

**DELAYED SHOWING / NEGOTIATION  
Addendum Form**

This form may be used if the seller(s) desires to delay showings and negotiations, or negotiations only.

**FOR THIS FORM TO BE EFFECTIVE, THE BROKER OR LISTING AGENT MUST:**

- (1) Provide the completed form as an attachment to the listing at the same time the listing is entered into the MLS; and
- (2) Include the date(s) upon which showings and negotiations, and/or negotiations begin in the **Public and Private Remarks** sections of the listing.
- (3) After the showing and or negotiation date(s) noted here have passed, this attachment will remain attached in the MLS. Public and Private Remarks may be edited to remove this information at that time.

Property Address: \_\_\_\_\_

**Check and initial one option as applicable:**

I (We) request that **showings and negotiations** occur as follows (Seller must enter a date/time and initial both date fields):

- Showings begin on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) \_\_\_\_\_ (initials).
  - Negotiations begin on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) \_\_\_\_\_ (initials).
- (Note - Negotiations may not begin before showings begin. Seller may not delay showings without delaying negotiations.)**

I (We) understand that this delay of showings and negotiations may mean that I (we) may lose a potential buyer(s).

Owner(s) and Listing Broker / Agent agree that during the delayed showing and negotiation period (1) there will be no showings of the property to any buyers or agents, not only by the listing agent but also by any other agent from the listing company, any agent from a co-broker company or by the sellers (no public or broker open houses), **and** (2) there will be no negotiations or purchase offers considered of any prospective buyers, not only by the listing agent but also by any other agent from the listing company, any agent from a co-broker company as well as by the sellers.

I (We) request **no negotiations** will take place until \_\_\_\_\_ (date) \_\_\_\_\_ (time) \_\_\_\_\_ (initials).

I (We) understand that this delay of negotiations may mean that I (we) may lose a potential buyer(s).

Owner(s) and Listing Broker/Agent agree that during the delayed negotiation period there will be no negotiations or purchase offers considered of any prospective buyers, not only by the listing agent but also by any other agent from the listing company, any agent from a co-broker company as well as by the sellers.

**Once signed, the showing and or negotiations period cannot be shortened. To extend, a Change Form should be used.**

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker / Listing Agent

\_\_\_\_\_  
Listing Agent's Signature

\_\_\_\_\_  
Date