

How to Edit 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

What to know before you get started:

- **Required Fields**

- All fields marked with an asterisk (*) are mandatory

Note: Even if a field isn't marked with an asterisk, it may still be essential to accurately represent the property

- **Closed Listings Cannot be Edited**

- Once a listing is closed, only MLSSAZ staff can edit a listing

- **You can Edit Active or Coming Soon Listings**

- Most changes can be made directly if your listing is in *Active* or *Coming Soon* status

- **Listing History is Publically Viewable**

- Most changes, including status updates and all price changes, are recorded in your listing's history
- These changes are visible to other agents and some (like price changes and status updates) are visible to consumers as well
- Always double check your information before clicking "save"

- **Follow all Rules and Regulations**

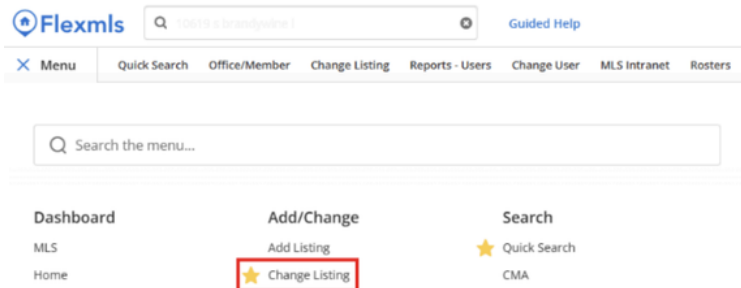
- If you are unsure whether a change complies with our [Rules & Regulations](#), consult with your broker and review the current guidelines before proceeding



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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”

3. You may now view all options available to you to edit

4. ALWAYS review inputted information and confirm it is accurate and true before selecting “Save”
5. Review listing from the Detail page to confirm the information and statuses are correct



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FAQs

1. Can I access the listing after it has been closed?

- a. Once a listing is closed, it can no longer be accessed or edited through the MLS system. If any updates are required after the listing has been closed, a *Status Change Form* must be submitted to info@mlssaz.com. This form must be signed by the listing agent, broker, and seller. To avoid delays or errors, please double-check all information before saving changes during the listing process.

2. I made a mistake and don't want it to appear in the listing history. Can the history be removed?

- a. In most cases, listing history cannot be removed. However, under specific circumstances, the Data Integrity Team may archive portions of listing history. This process incurs a fee and is subject to review. For full details, including eligibility and fees, please refer to [Section 1.21- Archiving of Listing History](#) in the MLS Rules & Regulations

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