



CHANGE STATUS OF LISTING GUIDE

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www.mlssaz.com

Listing Procedures

MLSSAZ Rules & Regulations Section 1, pg 11 - [Listing Procedures Definitions](#):

Wherever the word “filed” is used herein shall refer to input in the Multiple Listing Service (MLS). Wherever the term “Listing Agreement” is used herein shall refer to the “Exclusive Right to sell” or exclusive agency agreements.

Change of Status of Listing Policy

MLSSAZ Rules & Regulations Section 1 .7, pg 15 – [Change of Status of Listing](#):

Any change in the Listing Agreement, including but not limited to price, terms of sale, withdrawal, and extension, shall be made only when authorized in writing by the seller on the Status Change Form and signed by the Listing Broker.

- a) Status Change Form shall be filed with the MLS within two (2) business days after the authorized change is received by the Listing Broker.
- b) Within two (2) business days of acceptance of a purchase contract for a property entered into the MLS, the MLS listing must be reported as defined on the MLS’s Status Change Form.

Change Status of Listing

Listing statuses must be designated according the MLSSAZ listing status definitions and within the required time frame.

Once in the listing begin by clicking the drop-down arrow next to the listing ID#
Select Edit Listing



Change Coming Soon Status to: **Active**

Coming Soon – A Coming Soon listing is a listing taken by a Participant on a “Listing Agreement” that is, by direction of the Seller to be withheld from public dissemination by the MLS. (Revised 02/2021)

When listed as Coming Soon, the listing will automatically transition to **Active Status** on the Go Live Date.

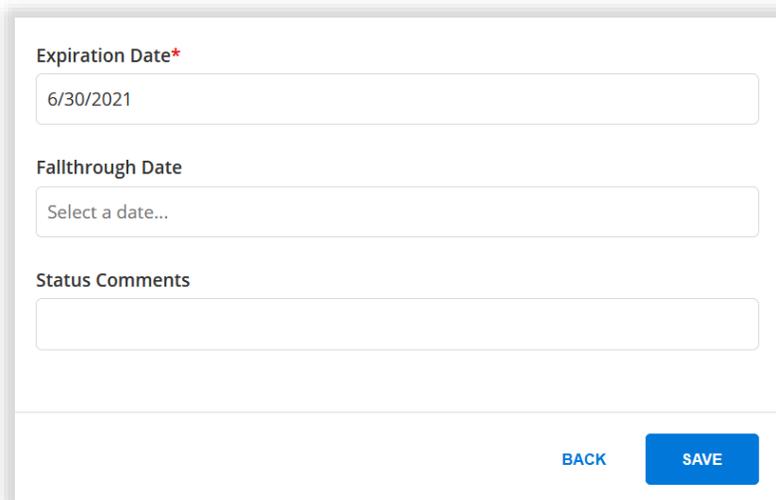
To make a status change prior to the Go Live Date

Under the section titled Status click “Start Showing (Active)”



A screenshot of a web interface showing a dropdown menu titled "Status". The menu is open, and the option "Start Showing (Active)" is selected, indicated by a right-pointing chevron icon to its right.

Next confirm the Change Status Active information and click SAVE to transition the listing status from Coming Soon to Active.



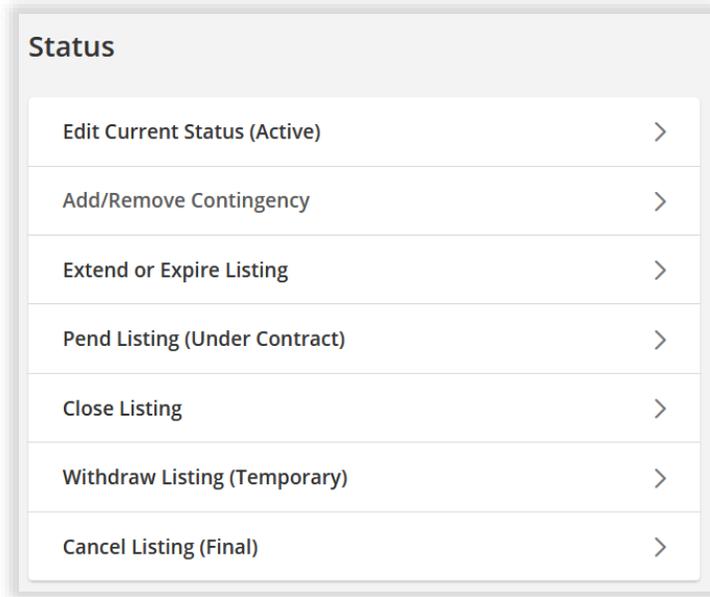
A screenshot of a confirmation form for changing the status to Active. The form contains the following fields:

- Expiration Date***: A text input field containing the date "6/30/2021".
- Fallthrough Date**: A dropdown menu with the text "Select a date..." inside.
- Status Comments**: A large empty text area for entering comments.

At the bottom right of the form, there are two buttons: a "BACK" button and a blue "SAVE" button.

Click **SAVE**

From Active status the listing can be updated to the appropriate status per the status definitions



Active – Active properties with no offers or contingencies. Online Offers Only - Used for any property where offers are submitted online, such as online auctions.

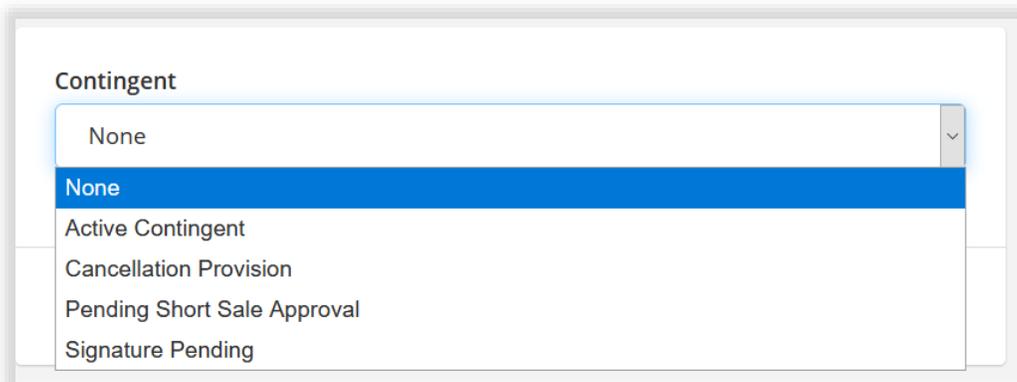
Active Contingent – An offer has been accepted but the seller is still permitting showing appointments and is accepting backup offers.

Pending Short Sale Approval – seller has accepted an offer and is awaiting short sale approval from the lender.

Signature Pending – Seller has verbally accepted an offer and is pending a signature(s).

Cancellation Provision – there is a provision to cancel the current offer with a replacement offer.

Choose Contingency Status:

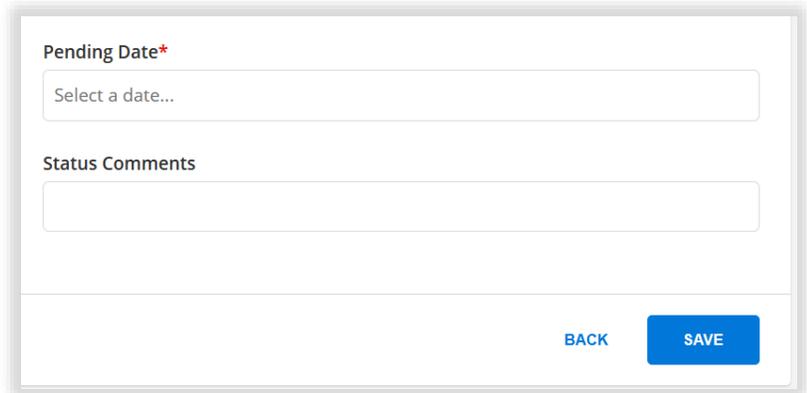


Click **SAVE**

Change Status to: **Pending**

Pending – An offer has been accepted and the seller is not allowing showing appointments or backup offers.

Click **SAVE**

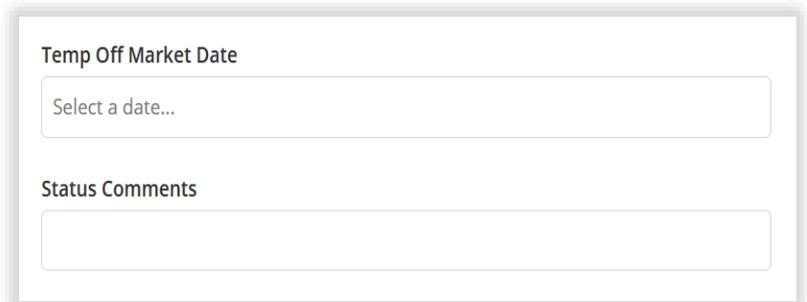


The screenshot shows a form for changing the status to 'Pending'. It features a date selection field labeled 'Pending Date*' with the placeholder text 'Select a date...'. Below it is a text area for 'Status Comments'. At the bottom right, there are two buttons: 'BACK' and 'SAVE'.

Change Status to: **Temporarily off Market**

Temp off Market – The seller has requested that the property be temporarily taken off market. Listing may be brought back on market without a new listing agreement.

Click **SAVE**

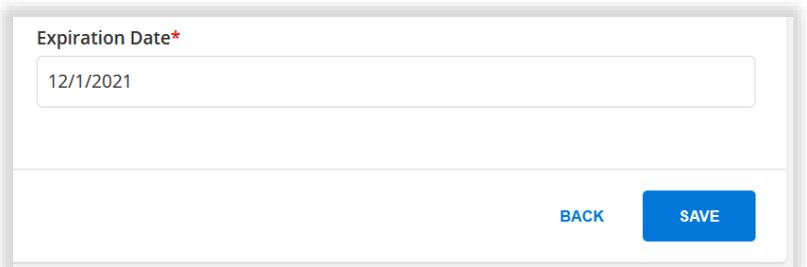


The screenshot shows a form for changing the status to 'Temporarily off Market'. It features a date selection field labeled 'Temp Off Market Date' with the placeholder text 'Select a date...'. Below it is a text area for 'Status Comments'. At the bottom right, there are two buttons: 'BACK' and 'SAVE'.

Change Status to: **Extend or Expire Listing**

Expired – Listing agreement has expired.

Click **SAVE**



The screenshot shows a form for changing the status to 'Extend or Expire Listing'. It features a date selection field labeled 'Expiration Date*' with the value '12/1/2021' entered. Below it is a text area for 'Status Comments'. At the bottom right, there are two buttons: 'BACK' and 'SAVE'.

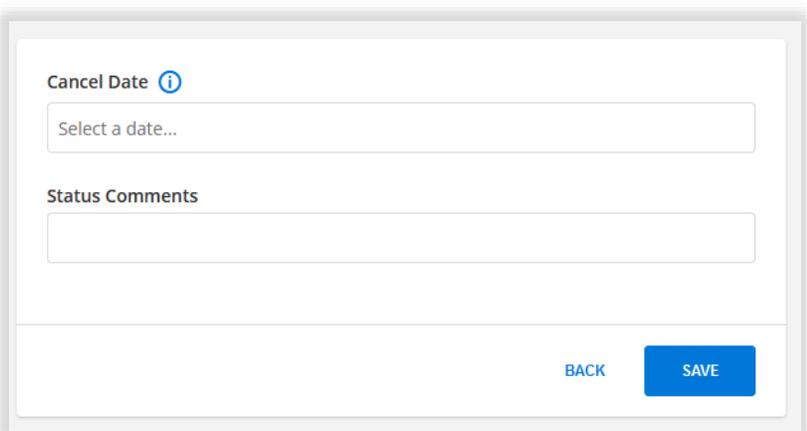
Change Status to: **Canceled**

Canceled – Listing agreement has been canceled.

Cancel Date has the following restrictions:

- Maximum days before current date: 30 days
- Maximum days after current date: 0 days
- Should only be larger than or equal to Listing Date

Click **SAVE**



The screenshot shows a form for changing the status to 'Canceled'. It features a date selection field labeled 'Cancel Date' with an information icon and the placeholder text 'Select a date...'. Below it is a text area for 'Status Comments'. At the bottom right, there are two buttons: 'BACK' and 'SAVE'.

Change Status to: **Closed**

Closed – Property has been sold.

From Closed status the listing can be updated with the appropriate sold information

- If the Selling or Co-selling is a Non-member agent, type: 100000
- Sold Date has the following restrictions: Can only be larger than or equal to Listing Date.
- If you get a 20% warning when entering the Sold Price, it is only an alert. You can proceed with closing the listing.
- Any field requiring a price or number may only contain numerical digits. "0" must be used instead of "None."

Financing (select one from the drop-down list):

- Adjustable Rate Mtg
- Cash
- Cash Owner Carryback
- Cash to Loan
- Conventional
- Exchange
- FHA
- Lease Option
- Lease Purchase
- New 2nd Loan
- Other
- VA
- Wrap Around Loan

The screenshot shows a web form with the following sections:

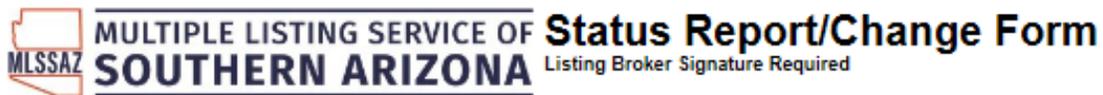
- Selling Member***: A dropdown menu with "Name or Short ID" as the placeholder.
- Co-selling Member**: A dropdown menu with "Name or Short ID" as the placeholder.
- Sold Date***: A date selection field with an information icon and the placeholder "Select a date...".
- Sold Price***: A text input field.
- Status Comments**: A text area.
- Sold Info: Down Payment**: A checkbox with an associated text input field.
- Sold Info: Est. Closing Date**: A checkbox with an associated date selection field.
- Financing***: A dropdown menu with "Adjustable Rate Mtg" selected.
- Sold Info: Relo or REO Sale**: A checkbox.
- Sold Info: Seller Concessions***: A checkbox with an associated text input field.
- Sold Info: Seller Pd Points**: A checkbox.
- Sold Info: Seller Paid Repairs**: A checkbox with an associated text input field.
- Sold Info: Selling Comments**: A checkbox with an associated text input field.

At the bottom right of the form, there are two buttons: "BACK" and "SAVE".

Click **SAVE**

Keep the signed Status Report/Change Form for your records and according to your Brokers terms. This document does not have to be turned into the MLS of Southern Arizona unless requested for validation purposes.

Status Report/Change Form



Property Information		
MLS#: _____	Address: _____	
Company ID: _____	Company Name: _____	
Agent ID: _____	Agent Name: _____	
This status report constitutes an amendment to both the Listing Data Input Form (Property Profile Sheet) and the Listing Agreement.		
Active/Pending/Contingencies		
<input type="checkbox"/> Active – Active property with no offers or contingencies. <ul style="list-style-type: none"> <input type="checkbox"/> Online Offers Only – used for any property where offers are only submitted online, such as online auctions. <input type="checkbox"/> Active Contingent – An offer has been accepted but the seller is still permitting showing appointments and is accepting backup offers. <input type="checkbox"/> Pending Short Sale Approval – Seller has accepted an offer and is awaiting short sale approval from the lender. <input type="checkbox"/> Signature Pending – Seller has verbally accepted an offer and is pending a signature(s). <input type="checkbox"/> Cancellation Provision – There is a provision to cancel the current offer with a replacement offer. 		
<input type="checkbox"/> Pending – An offer has been accepted and the seller is not allowing showing appointments or backup offers.		
Contingent Date: _____	Pending Date: _____	Est'd Closing Date: _____
Status/Price Change Seller Signature Required		
<input type="checkbox"/> Back On Market <input type="checkbox"/> Temp Off Market <input type="checkbox"/> Cancelled <input type="checkbox"/> Extend - New Expiration Date: _____		
New Listing Price: \$ _____ Range Price (Low/High):\$ _____ /\$ _____		
Closed/Rented		
Selling Company ID: _____ Name: _____		
Selling Agent ID: _____ Name: _____		
Selling Co-Agent ID: _____ Name: _____		
Pending Date: _____	Sold Date: _____	Short Sale: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sold Price: \$ _____	Seller Concessions: \$ _____	Seller Paid Repairs: \$ _____
How Sold: <input type="checkbox"/> Assumption <input type="checkbox"/> Cash <input type="checkbox"/> Contract for Deed <input type="checkbox"/> Conventional <input type="checkbox"/> FHA <input type="checkbox"/> Lease/Purchase <input type="checkbox"/> Other <input type="checkbox"/> Owner Carry 1st <input type="checkbox"/> Owner Carry 2nd <input type="checkbox"/> Rented <input type="checkbox"/> VA		
Buyer From: (Complete One) Arizona County: _____ State: _____ Country: _____		
Edit Listing Information Make sure to include Field Name and New Information		
Signatures		
Listing Agent Name (Print): _____		
Listing Agent Signature: _____	Date: _____	
Listing Broker Name (Print): _____		
Listing Broker Signature: _____	Date: _____	
Seller: _____	Date: _____	
Seller: _____	Date: _____	

Please submit this form, complete with signatures to info@mlssaz.com. Incomplete forms will be returned. Updated 06/2017

Change Status of Listing FAQ's

Q. Where can I find the Status Definitions?

A. [MLSSAZ Rules & Regulations Section 1.10 – Status Definitions](#)

Q. What is listing date?

A. The listing date is the date the sellers signed the Listing Agreement and [Coming Soon/Exempt/Delayed Authorization Form](#) (where applicable).

Q. What is the Go Live Date?

A. Go Live Date is the day the listing transitions into active status. It must be within 30 days of the signed [Coming Soon/Exempt/Delayed Authorization Form](#).

Q. Why is my listing showing Unapproved?

A1. Check that year built wasn't omitted and defaulted to 0

A2. House Built before 1978 - Upload Lead Paint Disclosure. [Click here for step-by-step instructions](#).

Make sure to select Lead Paint Discl from the drop-down menu as your document Description.

Q. Can I go from Active Contingent back to Active if the deal falls through?

A. Yes, the listing Broker shall report to the MLS, within two (2) business days, the cancellation of any pending sale and the listing shall be reinstated immediately.

Q. Can a listing go from Active Status to Coming Soon Status?

A. No, unfortunately the functionality does not exist. For listings unintentionally made active contact MLS support for assistance at info@mlssaz.com or 520-382-8800, option 3.

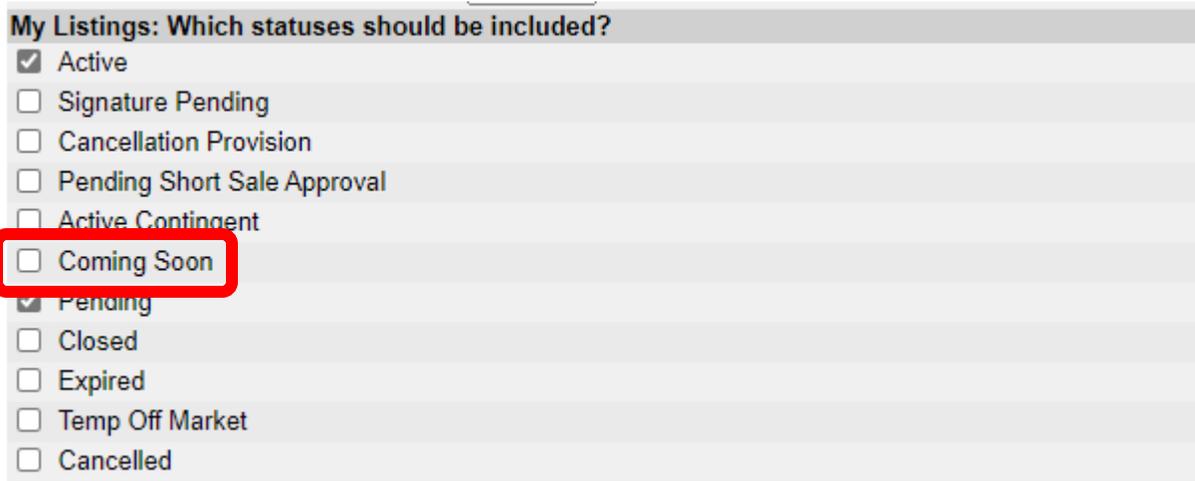
Q. I'm having issues posting or viewing my coming soon listing?

A1. Making multiple changes under incomplete status.

A2. A future date was saved instead of a current date.

A3. Double check the Go Live Date is within 30 days of the Listing Date.

A4. If you are using My Listings, confirm that Coming Soon is also enabled:



My Listings: Which statuses should be included?

- Active
- Signature Pending
- Cancellation Provision
- Pending Short Sale Approval
- Active Contingent
- Coming Soon
- Pending
- Closed
- Expired
- Temp Off Market
- Cancelled

Q. I am having issues closing my listing?

- A1. Number values like price should only contain numerical digits.
- A2. Check for missing required fields. Any field with a red * is a required field.
- A3. Concessions field is also a number only field. So, "0" must be used instead of "None."

Q. What does the 20% warning mean when I enter the sold price?

- A. This is only an alert, you may proceed with closing the listing.

Q. What if I can't find the Selling Member or Co-Selling Member?

- A. If either agent is not a member of the MLS of Southern Arizona (MLSSAZ), type 100000.

Q. When do I submit Status/Change forms?

- A. [MLSSAZ Rules & Regulations Section 1 .7, pg 15 – Change of Status of Listing](#):

Any change in the Listing Agreement, including but not limited to price, terms of sale, withdrawal, and extension, shall be made only when authorized in writing by the seller on the [Status Change Form](#) and signed by the Listing Broker.

- a) [Status Change Form](#) shall be filed with the MLS within two (2) business days after the authorized change is received by the Listing Broker.
- b) Within two (2) business days of acceptance of a purchase contract for a property entered in the MLS, the MLS listing must be reported as defined on the MLS's [Status Change Form](#).

Q. When do I send the completed Status/Change forms to MLS?

- A1. If you change the status of your listing yourself, you must keep the Status/Change Form in your file in case the MLS requests it for verification.
- A2. When requesting the MLS update the listing for you:
 - I. [Status Change Form](#) shall be filed with the MLS within two (2) business days after the authorized change is received by the Listing Broker.
 - II. Within two (2) business days of acceptance of a purchase contract for a property entered in the MLS, the MLS listing must be reported as defined on the MLS's [Status Change Form](#).