

Expired Listings Explained

The Pensacola Association of REALTORS® Multiple Listing Service has postponed changing the withdrawn listings that are passed their expiration date to expired. Please continue reading for critical information regarding expired, withdrawn and cancelled listings.

PAR MLS Definition of WITHDRAWN status – The Seller/Lessor is not soliciting offers through the MLS. The property is not available for showing but the listing contract between the Seller/Lessor and the Broker remains in effect until its expiration date.

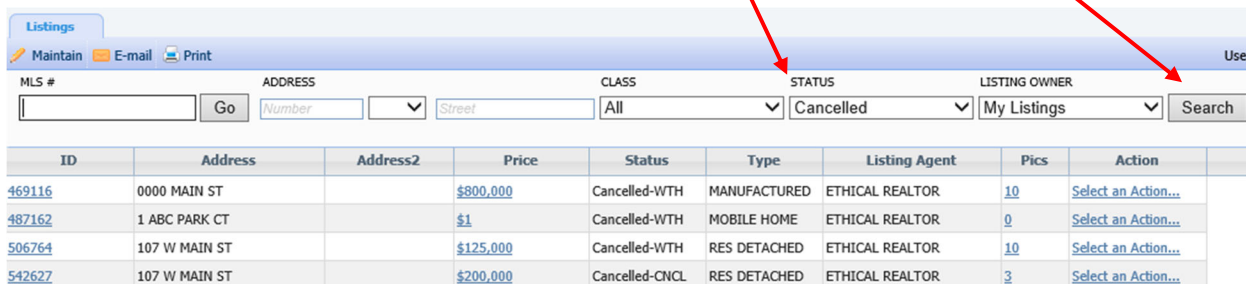
PAR MLS Definition of CANCELLED status – The Seller/Lessor is not soliciting offers through the MLS. The Seller/Lessor and Broker have cancelled the existing listing contract.

On Tuesday, November 13, 2018 any listings in a withdrawn status with an expiration date that has passed will be changed to expired.

Reasoning: A listing in a withdrawn status indicates there is *still a listing agreement in effect* until its expiration date. Once the expiration date is passed, the listing should go into an expired status indicating that there is no longer a listing agreement in effect. This is helpful to other brokers/agents who may be interested in subsequently listing the property.

If you are concerned the clients of any withdrawn listings you have might be contacted by other agents once it expires, you can simply change the status to *cancelled*. A listing in a cancelled status will not expire and will stay in a cancelled status unless the broker/agent changes the status. To find your withdrawn listings click on “Listings” and choose Maintain Listings.

In the status dropdown at the top of the page choose “Cancelled.” Then click on Search.



The screenshot shows the 'Listings' section of a web application. At the top, there are navigation links for 'Maintain', 'E-mail', and 'Print'. Below this is a search form with fields for 'MLS #', 'ADDRESS' (with sub-fields for 'Number' and 'Street'), 'CLASS', 'STATUS' (set to 'Cancelled'), and 'LISTING OWNER' (set to 'My Listings'). A 'Search' button is on the right. Below the search form is a table with the following columns: ID, Address, Address2, Price, Status, Type, Listing Agent, Pics, and Action. The table contains four rows of listings, all with a status of 'Cancelled-WTH' or 'Cancelled-CNCL'.

ID	Address	Address2	Price	Status	Type	Listing Agent	Pics	Action
469116	0000 MAIN ST		\$800,000	Cancelled-WTH	MANUFACTURED	ETHICAL REALTOR	10	Select an Action...
487162	1 ABC PARK CT		\$1	Cancelled-WTH	MOBILE HOME	ETHICAL REALTOR	0	Select an Action...
506764	107 W MAIN ST		\$125,000	Cancelled-WTH	RES DETACHED	ETHICAL REALTOR	10	Select an Action...
542627	107 W MAIN ST		\$200,000	Cancelled-CNCL	RES DETACHED	ETHICAL REALTOR	3	Select an Action...

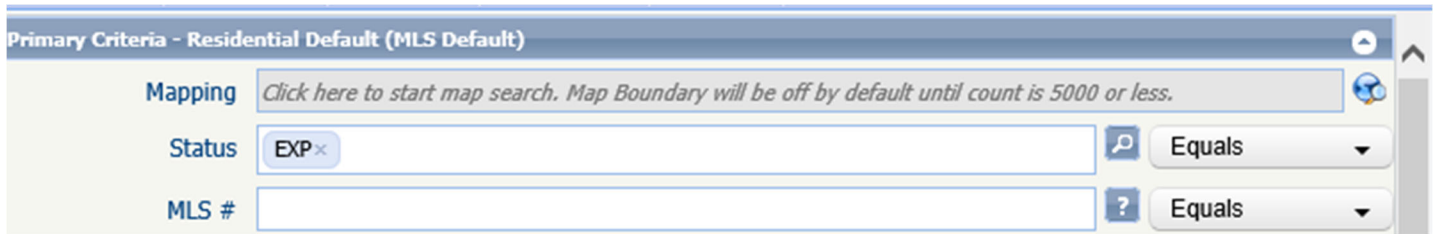
Under the status column any withdrawn listings will show as “Cancelled-WTH” while the cancelled listings will show as “Cancelled-CNCL.” Click on the MLS number of your withdrawn listing and change the status to cancelled and save.

Status
Cancelled-WTH
Cancelled-WTH
Cancelled-WTH
Cancelled-CNCL

Please note that on November 14, 2018 you will see an unusually large number of expired listings on the Market Monitor and the Hotsheet. This number will shrink once all the ‘Withdrawn’ listings showing beyond their expiration date have been reclassified as ‘Expired’.

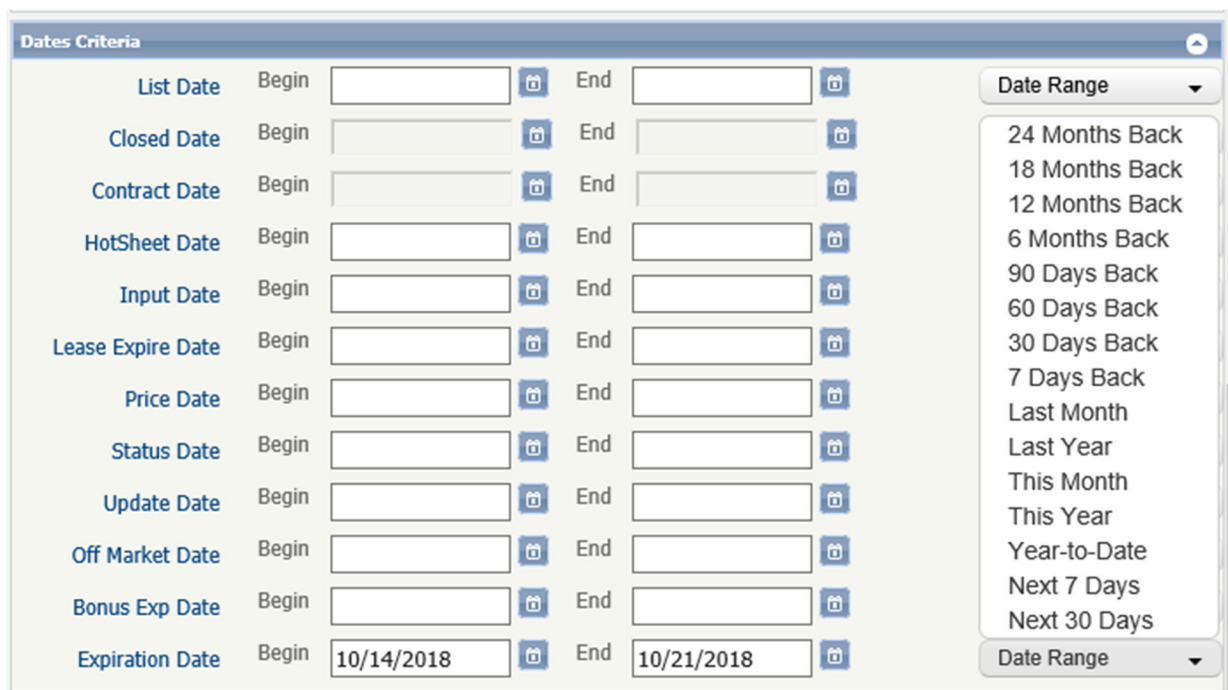
Once all the withdrawn listings past their expiration date have been placed expired there is still a way for you to perform a search to pull out just the expired listings from the date you need. Under the Search menu at the top of Paragon choose the category you wish to search.

Place “expired” into the status field



The screenshot shows the 'Primary Criteria - Residential Default (MLS Default)' search interface. It includes a 'Mapping' section with a link to start a map search, a 'Status' field containing 'EXP', and an 'MLS #' field. Both the 'Status' and 'MLS #' fields have a search icon and a dropdown menu set to 'Equals'.

Scroll down and click on the blue line marked “Dates Criteria.” Go to “Expiration Date” and place a date range or click on the date range button and choose from several options such as “7 days back” or “30 days back”



The screenshot shows the 'Dates Criteria' search interface. It features a table with columns for 'Date Type', 'Begin', and 'End'. The 'Expiration Date' row is highlighted, with 'Begin' set to '10/14/2018' and 'End' set to '10/21/2018'. To the right, a 'Date Range' dropdown menu is open, showing options such as '24 Months Back', '18 Months Back', '12 Months Back', '6 Months Back', '90 Days Back', '60 Days Back', '30 Days Back', '7 Days Back', 'Last Month', 'Last Year', 'This Month', 'This Year', 'Year-to-Date', 'Next 7 Days', and 'Next 30 Days'.

Date Type	Begin	End
List Date		
Closed Date		
Contract Date		
HotSheet Date		
Input Date		
Lease Expire Date		
Price Date		
Status Date		
Update Date		
Off Market Date		
Bonus Exp Date		
Expiration Date	10/14/2018	10/21/2018

This will give you an accurate list of only the listing that expired in the date range you entered.

If you have any questions please call the PAR MLS Department at 850-434-5507.