

# Updating Listing Status

To update the status of a listing, first access the listing in question. You can find it under **Listings > My Listings** from the top menu, through **My Listings** on the left-side navigation bar, or directly from your **Wall**.

Open the listing by clicking on the photo or the MLS Listing ID number or address.

Next to the current status, click **Edit** to open the status update options. Select the new status from the dropdown menu and click **Save Listing**. Please note that some status changes may require additional information before saving.

- ### Common Status Options
- **Active Extended Expiration:** Enter a new listing expiration date.
  - **Accepted Offer:** Marks the property as pending.
  - **In Contract:** Enter the contract date.
  - **Sold:** Enter the sale date, price, and cooperating agent information.
  - **Off Market / Temporary Off Market / Withdrawn:** A date is required to complete these changes.

### Reactivating an Expired Listing

Expired listings can be placed back on the market if a listing extension has been signed. To reactivate an expired listing, click **Edit** next to the expired status, select **Active Extended**, and enter the new expiration date. Be sure to click **Save Listing**.

