

How to  
**Temporarily  
Withdraw a Listing**

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***Multiple Listing Service of Southern Arizona***

2445 N Tucson Blvd., Tucson, AZ 85716

[www.mlssaz.com](http://www.mlssaz.com) | [info@mlssaz.com](mailto:info@mlssaz.com)

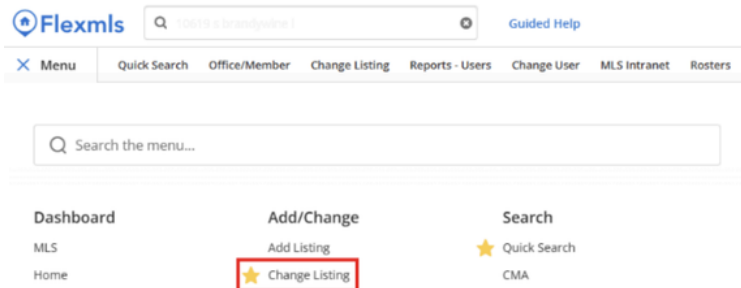
(520) 382-8800 opt. 3



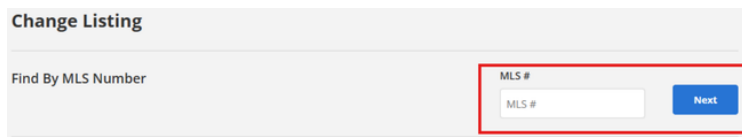
# How to Temporarily Withdraw a Listing

## Step by Step Instructions:

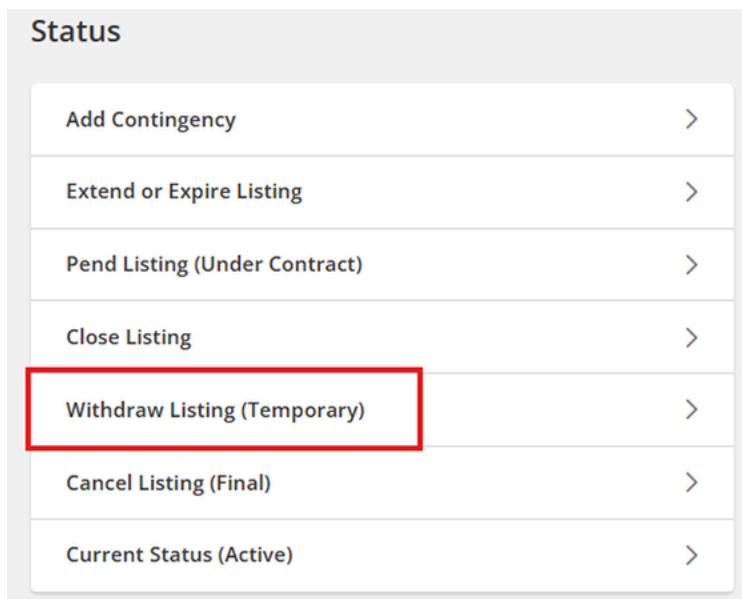
1. Login to your MLSSAZ account, go to FlexMLS and open the menu and select “Change Listing”
  - a. If this is not at the top of your taskbar, you can favorite this to add to your taskbar by selecting the star that appears to the left of it



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



3. Scroll down to “Status” and select “Withdraw Listing (Temporary)”





# How to Temporarily Withdraw a Listing

## Step by Step Instructions (cont.):

4. Select the day you'd like to temporarily withdraw the listing and click "Save"

Temp Off Market Date ⓘ

Select a date...

Status Comments

[Back](#) [Save](#)



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## FAQs

### 1. Will my listing still expire in the “Temporary off Market” status?

- a. Yes, your listing will still expire on the original expiration date, even if it is in “Temporary Off Market” status. To prevent it from expiring, you must submit a *Status Change Form* at **least two (2) days prior** to the expiration date to request an extension.

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