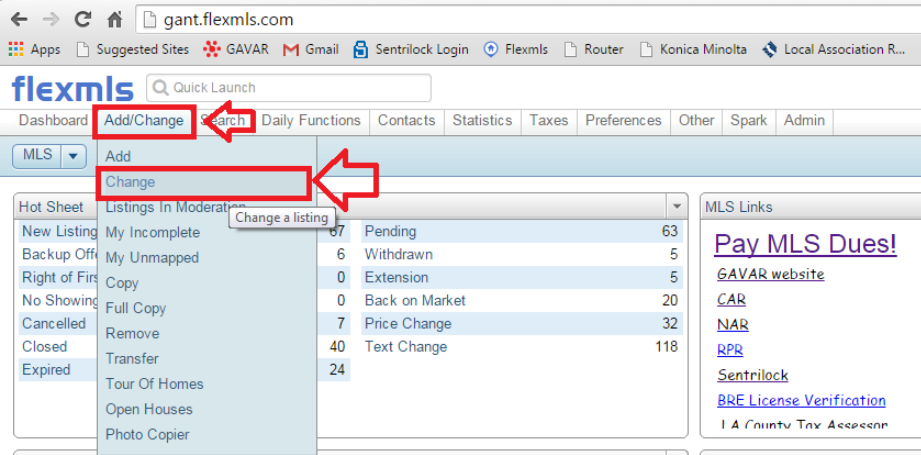


How to Close a Listing (With an Out of Area Agent as Selling Member)

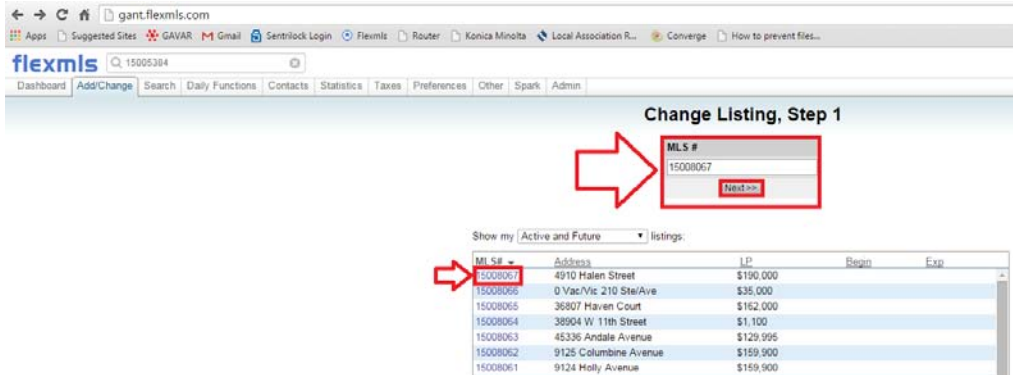
Note: In order to close a listing you must first take your listing from the active status to pending, and then you can change it from pending to closed. A random listing was selected and the data below is fictitious.

Step 1) Select the “Add/Change” then from the drop down select “Change”:

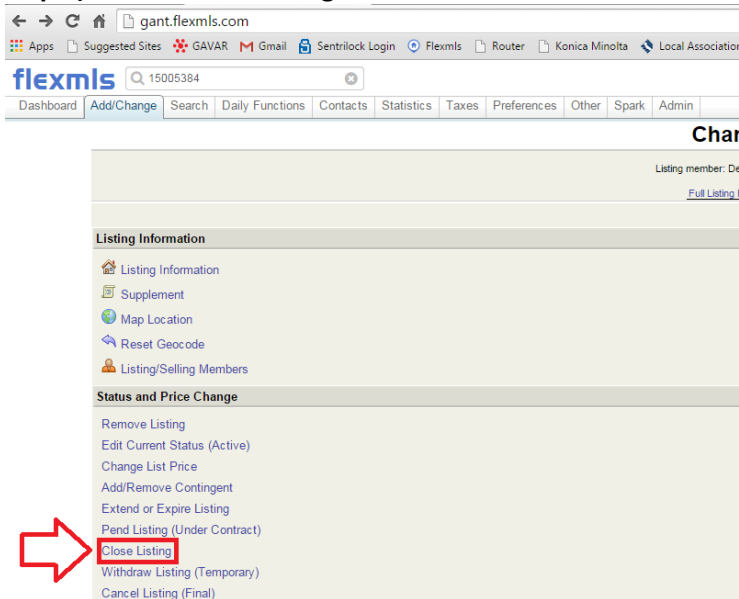


Step 2) Enter your MLS # into the Box highlighted below, then hit next:

- Alternatively, you can click on the MLS # if you see it on the list below



Step 3) Select “Close Listing” on the left hand side toward the bottom of the menu:



Step 4) Enter all required information:

- For the selling member enter this code: "99999" (see picture below):
- Once you are done, hit next and the closing will be complete!

The screenshot shows a web browser window with the URL gant.flexmls.com. The page title is "Change Status To Closed". The form contains the following fields:

[Sold Date]	6/22/2015 (MM/DD/YYYY)
[Sold Price]	189000
[Financing]	FHA
[Selling Member]	Member, Unknown (9999)
Co-selling Member	Name or Short ID
[Closings Costs Paid by Seller]	0
[Agt Bonus Pd by Seller]	0
Selling Comments	

At the bottom of the form, there are two buttons: "<< Back" and "Next >>". A red box highlights the form fields, and a red arrow points to the "Selling Member" field.