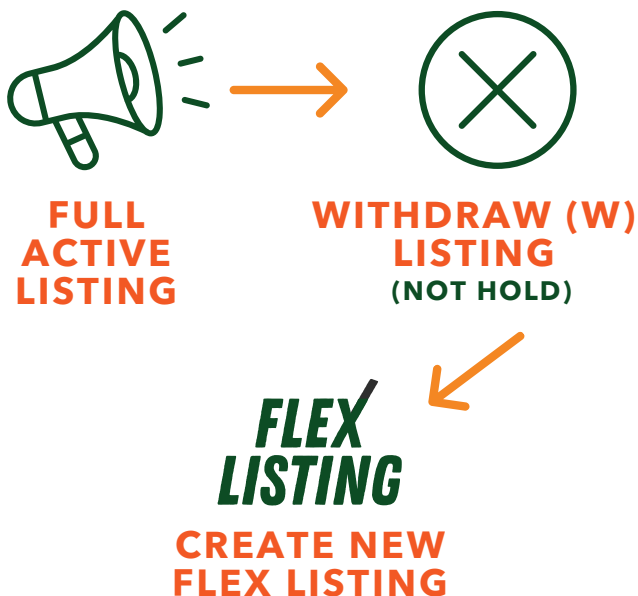


FLEX LISTING → TO FULL ACTIVE LISTING

Easily toggle your Flex Listing to an Full Active listing by:

- **Selecting Flex Listing YN = No.** Listing Manager will signal if you have required fields remaining to complete.
- Click **Publish Listing** once all required fields are completed.

FULL ACTIVE LISTING → TO FLEX LISTING

If you already have an on-market (Full Active) listing and want to make it a Flex Listing, you'll need to:

- **Withdraw (W)** the current listing
- Begin a new listing—Fill from Existing Listing to speed up listing input—and ensure the **Flex Listing Y/N flag is marked as Yes on your new listing.** The system will publish your new Flex Listing, which will be a new Listing ID. The previous listing's CDOM will pull over, but will not accrue any more ADOM or CDOM as long as it remains a Flex Listing.

**READY TO LEARN MORE?**

Download the full Flex Listings Toolkit or visit **UnlockMLS.com/Flex**.