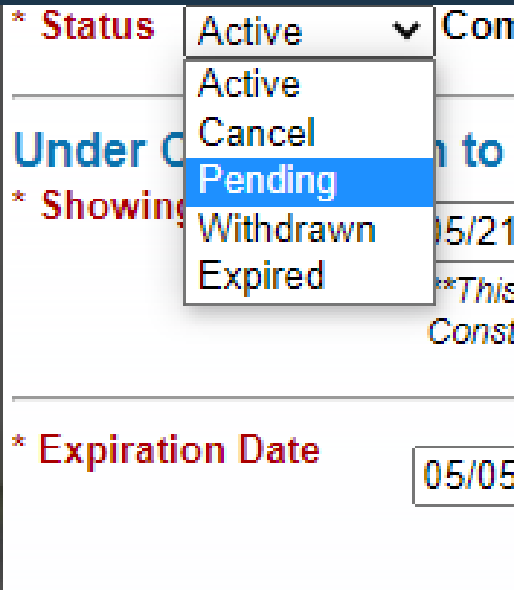


# Is Your Lease / Rent Listing Now Leased?

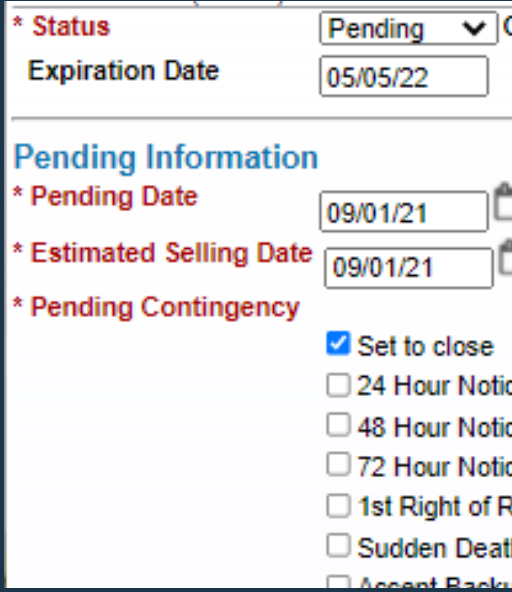
Leased properties cannot go directly from Active to Leased.  
First, open Revise Your Listing, then choose Status Information.

1. From Status Information, change to Pending.



\* Status Active ▼ Com  
Under C  
\* Showing 05/21  
\* This Const  
\* Expiration Date 05/05

Active  
Cancel  
Pending  
Withdrawn  
Expired



\* Status Pending ▼ C  
Expiration Date 05/05/22

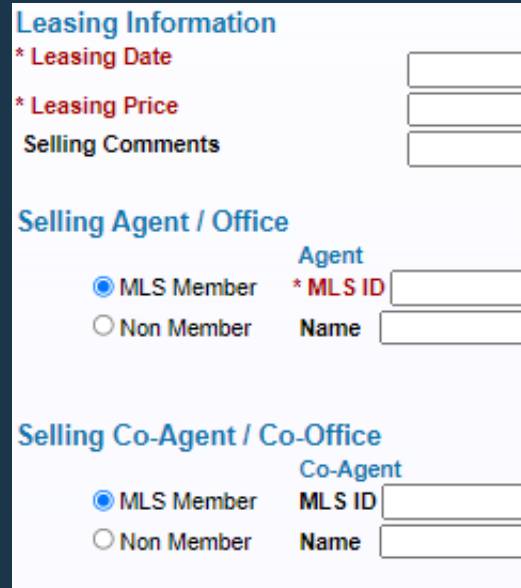
Pending Information

\* Pending Date 09/01/21  
\* Estimated Selling Date 09/01/21  
\* Pending Contingency

Set to close  
 24 Hour Notice  
 48 Hour Notice  
 72 Hour Notice  
 1st Right of Refusal  
 Sudden Death  
 Accept Backup

2. Enter the Pending Information and Save.

3. Choose Status Information, choose Leased, enter the Lease Information and Save.



Leasing Information

\* Leasing Date  
\* Leasing Price  
Selling Comments

Selling Agent / Office

Agent  
 MLS Member \* MLS ID  
 Non Member Name

Selling Co-Agent / Co-Office

Co-Agent  
 MLS Member MLS ID  
 Non Member Name