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.

PresiMLS Q Enter an Address, City, ZIP, MLS #, or Contact... Guided Help × Menu Quick Search MLS # Search Office/Member Add Listing O Search the menu. Dashboard Add/Change Search 🔶 Add Listing MLS + Quick Search realMLS Dashboard Change Listing History Sea My Incomplete MLS CMA Original Home My Unmapped 🔶 MLS # Searc

Change Listing		
Find By MLS Number	MLS#	Next
My Listings	Active	~

Current Status (Active Under Contract)

Modify/Remove Contingency

Withdraw Listing (Temporary)

Cancel Listing (Final)

Extend or Expire Listing Pend Listing (Under Contract)

Close Listing

Status

Step 3	3
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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.





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