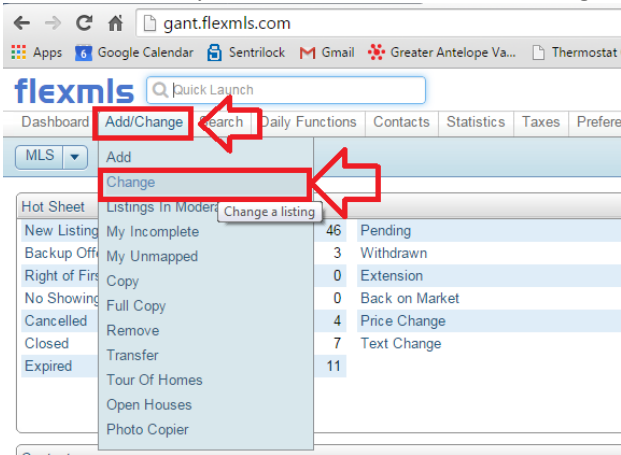


# How to change listing to Active/Pending/Closed:

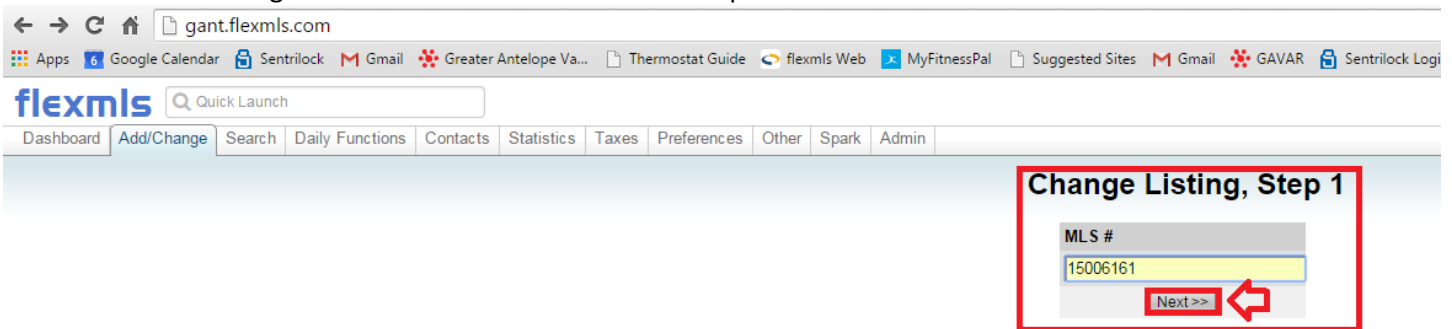
This Instructional guide is designed to show you the steps of taking your listing from Active to Pending, then from Pending to closed.

## Step 1) Locating your listing:

- In the top left corner click on "Add/Change" then "Change"

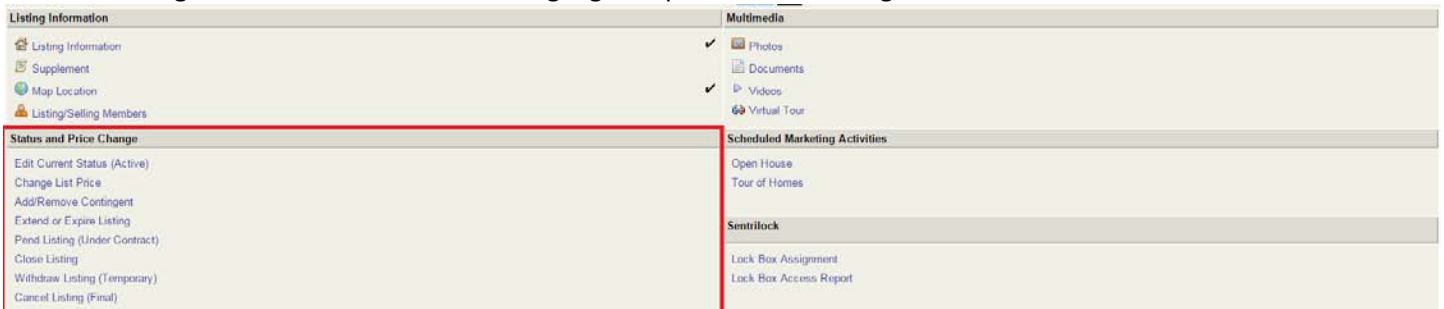


- Enter the listing number into the MLS# Field at the top of the screen then click next



## Step 2) Understanding the Menu:

- The menu you see after completing step 1 is all the changes you can make to your listing. Note: once you input a listing into the MLS its default status is "Active" our primary focus is going to be changing the Status of the listing in this guide so we will focus on the highlighted portion in the image below:



## Status and Price Change

Edit Current Status (Active)

Change List Price

Add/Remove Contingent

Extend or Expire Listing

Pend Listing (Under Contract)

Close Listing

Withdraw Listing (Temporary)

Cancel Listing (Final)

- In the above image the following three buttons are going to be our primary focus for this guide
- The “Edit Current Status (Active)” button will set your status to active no if your listing is currently a different status. It will ask you for the expiration date of your listing before completing the process.
- The “Pend Listing (Under Contract)” button does as the title says. It will Pend your listing asking you for the under contract date.
- Finally the “Close Listing” is how to close your listing. This button will ask you for all the mandatory sale information regarding your listing. Once completed your listing will be closed.

### **Some Important Notes:**

- If you let your listing expire without updating the expiration date there is no way this can be fixed. You must copy your listing using the “Copy” function from the add/change menu.
- Once your listing is under the status “Closed” you can no longer make edits to your listing. Make absolutely sure that your information is correct before closing the listing. If you need to make a change or there is an error in your listing please contact GAVAR for assistance.
- If you change your listing from Active to Pending then back to Active you will show a status of “Back on Market”
- If you would like to add a contingent to your listing you would want to use the “Add/Remove Contingent” button above (contingents include: Backup Offers Accepted, Right of First Refusal, etc.)