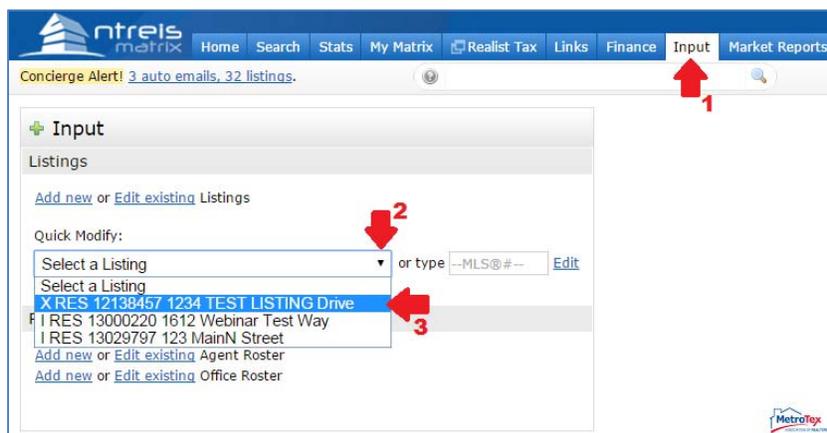


# Extending an Expired Listing

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

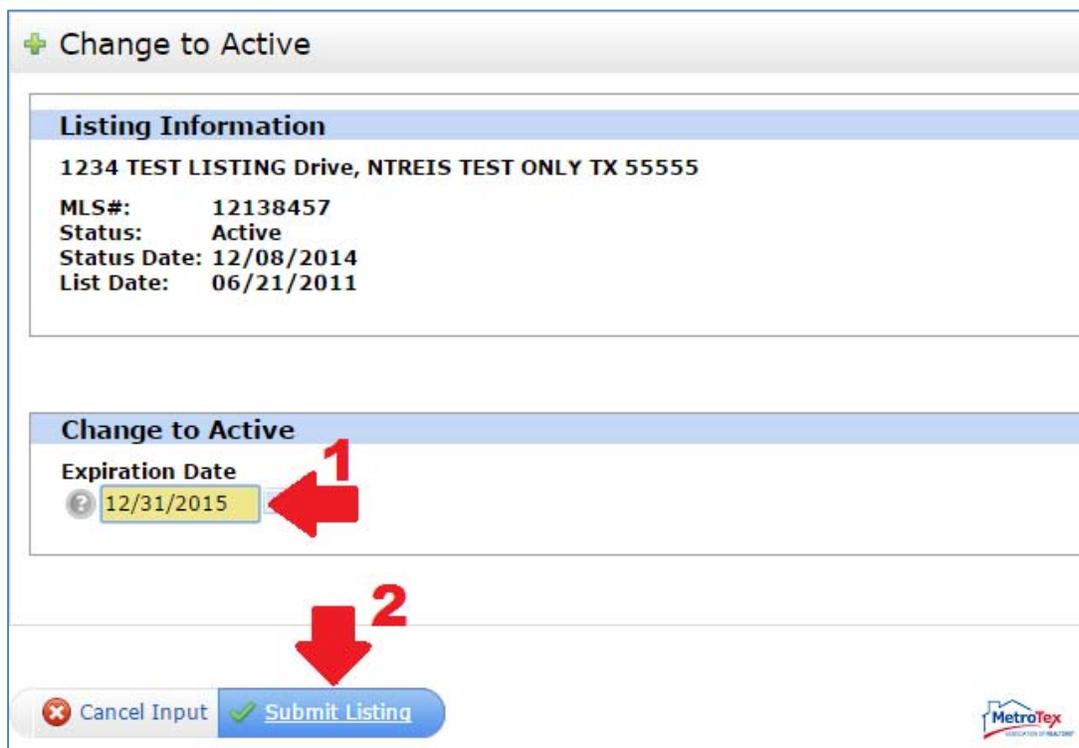
From the **Input** tab, choose the down arrow under **Quick Modify** and choose the expired listing. (The expired listing will have an **X** to designate its expired status.)



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 form titled '+ Change to Active'. It contains a section for 'Listing Information' with the following details: '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 this is another section titled 'Change to Active' with an 'Expiration Date' field containing '12/31/2015'. A red arrow labeled '1' points to the date field. At the bottom of the form, there are two buttons: 'Cancel Input' and 'Submit Listing'. A red arrow labeled '2' points to the 'Submit Listing' button. The MetroTex logo is visible in the bottom right corner.

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).