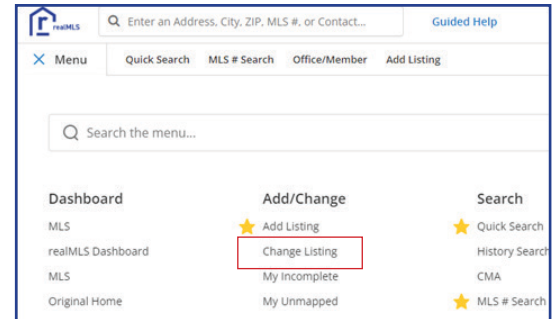


ACTIVE UNDER CONTRACT TO ACTIVE

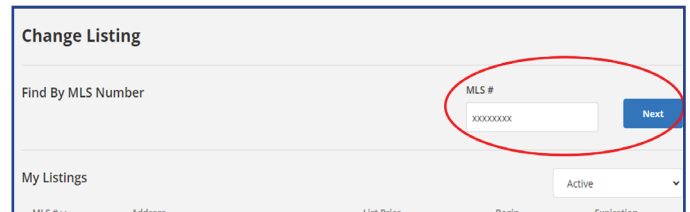
Step 1

Start at the Menu and click on *Change Listing* under the Add/Change heading.



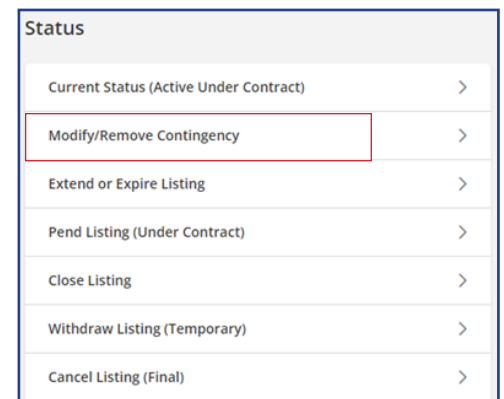
Step 2

Find your listing by the MLS # and click *Next*.



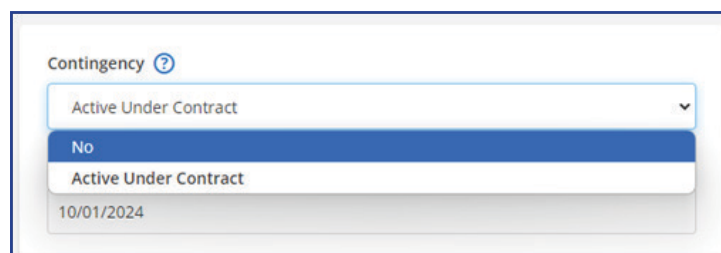
Step 3

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, as the listing was still considered active while under contract.

