

How to

Modify Listing Contingency



Multiple Listing Service of Southern Arizona

2445 N Tucson Blvd., Tucson, AZ 85716

www.mlssaz.com | info@mlssaz.com

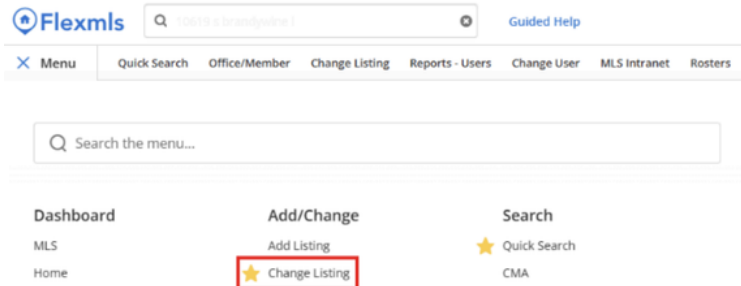
(520) 382-8800 opt. 3



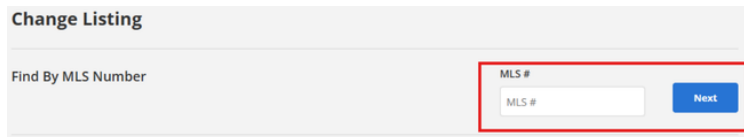
How to Modify Listing Contingency

Step by Step Instructions:

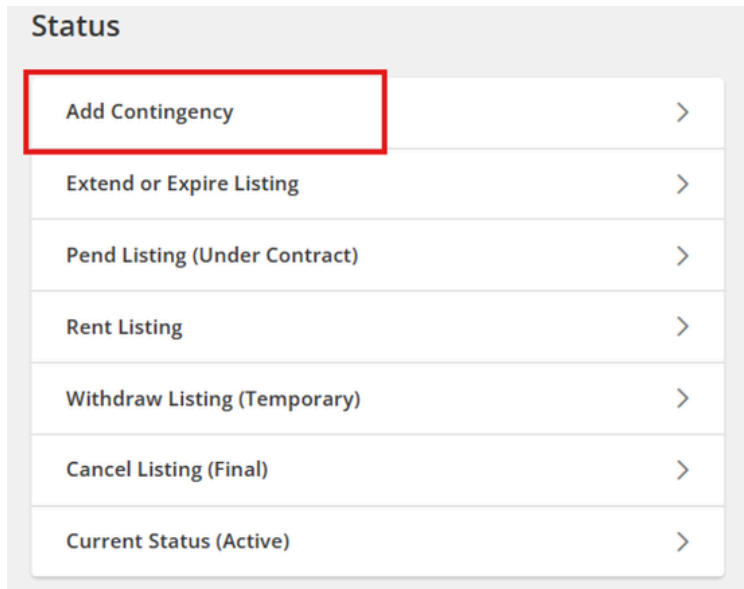
1. Login to your MLSSAZ account, go to FlexMLS and open the menu and select “Change Listing”
 - a. If this is not at the top of your taskbar, you can favorite this to add to your taskbar by selecting the star that appears to the left of it



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



3. Scroll down to “Status” and select “Add Contingency”





How to Modify Listing Contingency

Step by Step Instructions (cont.):

4. You will proceed with selecting which contingency you will need to add

Contingent

- Active Contingent
- None
- Active Contingent
- Cancellation Provision
- Pending Short Sale Approval
- Signature Pending

5. To remove your contingency, you will navigate back to the edit and select "Modify/Remove Contingency"

Status

- Current Status (Active Contingent) >
- Modify/Remove Contingency >
- Extend or Expire Listing >

6. Select to appropriate status

Modify/Remove Contingency

Listing Member: Active Contingent List Price: \$2,850 Entry Date: 04/15/2025 Status: Active Contingent

Contingent

- Active Contingent
- None
- Active Contingent
- Cancellation Provision
- Pending Short Sale Approval
- Signature Pending