sales price changes** to the listing so that they can make the change for you
- c. You have 24 hours to notify the staff of **any NEW expiration dates** that need to be made in the Stellar MLS
- d. You have 24 hours to notify the staff of **any Cancellations of the Listing** that need to be made in the Stellar MLS
- e. If you advertise the property or post signs on the property – You have 24 hours to list it in the MLS or risk receiving a Violation notice and fine

4. NEW FULLY SIGNED CONTRACTS –IN STELLAR MLS

- d. You have 24 hours to notify the staff of **any fully signed Contracts** that needs to be made pending in the Stellar MLS & the AppFiles
- e. You have 24 hours to notify the staff of **any Release / Cancellations of the Contract** that needs to be made back active in the Stellar MLS
- f. You have 24 hours to notify the staff of **any New Closing Date Extensions of the Contract** that needs to be made in the Stellar MLS or risk receiving a MLS Compliance notice