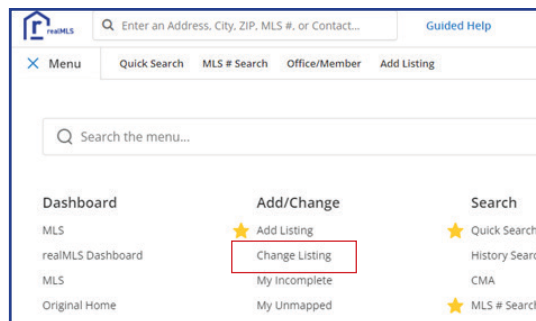


ACTIVE UNDER CONTRACT TO ACTIVE

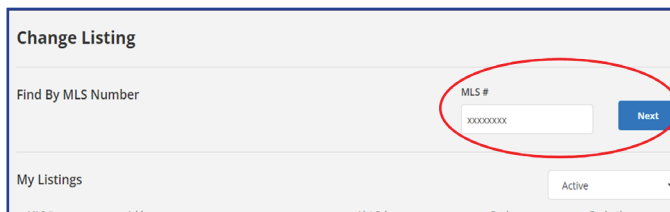
Step 1

Start at the menu and click on Change listing under the Add/Change heading



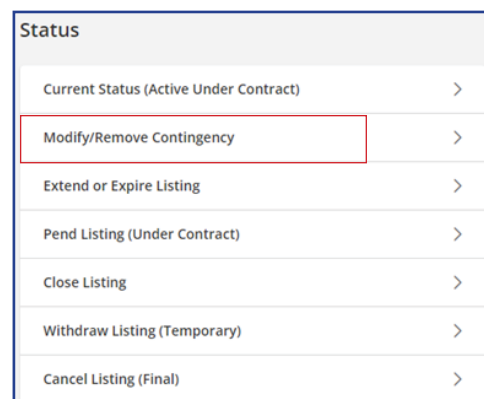
Step 2

Find your listing by the MLS # and click Next.



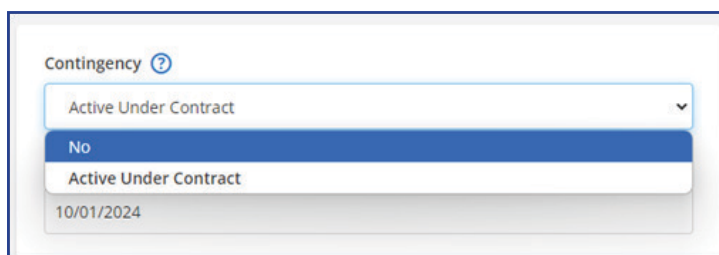
Step 3

Click on Modify/Remove Contingency



Step 4

Change the Contingency to No, then click Save. On the following screen click Save again.



Step 5

Your listing will now return to Active status. There will be no 'Back on Market' banner since the listing was still considered active while under contract.

