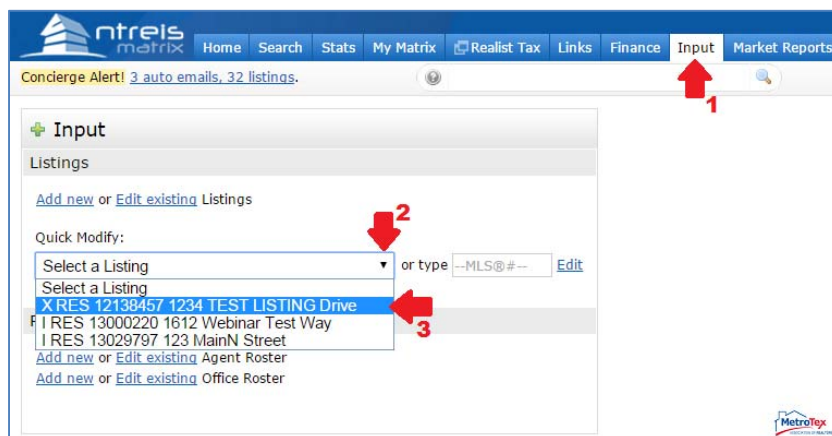


Extending an Expired Listing

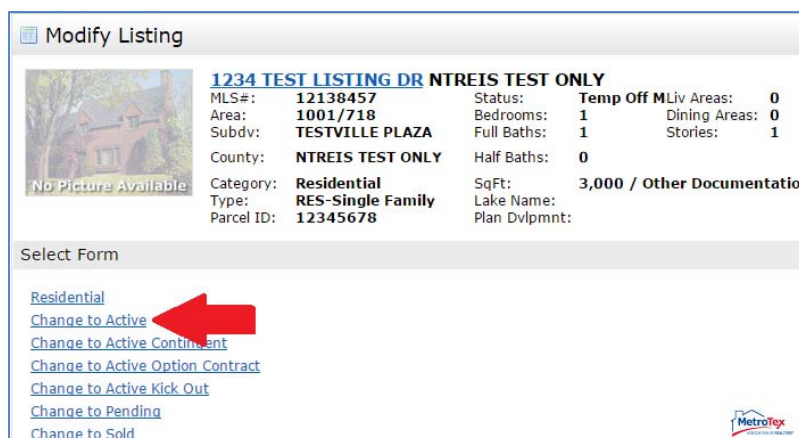


An agent or office staff can extend an expired listing up to 5 days after the expiration date of the listing.

From the **Input** tab, choose the down arrow under **Quick Modify** and choose the expired listing. (The expired listing will have an **X** to designate its expired status.)



Choose **Change to Active**. (**NOTE: Changing the expiration date on the data entry screen will *not* update the status.**)



Enter the new **Expiration Date** and choose **Submit Listing**. The listing will now be updated.

The screenshot shows a web interface for updating a listing. At the top, there is a header with a green plus icon and the text "Change to Active". Below this is a section titled "Listing Information" with a light blue background. The listing details are: "1234 TEST LISTING Drive, NTREIS TEST ONLY TX 55555", "MLS#: 12138457", "Status: Active", "Status Date: 12/08/2014", and "List Date: 06/21/2011". Below the listing information is another section titled "Change to Active" with a light blue background. This section contains the "Expiration Date" field, which is currently set to "12/31/2015". A red arrow with the number "1" points to the date field. Below the date field is a "Submit Listing" button with a green checkmark icon, and a "Cancel Input" button with a red 'X' icon. A red arrow with the number "2" points to the "Submit Listing" button. In the bottom right corner of the form, there is a logo for "MetroTex ASSOCIATION OF REALTORS®".

While a listing can be extended after it expires, **it is advised to extend the listing prior to the expiration of the listing** to prevent complications (such as the removal of the listing from national listing sites and calls to sellers from agents who pursue expired listings).

