**MATRIX FAQ**

**PHONE APP –** MLS Touch on iPhone and Android

**PASSWORD CHANGE** – Go to input, enter your user ID under roster, edit, manage password.

**LISTING INPUT**- Always click a status option first; especially for non-listed sold so that it brings up an additional information tab that is required.

**ADDING PHOTOS** – You must first have the listing saved as an incomplete listing, then you will be able to edit and upload photos.

**STATUS DEFINITIONS**

**ACTIVE**- Available for purchase, seller is accepting offers.

**PENDING CONTINUE TO SHOW**- Contract on property but still available to show.

**OPEN PREDICATION** - A property is under contract that has a contingency or something that must happen on the buyer’s side in order to close (normally waiting for funds to become available, such as the buyer’s selling, etc.).

**UNDER CONTRACT**- There is a contract on the property, and it is pending and closing.

**SOLD** – The property has been bought and is no longer available for purchase.

**LEASED** – An agreement has been made between a lessor and lessee for payment and use of a property.

**NON-LISTED SOLDS/LEASED** - “For sale by owner” that has been entered by a buyer’s agent (listing agents are listed as non-members “NMEM”)

**EXPIRED** – The contract between the property owner and the listing agent has expired and is no longer available for purchase.

**WITHDRAWN** – Temporarily off the market. Listing agreement active.

**TERMINATED** – Listing agreement has been cancelled