

Withdraw and Reactivate Listings

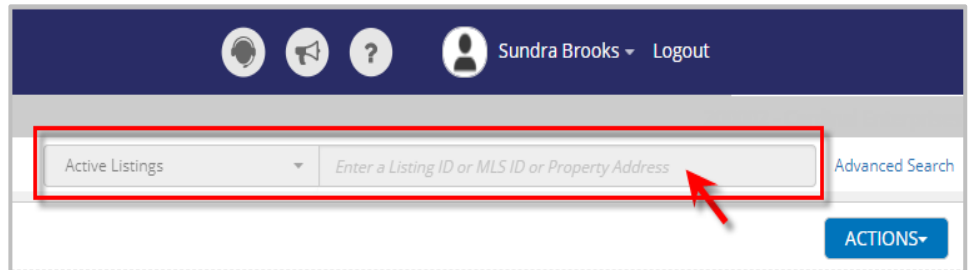
There are times when you may need to withdraw a listing from being displayed on the public websites. For example, the seller may have requested for the listing to be removed or the listing may have expired.

Sometimes, you may also need to reactivate a listing after it has expired.

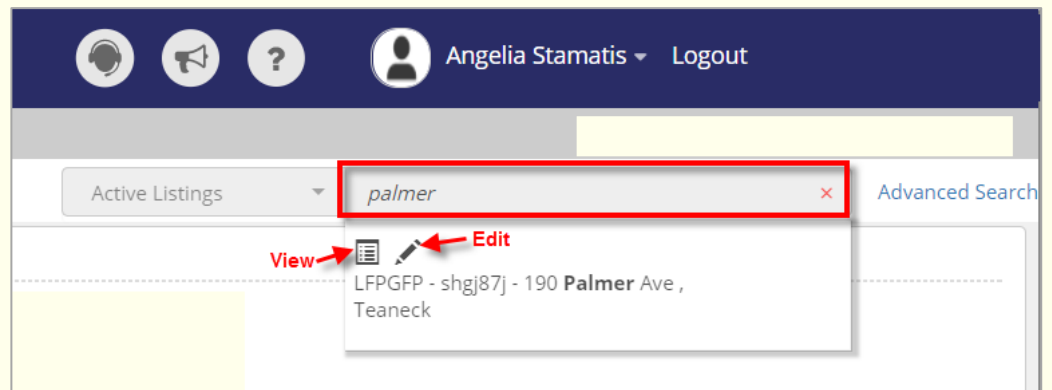
Fields marked with an asterisk (*) are mandatory.

Withdraw an Active Listing using Quick Search:

The fastest way to locate an active listing you want to withdraw is to use the Quick Search located at the top right side of Listing home screen.

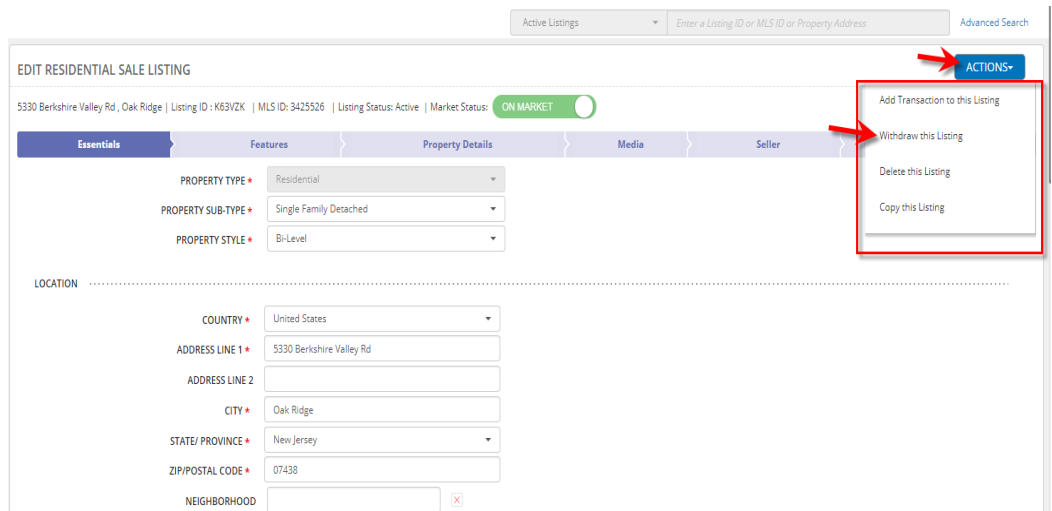


1. In the Quick Search field, enter either the **Listing ID, MLS ID or Property Address** to locate the listing.
2. Click the **edit pencil** tool for the listing you would like to update from the results.



The **Edit Residential Sales Listing** screen displays.

3. Click the **Actions** button.
4. Next, click **Withdraw this Listing**.



A listing withdrawal confirmation window displays.

5. Click the **calendar** to select the withdraw date.
6. Click **Withdraw Listing**.

Note: The Withdraw Date cannot be a future date.





A confirmation message displays, letting you know that the listing has been successfully withdrawn.

Also, you will see multiple options to select any action for your next step, as needed.

WITHDRAW A LISTING

✔ **Listing has been successfully withdrawn.**
190 Palmer Ave, Teaneck, New Jersey (Listing ID: LFPGFP)

MORE ACTIONS

-  Print listing with Map & Media
-  Print listing without Map & Media
-  Go to Listings Home Page
-  View this Listing

The updated listing is displayed on the Listing homepage with new Withdrawn Status

ALERTS 0

1 Listings expiring in 30 days

2 Listings without media

ACTIONS

ADD Residential Sale Listing

ADD Residential Rental Listing

ADD Commercial Sale Listing

ADD Commercial Lease Listing

VIEW Blank Forms

Recently Updated Listings Set as Default Filter [Show All](#)

Export to Excel Export to PDF

MLS #	LISTING ID	PROPERTY ADDRESS	OFFICE	STATUS
3425526	K6SVZK	5330 Berkshire Valley Rd., Oak Ridge	0001 - 979 Littleton Road, Parsippany	Withdrawn
3427091	776V3	124 E. Main St., STE 206, Denville	0001 - 979 Littleton Road, Parsippany	Available
3427446	ZHLVXY	812 Porter Way West, Bridgewater Township	0001 - 979 Littleton Road, Parsippany	Active

Withdraw an Active Listing from the Browse Grid:

1. From the Listings Browse Grid, locate and click on the listing you want to Withdraw.

MLS #	LISTING ID	PROPERTY ADDRESS	OFFICE	STATUS *
3427446	ZHLVXY	812 Porter Way West, Bridgewater Township	0001 - 979 Littleton Road, Parsippany	Active
3388578	MTEYSR	2320 Richmond Road, West Milford Township	0001 - 979 Littleton Road, Parsippany	Active
3395706	Z369JY	20 Hemlock Lane, West Milford Twp	0001 - 979 Littleton Road, Parsippany	Active
3419590	VTKPW2	9 Brookstone Circle, Parsippany-Troy Hills Township	0001 - 979 Littleton Road, Parsippany	Active
3395604	ZXMZQD	12 Harmony Lane, Denville Twp	0001 - 979 Littleton Road, Parsippany	Active

The actions pop up window displays.

2. Click **Withdraw**.

Quick Update Copy View Details Delete

Update Details Media Open House **Withdraw**

Print listing without Map & Media Print listing with Map & Media

Add Transaction

A listing withdrawal confirmation window displays.

3. Click the **calendar** to select the withdraw date.
 4. Click **Withdraw Listing**.

Note: The Withdraw Date cannot be a future date.

Confirm Withdrawal of Listing

If you proceed:

- This listing will not be displayed on consumer websites.
- No changes to the listing information will be allowed.


Withdraw Date: 10/31/2017

Cancel **WITHDRAW LISTING**





A confirmation message displays, letting you know that the listing has been successfully withdrawn.

Also, you will see multiple options to select any action for your next step, as needed.

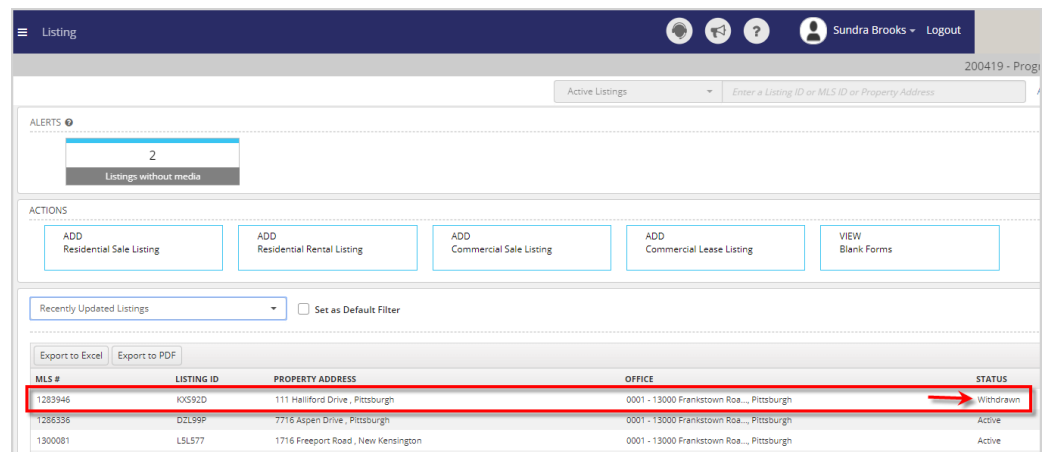
WITHDRAW A LISTING

 **Listing has been successfully withdrawn.**
 190 Palmer Ave, Teaneck, New Jersey (Listing ID: LFPGFP)

MORE ACTIONS

-  Print listing with Map & Media
-  Print listing without Map & Media
-  Go to Listings Home Page
-  View this Listing


The updated listing is displayed on the Listing homepage with new Withdrawn Status



Listing

200419 - Progi

Active Listings

ALERTS  2 Listings without media

ACTIONS

ADD Residential Sale Listing ADD Residential Rental Listing ADD Commercial Sale Listing ADD Commercial Lease Listing VIEW Blank Forms

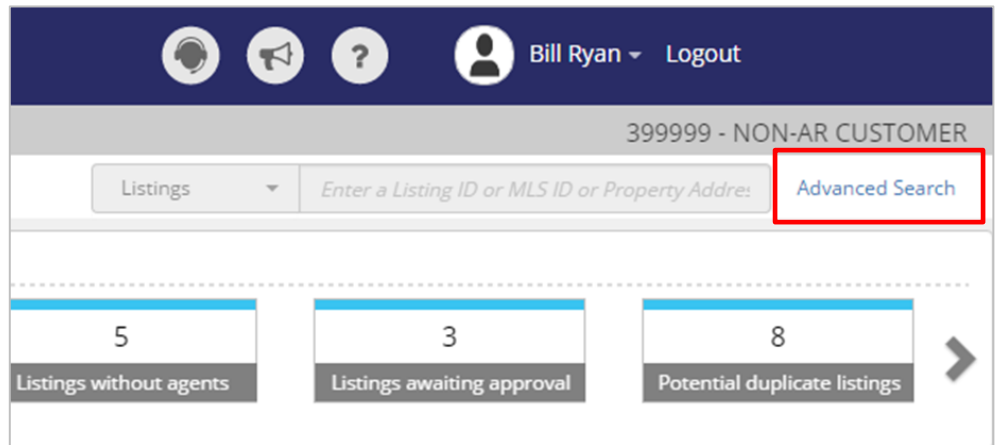
Recently Updated Listings Set as Default Filter

Export to Excel Export to PDF

MLS #	LISTING ID	PROPERTY ADDRESS	OFFICE	STATUS
1283946	KX92D	111 Hallford Drive, Pittsburgh	0001 - 13000 Frankstown Roa..., Pittsburgh	Withdrawn
1266336	DZL99P	7716 Aspen Drive, Pittsburgh	0001 - 13000 Frankstown Roa..., Pittsburgh	Active
1300081	L5L577	1716 Freeport Road, New Kensington	0001 - 13000 Frankstown Roa..., Pittsburgh	Active

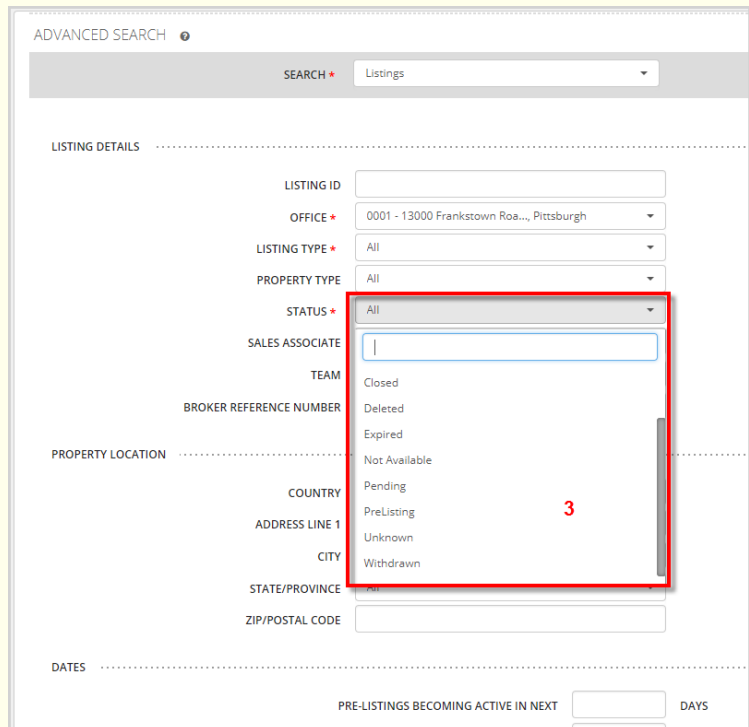
To Reactivate an Expired or Withdrawn Listing:

1. Click **Advanced Search**.

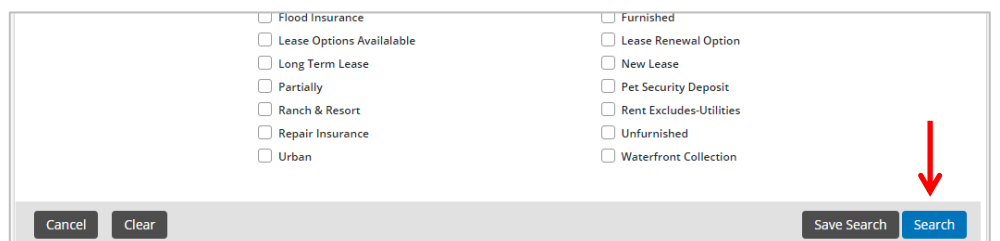


The **Advanced Search** screen displays.

2. Provide the required information on the screen, as indicated by an asterisk (*).
3. Click the dropdown for **Status** and select Expired or Withdrawn.



4. Scroll to the bottom of the screen and click **Search**.



The **Advanced Search Result** screen displays.


5. Click the expired listing you would like to reactivate.

ADVANCED SEARCH			
SEARCH RESULT : 477 ITEMS			
MLS #	LISTING ID	PROPERTY ADDRESS	OFFICE
4347579	Z5RJDS	5747 57th SE Street , Delano	0001 - 7915 Stone Creek Dri..., Chanhasen
4349251	YCESTM	24897 21st Avenue , St Augusta	0001 - 7915 Stone Creek Dri..., Chanhasen

A pop up window displays.

6. Click **Reactivate this listing**.


Copy


View Details


Reactivate this listing


Print listing without Map & Media


Print listing with Map & Media

A confirmation window displays.

7. Click **Reactivate Listing** to confirm.

Confirm Reactivation of Listing
✕

Please confirm the reactivation of the listing. You will be put into update mode to enter the most current information for the listing.

Cancel




↓
 REACTIVATE LISTING


The Edit Listing screen will be displayed.

8. Make any necessary updates to the listing prior to completing the reactivation process.

Note: You will be required to enter the new listing expiration date in the **Expires On** field.

LISTING INFORMATION

LISTING OFFICE *	0001 - 1 campus drive, Schenectady	
LIST DATE *	09/09/2004	
TERM DAYS		
LIST PRICE *	1,000,000	USD
PRICE PER AREA		USD
MLS ID	43534	 

EXPIRES ON * 

9. Click Save to reactivate the listing back to an Active status.



A confirmation window displays, letting you know that your listing has been updated successfully.

Also, you will see multiple options to select any action for your next step, as needed.

