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.

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

Change Listing				
Find By MLS Number	(MLS # x0000000		Next
My Listings			Active	¥
	List Dalas			

Status	
Current Status (Active Under Contract)	>
Modify/Remove Contingency	>
Extend or Expire Listing	>
Pend Listing (Under Contract)	>
Close Listing	>
Withdraw Listing (Temporary)	>
Cancel Listing (Final)	>

Step 3

Click on *Modify/Remove Contingency*.

Step 4

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

ntingency 🕐	
Active Under Contract	~
No	
Active Under Contract	

Step 5

Your listing will now return to

Active status. There will be no "Back on Market" banner, as the listing was still considered active while under contract.



