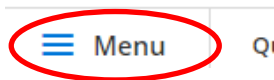


CHANGE STATUS OF A LISTING

From Active to Active Under Contract Status

- 1) Click the “Menu” button and select “Change Listing.”

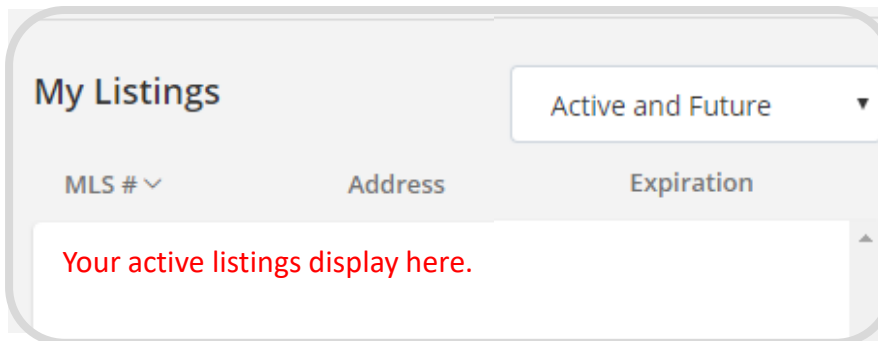


Add/Change

Add Listing

Change Listing

- 2) Select the active listing you want to change into an “Active Under Contract” status from within the display box.



My Listings

Active and Future ▼

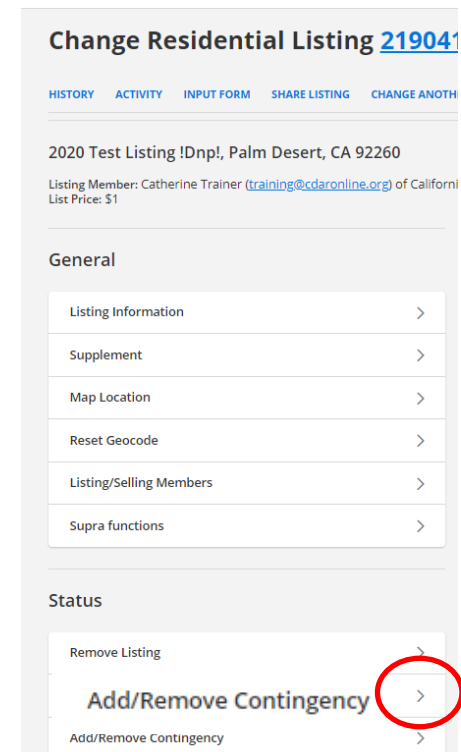
MLS # ▼ Address Expiration

Your active listings display here.

- 3) Click Next.

NEXT

- 4) Click the arrow next to Add/Remove Contingency.



Change Residential Listing [219041](#)

HISTORY ACTIVITY INPUT FORM SHARE LISTING CHANGE ANOTH

2020 Test Listing !Dnp!, Palm Desert, CA 92260

Listing Member: Catherine Trainer (training@cdaronline.org) of Californi
List Price: \$1

General

Listing Information >

Supplement >

Map Location >

Reset Geocode >

Listing/Selling Members >

Supra functions >

Status

Remove Listing >

Add/Remove Contingency >

Add/Remove Contingency >

CHANGE STATUS OF A LISTING

From Active to Active Under Contract Status

- 5) Select “Active Under Contract” from the dropdown arrow.

Contingent

Active Under Contract

No Contingency

Active Under Contract

- 7) Select the contingencies that apply & save.

Contingent

Active Under Contract

No Contingency

Active Under Contract

seller. **Contingent** deals are still active listings because they are in contract if requested provisions are not met.

Select a date...

☐ Contingent Upon: Appraisal*

☐ Contingent Upon: Inspection*

☐ Contingent Upon: Loan Approval*

☐ Contingent Upon: Sale*

SAVE

- 6) Click in the date field and select the date on the calendar.

Select a date...

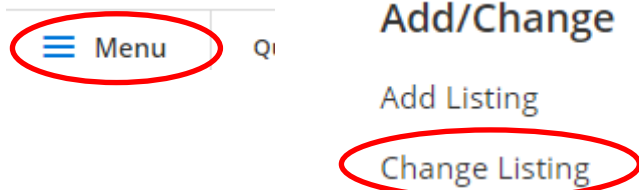
May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

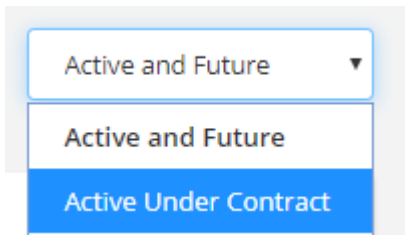
CHANGE STATUS OF A LISTING

From Active Under Contract to Pending Status

- 1) Click “Menu” button and “Change Listing.”



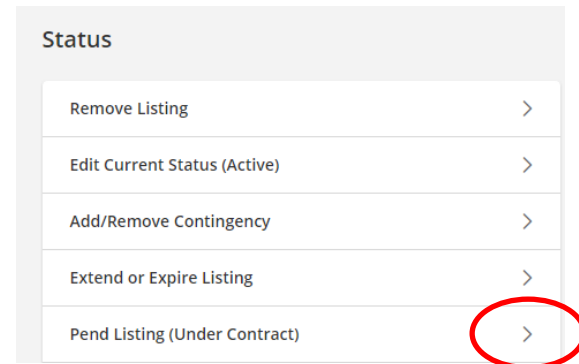
- 2) Select “Active Under Contract” from the dropdown arrow.



- 3) Your Active Under Contract listings will display in the box. Select the listing you want to go into “Pending” status. Click Next.

MLS # ▾	Address	NEXT
Active Under Contract listings display here.		

- 4) Click the arrow next to “Pend Listing (Under Contract).”



- 5) Select the pending date from the calendar and Save.

Pending Date*

Select a date...

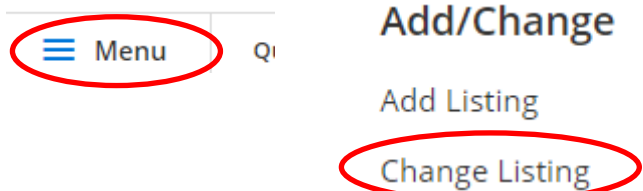
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BACK SAVE

CHANGE STATUS OF A LISTING

From Pending Back to Active Status

- 1) Click “Menu” button and “Change Listing.”



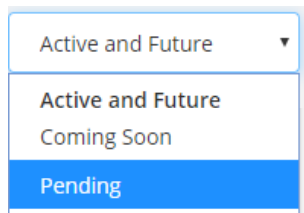
Menu

Add/Change

Add Listing

Change Listing

- 2) Select “Pending” from the dropdown arrow.



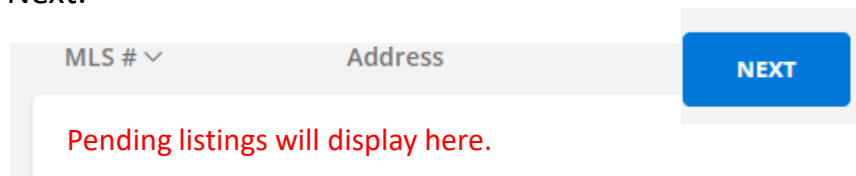
Active and Future

Active and Future

Coming Soon

Pending

- 3) Your Pending listings will display in the box. Select the listing you want to go back into “Active” status. Click Next.

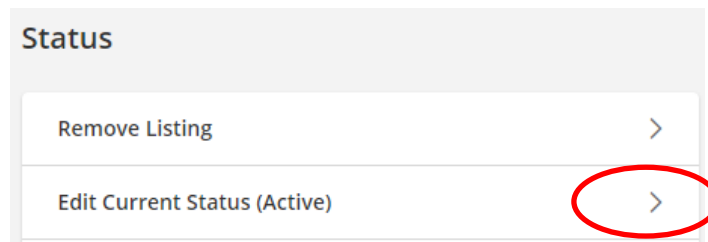


MLS # ▾ Address

NEXT

Pending listings will display here.

- 4) Click the arrow next to “Edit Current Status (Active).”

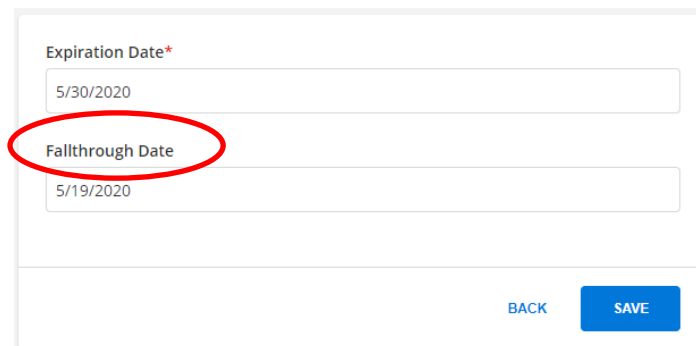


Status

Remove Listing

Edit Current Status (Active)

- 5) Enter your fall through date and Save.



Expiration Date*

5/30/2020

Fallthrough Date

5/19/2020

BACK SAVE