

A Word About Matrix Listing Statuses

In Matrix, if you are terminating a listing that may be relisted by you or another REALTOR® right away, then it should be changed to **Expired status** (must have proper forms and signatures from broker and property owner).

If the listing cannot be relisted until the present expiration date, then you may change the listing to the **Withdrawn** status. Read on for more clarity...

Expired vs. Withdrawn Listing Status

When a listing has been classified as **Withdrawn**, it reflects a change that the seller and listing broker are either making changes to the listing agreement or the seller no longer wishes to have the listing broker market the property. However, it is by no means clearance for the property to be solicited by a new listing broker as an agency relationship may still exist and/or other contractual agreements that you may not be aware of exist.

Properties that are showing an **Expired** status are the opposite; it is a reflection that the listing broker and seller have discontinued their contract. Expired listings can be solicited by other listing brokers.

Once a property is in **Withdrawn** status, it will automatically be placed in **Expired** status once the expiration date arrives.

Question: Which Status Changes Can a Member Handle (without contacting MLS for assistance)?

- If the listing is currently in these statuses:
 - **Active**
 - **Continue to Show-Under Contract**,
 - **Under Contract-Do Not Show**
 - **Pending** (if it is prior to the expiration date, if not, then some restrictions apply)
 - **Temporarily Off Market**... then the Listing Agent can change it to these Statuses:
 - **Active**
 - **Continue to Show-Under Contract**
 - **Under Contract-Do Not Show**
 - **Pending**
 - **Temporarily Off Market**
 - **Sold (Closed Sale/Rented)**
 - **Withdrawn**
 - **X-Expired**
- **X-Expired:** Only MLS staff can change/update the status on expired listings.
- **Withdrawn:** Only MLS staff can change/update the status on withdrawn listings.
- **Sold (Closed Sale/Rented):**
 - MLS staff can change/update the status (Ex. Wrong listing marked as Sold)
 - The Listing Agent can edit Sold Listings that need to have the Selling Agent, Sale price, etc. updated. Go to **Add/Edit** up top in Matrix. **Enter the ML#** and then select **Change to Closed/Rented Status** (even though already in S status, Matrix will allow this). Make your corrections and then **Submit Listing**.

Question: How does Days on Market (DOM) work and how long will the listing stay in Matrix?**On Market Statuses – You are still showing the property**

- **Active** - Property available to be shown, no signed contract exists, **except for a contract with the contingency of a property to sell**, to be identified in the **Showing Instructions as “Contingent upon sale of a property”**.
 - Active status listings become Expired on the Expiration Date.
 - Days on Market (DOM) equals the number of days between List Date and Today's Date.
- **C - Continue to Show, Under Contract** - Property available to be shown, contract exists – See Public Remarks.
 - Continue to Show status becomes Expired on the Expiration Date
 - Days on Market (DOM) equals the number of days between List Date and Today's Date.

Off Market Statuses – You are not showing the property

- **U- Under Contract, Do Not Show** - Property is not to be shown, contract exists - See Remarks.
 - May remain as Under Contract indefinitely (if the deal falls through, the listing agent must change the listing status to Active or Expired).
 - Days on Market (DOM) equals the number of days between List Date and Contract Date.
 - If listing goes back to Active, the Days on Market (DOM) will not count the days that the listing was in U status.
- **P- Pending Sale** - Contract exists and waiting for closing.
 - A Pending listing may remain as Pending indefinitely but not forever (if the deal falls through, the listing agent must change the listing status to Active or Expired).
 - Days on Market (DOM) equals the number of days between List Date and Contract Date.
 - If listing goes back to Active, the Days on Market (DOM) will not count the days that the listing was in P status.
- **S- Closed Sale/Rented** - Property Closed/Rented (Sale information added at this time).
 - A Closed/Rented Sale remains in the system indefinitely.
 - Days on Market (DOM) equals the number of days between List Date and Contract Date.
- **T- Temporarily Off Market** - Property temporarily unavailable, contract exists so the sign can stay on property; should be back on market soon. (Ex. Due to illness, owner decides to paint, or is away on a trip and does not want it shown, etc.).
 - A Temporarily Off Market listing becomes Expired on the Expiration Date.
 - Days on Market (DOM) equals the number of days between List Date and Temporarily Off Market Date.
 - If listing goes back to Active, the Days on Market (DOM) will not count the days that the listing was in T status.
- **W- Withdrawn** - Property no longer on the market but contract still exists; cannot be listed by any broker until expiration date. *If no contract exists, please reclassify as Expired.*
 - A Withdrawn listing becomes Expired on the Expiration Date.
 - Days on Market (DOM) equals the number of days between List Date and Withdrawn Date.
 - If listing goes back to Active, the Days on Market (DOM) will not count the days that the listing was in W status.
- **X- Expired** - Listing is Expired, can be listed by another broker.
 - Once Expired, the listing remains in the system indefinitely since Matrix was implemented in NYS (Sept 2016).
 - Days on Market (DOM) equals the number of days between List Date and Expiration Date.