

## Georgia MLS ON HOLD Status

Georgia MLS has enabled a new listing status allowing Active listings to be moved into a temporary off market status known as “On Hold” for 28 calendar days. This status does not terminate the listing agreement, but allows the listing to be taken off the market for conditions such as home repairs, out of town owners, holidays, or for reasons where the property is temporarily unavailable to be shown.

### Frequently Asked Questions

#### **Can the listing be changed to On Hold once it is initially placed on the market as a new listing?**

No. If the listing needs to be off the market when it is initially listed, the status would need to be “Coming Soon”.

#### **How does a listing get changed to On Hold status?**

Only the Georgia MLS staff can change the status to On Hold. Please either email the Compliance Data Administration department at [compliance@gamls.com](mailto:compliance@gamls.com) or call us at (770) 493-9000, ext. 390 or option number 6.

#### **How long can the listing status be On Hold?**

The On Hold status is for 28 days. If the listing is ready to be shown prior to the 28 days, the listing agent can change the listing to “Back on Market” status via Paragon.

#### **How can I change the status from On Hold to Back on Market?**

In order to change the status to Back on Market, the status will have to be modified in Paragon. To make the change, follow the workflow below:

Log in to Paragon. Select “Listings”, “Maintain”, then “Listings”. Enter the listing number and select “Go”. Click on the listing number, which will bring up the listing fields. Find the Status field under the Location header, remove “On Hold” (OH) status, and type in “Back on Market”. Key in the Return to Market Date as the current date. Click on the green Save Listing button in the upper left hand corner.

#### **How many times can the listing be changed to On Hold status?**

This will be determined at the discretion of Georgia MLS staff. Please either email the Compliance Data Administration department at [compliance@gamls.com](mailto:compliance@gamls.com) or call us at (770) 493-9000, ext. 390 or option number 6.

#### **Is there a time limit, prior to the expiration date, where the status cannot be changed to On Hold?**

Yes. The listing cannot be placed in On Hold status within 30 days of the expiration date. The On Hold status will not replace the Withdrawn status.

#### **Will Days on Market be calculated while a listing is in On Hold status?**

Since the On Hold status is an off-market status, the days on market will not be calculated during the On Hold period.