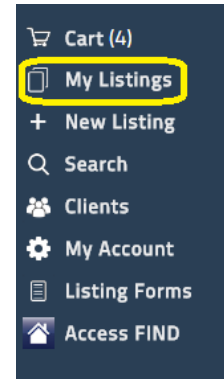
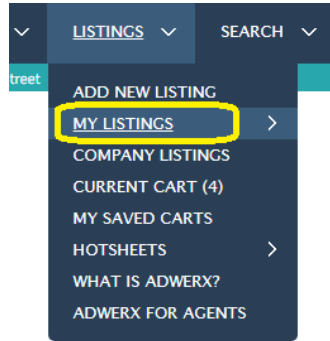




### Step 1:

Find the listing you wish to Edit. Listings can be accessed from the 'Listings' drop down menu or from your Left Side-Bar Menu.



### Step 2:

Open the listing by clicking the photo or the MLS Listing ID Number.

Photo	Listing ID	Agent	Dates	Location	Type	Listing	Status	Price	Owner
	10313236	David	Url: 05/12/2017 Exp.	1325 Second St Rensselaer, NY	House (Detached)	Exclusive	Active Sale	\$350,000	<a href="#">Actions</a>
	10312894	David	Url: 10/04/2017 Exp.	18 Putterin Way Valley Falls, NY	House (Detached)	Exclusive	Active Sale	\$250,000	<a href="#">Actions</a>

1325 Second St, Rensselaer, NY 12144 [Edit](#)



List Price	\$350,000	<a href="#">Edit</a>
Status	Active for Sale	<a href="#">Edit</a>
Listing ID	10313236	
Property Type	House (Detached)	

**Step 3:** Click the 'Edit' link next to the current listing status.

**Step 4:** Select the new status and click the 'Save Listing' button.

Please Note: Some Statuses may require additional information before saving.

### Status Options

**Active Extended Expiration:** Enter a new listing expiration date

**Accepted Offer:** Mark the property as pending

**In Contract:** Enter in a contract date

**Sold:** Enter sale date, price, cooperating agent, etc.

**Off Market, Temporarily Off Market, Withdrawn:** Date is required

CHANGE STATUS

Current Status

Active

New Status

<select>

Current Expiration Date

Cancel

Listing

<select>

Active Extend Expiration

Accepted Offer

In Contract

Sold

Off Market

Temp Off Market

Withdrawn

18 Putterin Way, Valley Falls, NY 12185 [Edit](#)



List Price	\$250,000	<a href="#">Edit</a>
Status	Expired	<a href="#">Edit</a>
Listing ID	10312894	
Property Type	House (Detached)	
Listing Type	Exclusive	

Listing ID: 10312894

House (Detached)

18 Putterin Way  
Valley Falls, NY 12185

Created: May 11th, 2016

CHANGE STATUS

Current Status

Expired

New Status

Active Extended

Current Expiration Date

10/09/2018

\*New Expire Date (mm/dd/yyyy)

Cancel

Save Listing

### Reactivating Expired Listings:

Expired listings can be put back on the market if a listing extension is signed.

To reactivate an Expired listing, click the 'Edit' link next to the expired status.

Select 'Active Extended' and enter the new expiration date.

Be sure to click the 'Save Listing' button.