



Using the Temporarily Off Market Status

If you have a current listing, but your seller wants to cease showings of the property, the Temporarily Off Market status may be a good option for you. Please note the following:

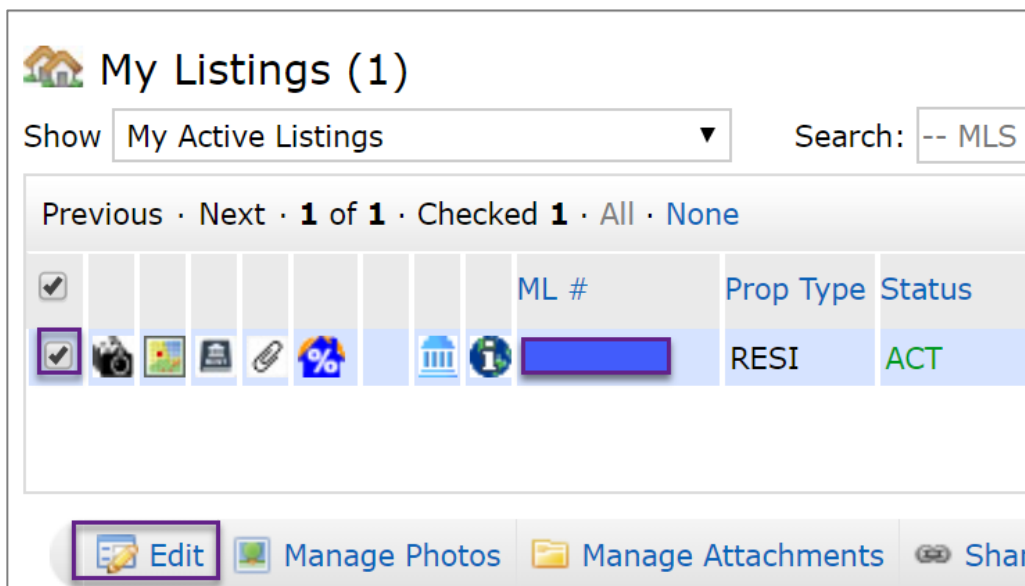
- Per MLS Rules and the purpose of the MLS, listings in the active status must be available to show.
- If listings become unavailable to show, the Temporarily Off Market status pauses the Days on Market counts, and also pauses distribution to IDX feeds and third-party sites.
- You must have written permission from your seller to use this status (email is okay.)
- No showings are allowed for listings in Temporarily Off Market status.
- No new public marketing is allowed for listings in Temporarily Off Market Status. You do not need to take down a sign that is already up or delete former social media posts but cannot create new marketing.
- We encourage you to place the following verbiage in the public remarks: Due to COVID19 concerns, this listing is temporarily unavailable for showings until MM-DD-YYYY.

Changing Listings to Temporarily Off Market

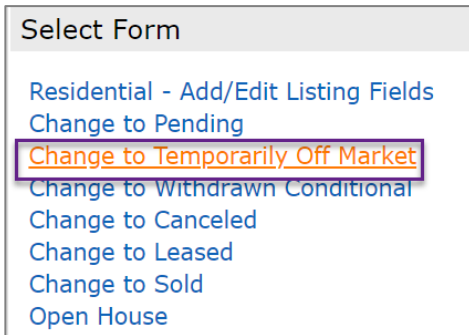
- 1) Go to the “My Active Listings” area on your Matrix Homepage, or go to the My Matrix tab, and then to “My Listings.”



- 2) Select the listing and then click “Edit”.



3) Select "Change to Temporarily Off Market."



Select Form

- Residential - Add/Edit Listing Fields
- Change to Pending
- Change to Temporarily Off Market**
- Change to Withdrawn Conditional
- Change to Canceled
- Change to Leased
- Change to Sold
- Open House

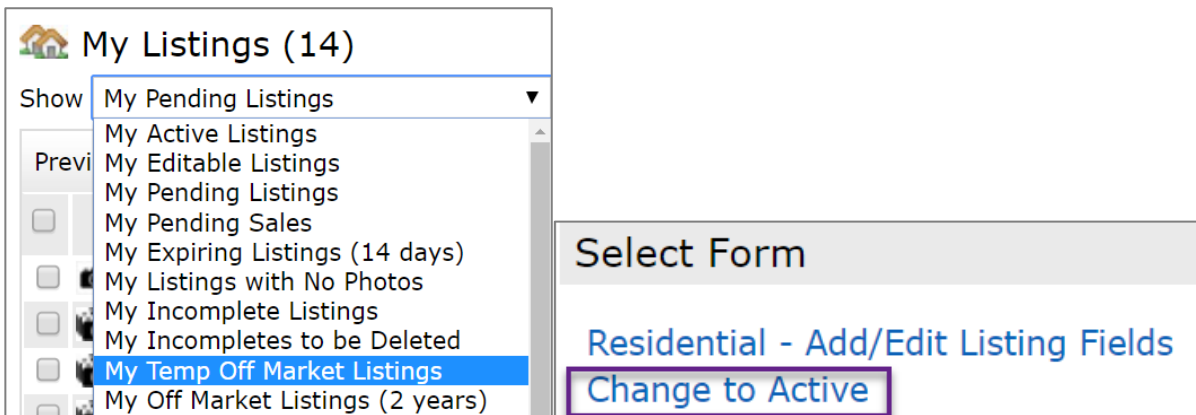
4) Enter the date the listing was taken off the market (remember that status updates must be made within 2 business days) and then "Submit Listing."

5) As a final suggestion, go back into your listing input fields to edit the public remarks.

**If the date gets pushed back, be sure to update it. Once the listing is ready to be made active again, be sure to delete this verbiage.*

Changing Listings from TOM Back to Active

1) Once the listing is ready to be reactivated, go to the My Listings tab in Matrix and under the filter, select "My Temp Off Market Listings." Select the listing and click "Edit." Then click "Change to Active" and "Submit Listing."



My Listings (14)

Show My Pending Listings ▼

- My Active Listings
- My Editable Listings
- My Pending Listings
- My Pending Sales
- My Expiring Listings (14 days)
- My Listings with No Photos
- My Incomplete Listings
- My Incompletes to be Deleted
- My Temp Off Market Listings**
- My Off Market Listings (2 years)

Select Form

- Residential - Add/Edit Listing Fields
- Change to Active**

**Be sure to go back into the Add/Edit Fields to delete any verbiage from the remarks about the listing not being available to show.*

Adding Temporarily Off Market Listings to Search Results, Saved Searches, and Auto Emails

Search Results – To add Temporarily Off Market Listings to your search results, under the “Status” field, simply check “Temporarily Off Market.” The default date range is any listing placed into that status for the past 0-180 days, but this can be adjusted. If you have both “Active” and “Temporarily Off Market” selected, listings will appear under both statuses in your search results.

Status - Date or Range

Active

Pending


Temporarily Off-Market 0-180

Editing a Saved Search

To edit a saved search, go to the My Matrix tab, and then to Saved Searches. Click the down arrow next to the search name to expand your options.

 The Villages SF \$150-250

Click “Criteria.” Here you can edit and save your new criteria (i.e. adding the Temporary Off Market Status to your search).

 The Villages SF \$150-250

Settings **Criteria** Results

Editing Auto Email Criteria

To edit the criteria of an existing auto email, go to the My Matrix tab and then to “Auto Email.”


  Venice 34293 \$250 or less 3/2

Click on “Criteria.” Edit the criteria and click “save.”

  Venice 34293 \$250 or less 3/2

Settings **Criteria** Results Date Since

This will take you to the settings of your auto email. Note that your customer will receive the following default message with the first email with updated criteria, which can be modified.

 Message	
Subject:	Northwood Updates
Update Email	Recurring Email
Salutation:	Dear Chris Lumia, Edit
Message:	I have revised your criteria for finding property listings of interest. Let me know if you have any questions.

Click "Save" to finalize the new criteria. Your customer will initially receive an email with all of the listings that now meet their criteria, but subsequent emails will only have new or updated listings that meet your new criteria.