

How to

Cancel a Listing



Multiple Listing Service of Southern Arizona

2445 N Tucson Blvd., Tucson, AZ 85716

www.mlssaz.com | info@mlssaz.com

(520) 382-8800 opt. 3



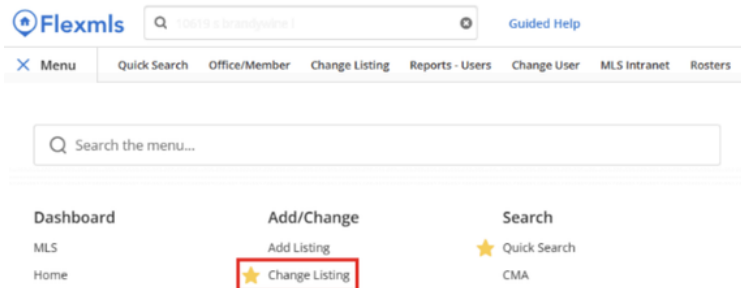
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Step by Step Instructions:

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”

The screenshot shows the 'Change Listing' form. It has a section titled 'Find By MLS Number' with a text input field labeled 'MLS #' and a blue 'Next' button. Both the input field and the button are highlighted with a red box.

3. Navigate to the bottom and find the header name “Status” and select “Cancel Listing (Final)”

a. Note: if your listing is in “Coming Soon” status, you must make it active before cancelling

The screenshot shows a dropdown menu titled 'Status'. It contains several options, each with a right-pointing chevron: 'Current Status (Active Contingent)', 'Modify/Remove Contingency', 'Extend or Expire Listing', 'Pend Listing (Under Contract)', 'Close Listing', 'Withdraw Listing (Temporary)', and 'Cancel Listing (Final)'. The 'Cancel Listing (Final)' option is highlighted with a red box.

Instructions continued on the next page



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Step by Step Instructions (cont.):

4. Select your cancellation date and hit "Save"

Cancel Date ⓘ

Select a date...

< April 2025 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Back Save



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FAQs

1. **My seller wants to put the property back on market. Can I reactivate the same listing?**
 - a. Yes- if your listing agreement is still active and has not expired, you can relist the property by selecting the “*Back on Market*” option in the same area where you originally cancelled the listing
2. **I cancelled the listing, but now my seller wants me to remove the photos. Can I do that?**
 - a. You may submit a status change/report form (with all required signatures) to info@mlssaz.com requesting to privatize the photos. The primary photo will remain, but all other photos will be private to the general public

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