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THE COACH





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When to withdraw listings

- **Do you have a listing that you don't think should be active on the MLS[®] System? Here are three scenarios where a broker can temporarily withdraw a listing.**
- **Scenario 1**
- **An associate activates a new listing and the broker notices that the photos look unprofessional (blurry, angled, etc.).**
- **The Brokerage Policy Manual indicates that all advertising must be approved by the broker to ensure professional standards are being met. If the broker determines the property photos do not meet the professional standards in the Brokerage**



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Policy Manual, they can withdraw the listing until professional photos are provided.

- **Scenario 2**
- **A broker is notified that one of their associates will be transferring their license to a new brokerage. The associate indicates that three of their listings will be terminated so they can relist them at the new brokerage, but one of his sellers may keep their listing with the existing brokerage.**
- **Once the associate transfers their license, the broker can decide to temporarily withdraw the listing until:**



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- **The seller decides if they want to terminate or relist their property; or**
- **A new associate from the existing brokerage is assigned to the listing.**
- **Scenario 3**
- **An associate discovers their seller has suffered a medical emergency and is not able to make any decisions about the sale of their property. After the associate speaks to their broker, the broker can temporarily withdraw the listing until the associate can seek legal advice on whether:**
- **The contract should be terminated; or**



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- **If there is another provision which can be arranged which would allow the property to be sold under the existing listing contract.**
- **If a broker temporarily withdraws a listing, the listing can stay in withdrawn status for up to 10 calendar days as per CREB® Rule III 3.05 which states:**
- ***An MLS® Listing may be temporarily withdrawn for up to ten (10) Calendar Days per withdrawal request, provided that the Listing Brokerage provides written instruction to the Board that are signed by the person(s) who signed the MLS® Listing Contract and that state the reason for temporary withdrawal/suspension.***



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- **If a listing needs to be in withdrawn status for more than 10 days, please contact CREB® Member Practice. Brokers will be responsible for re-activating or updating the listing status for all listings that they withdraw.**