Status Updates in the Data Conversion

In the data conversion there are some changes to the Status options. Some of the items have had a name change, some have moved, and some are new. This is an overview of these updates, along with helpful instructions on how to manage the status of your listings.

What is the difference between Expire, Cancel, and Withdrawn?

CANCELED is a NEW STATUS and means that the listing contract has been terminated prior to the Expiration Date.

EXPIRED means that the listing contract has reached its termination date and there is no longer a contract between the seller and listing agent.

WITHDRAWN means the listing has been temporarily withdrawn from the market, but a contract still exists between the seller and the listing agent.

How to change a listing to Active Under Contract, formerly known as Contingent Take Backup

1) From the Change Listing screen click on Add Contingency
2) From the Add Contingency page click the Contingency dropdown and select Active Under Contract

3) Once Active Under Contract is selected, add your Contingent date, and add the Selling Member.

4) Select the Contingency reason from the list of options provided. If none of the options clearly apply, please select Contingency Reason – Other

5) Save your changes.

How to change a listing to First Right of Refusal

1) Follow the steps for changing a listing to Active Under Contract
2) Select 3rd Party Approval for Contingency Reason

How to change a listing to Cancelled

1) From the Change Listing screen click on Cancel Listing
2) Enter your Cancellation Date
3) Save your changes

How to list a property as an Auction property

1) When adding your listing, navigate to the details tab.
2) Scroll to Special Listing Conditions
3) Select Auction.

How to list a property that has been foreclosed or is in pre-foreclosure

1) When adding your listing, navigate to the details tab.
4) Scroll to Special Listing Conditions
5) Select In Foreclose for pre-foreclosure or properties in the foreclosure process, select Real Estate Owned for properties that have been foreclosed.

How to change a property to Sold status

The status "Sold" has been converted to the name "Closed". To close a listing

1) Navigate to the Change Listing screen.
2) Under status, select Close Listing
3) Provide the Sold Date, Sold Price, and Buyer Financing Type
4) To add Concessions, select Yes under Concessions, provide the amount and comments. You may also choose to select Call Listing Agent if you prefer other agents to call you.
5) Select the Sellers and Buyers Country of Residence
6) Save your changes.