GREATER MLS
A service of the Greater Metropolitan Association of REALTORS®

Changing a Listing Status

There are a few different ways to update the listing status in the Flexmls system.

Status Definitions

COMING SOON: A fully executed listing agreement is held for the property, but the property will not be on the market for at most seven (7) calendar days. No showings, open houses, or broker tours of the property is allowed by anyone, including the listing agent.

ACTIVE: The property is on the market and no purchase agreement has been accepted. The property is available for all showings, open houses, and broker tours.

ACTIVE – CONTINGENT: A Status of "Active – Contingent" indicates the property is under contract. An offer to purchase was made by a Buyer and accepted by the Seller contains contingencies or issues that must be resolved before the sale can be finalized. The purchase contract may have provisions allowing the Seller under specific conditions to void the original contract and accept a different purchase contract, also known as Limited Time Clause. Showings of the property as allowed by the purchase contract are desired.

ACTIVE BACKUP: A Status of "Active - Back Up" indicates the property is under contract. An offer to purchase was made by a Buyer and accepted by the Seller. The Seller is considering Back up offers while the status remains "Active-Backup".

PENDING: A purchase agreement has been accepted, with or without contingencies, and the seller no longer wishes the property to be shown.

CANCELLED (UNCONDITIONALLY WITHDRAWN): The listing agreement has been terminated, and the property is no longer on the market for sale. If a property is withdrawn and relisted by the same agent, a fully executed cancellation agreement and new listing agreement must be available to send to staff immediately upon request. Only brokers have the ability to change status to Cancelled.

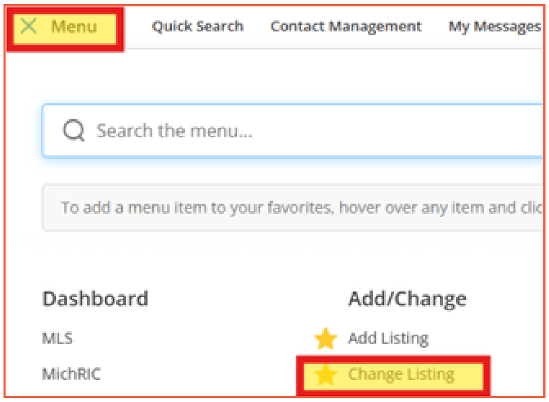
WITHDRAWN (CONDITIONALLY WITHDRAWN): A fully executed listing agreement is held for the property, but the property is not being marketed for sale at this time. A listing may stay in WITHDRAWN status for as long as the listing agreement remain in effect.

EXPIRED: The time frame of the listing agreement has expired, and the property is no longer on the market for sale.

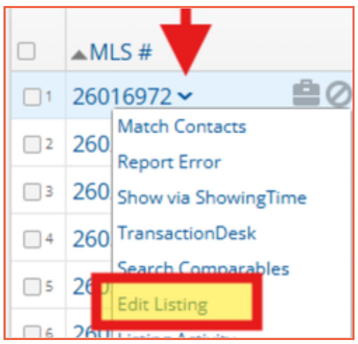
SOLD: The sale of the property has closed, and the property is no longer on the market for sale.

Status Changes, including final closing of sales and sales prices, shall be reported to the MLS by the listing broker within 48 hours after they occurred.

Select **Menu**, **Change Listing** and select your listing under My Listings



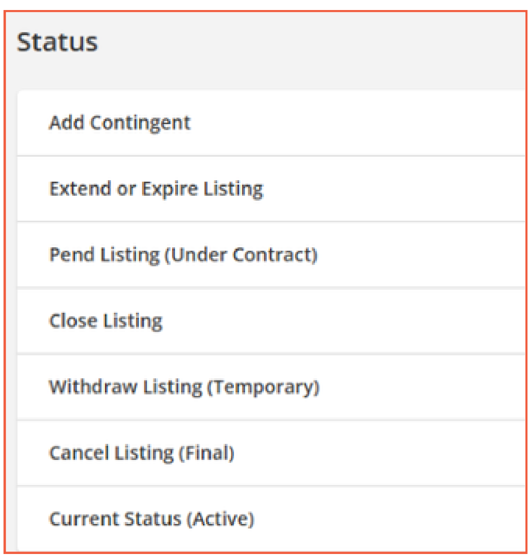
Alteratively you can search for your listing in the Quick Search Bar by address, MLS ID, etc.



Alteratively you can search for your listing in the Quick Search Bar by address, MLS ID, etc.

Select the carrot/down arrow to the right of the MLS ID and choose **"Edit Listing"**. On the left side you will see the category **STATUS**, choose **Change Status**

This next screen will give you the following options:



- Add Contingent – Select if property is Active – with a contingency.
- Extend or Expire Listing – Select if your listing contract has been extended with the Seller, or alternatively if your listing contract has expired prior to the expiration date originally set when adding the listing.
- Pend Listing - Select if listing is under contract.
- Close Listing – Select if the listing has closed.
- Withdraw Listing (temporarily) - if the listing contract is still active, however the property is not available for showings for a period of time – typically for repairs.
- Cancel Listing (Final) - only Broker accounts have the ability to canceling a listing.