

How to Adjust Listing Price



What to know before you get started:

- **Changes to the Listing Contract**
 - Any changes to the Listing Agreement will require getting signed approval from the seller. It is important to document seller approval of changes.
- **Price Changes will Populate on the Hot Sheet**
- **Updates will Display Under the Listing's Status for Seven (7) Days**
 - This is in reference to the indicators for reductions and increases
 - Even if the price change was made in error with the incorrect price, it will reflect your change again as an increase/reduction. Always review if your information is correct before making changes.

Multiple Listing Service of Southern Arizona

2445 N Tucson Blvd., Tucson, AZ 85716

www.mlssaz.com | info@mlssaz.com

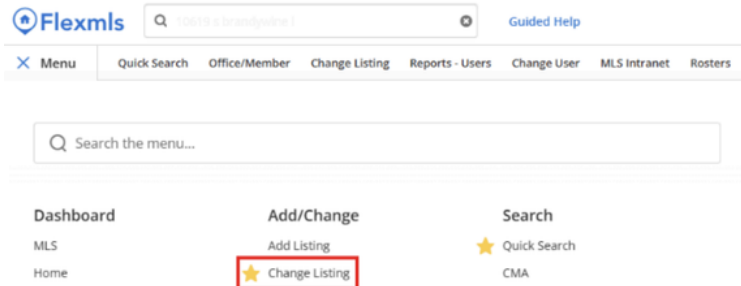
(520) 382-8800 opt. 3



How to Adjust Listing Price

Step by Step Instructions:

1. Login to your MLSSAZ account, go to FlexMLS and open the menu and select “Change Listing”
 - a. If this is not at the top of your taskbar, you can favorite this to add to your taskbar by selecting the star that appears to the left of it




2. Input listing number in the MLS# space and select “Next”

3. Locate “Change List Price” and select it



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Step by Step Instructions (cont.):

4. When the following screens appears, enter the new list price in the “New List Price” box. Verify the MLS# to ensure the price update will be reflected in the correct listing.
 - a. Be sure to hover over the  symbol to review what is permitted.

Change List Price

Current List Price
\$289,000


Enter new list price here per your updated listing contract

New List Price 
289000

Back Save

List Price has the following restrictions:

- Should not be more than 20% greater than Sold Price
- Can only be smaller than or equal to Range Marketing Max
- Can only be larger than or equal to Range Marketing Min
- Should not be more than 20% less than Sold Price

New List Price 
289000

Hover here to populate the text box for rules on what may be entered



Quick Tip: ALWAYS review all listing information and confirm its accuracy before selecting “Save”



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FAQs

1. I accidentally added the incorrect price on a listing, can we remove the price change status indicator once it is corrected?

- a. No, once the change is made, the reduction/increase will reflect under the current status of the listing for seven (7) days. Always review your information is accurate while inputting or changing your listing to avoid errors such as these.

2. My seller wants to add range pricing - where do i put this?

- a. Follow the same steps to change your listing and instead go to “Listing Information”, then find the Range Marketing input under “Contract Information”
- b. Be sure to follow the Rules and Regulations guidelines outlined in [Section 1.19 - List Price Range Marketing Plan](#)

General	
Listing Information >	
Contract Information	
List Price* ⓘ	289000
Original List Price	299000
Range Marketing Min	
Range Marketing Max	

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