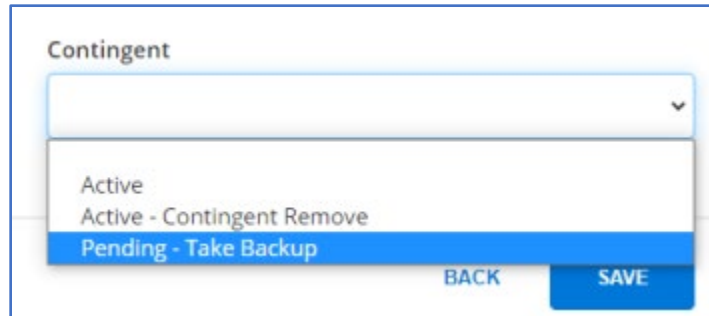


# HOW TO CHANGE A LISTING TO PENDING-TAKE BACKUP

## When a listing is ACTIVE

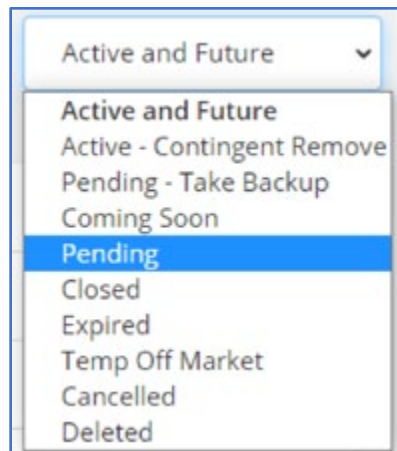
- Click on Menu
- Under Add/Change, click on Change Listing
- Choose your listing from My Listings
- Under Status click on Add/Remove Contingency and select Pending Take Backup off the dropdown and save it



A screenshot of a web interface showing a dropdown menu titled "Contingent". The menu is open, displaying three options: "Active", "Active - Contingent Remove", and "Pending - Take Backup". The "Pending - Take Backup" option is highlighted in blue. Below the menu, there are two buttons: "BACK" and "SAVE".

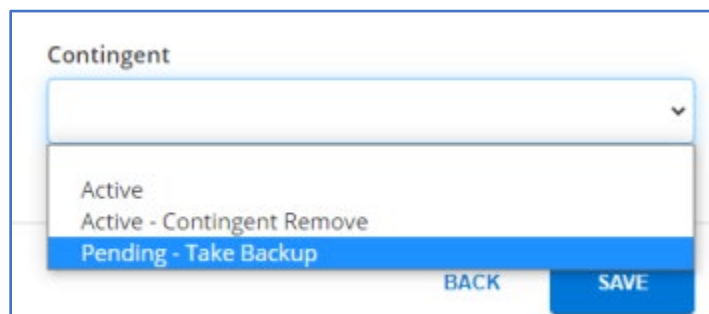
## When a listing is PENDING

- Click on Menu
- Under Add/Change, click on Change Listing
- Select Pending off the dropdown



A screenshot of a web interface showing a dropdown menu titled "Active and Future". The menu is open, displaying several options: "Active and Future", "Active - Contingent Remove", "Pending - Take Backup", "Coming Soon", "Pending", "Closed", "Expired", "Temp Off Market", "Cancelled", and "Deleted". The "Pending" option is highlighted in blue.

- Choose your listing from My Listings
- Under Status click on Back on Market (Active)
- Enter today's date and save it
- Under Status click on Add/Remove Contingency and select Pending Take Backup off the dropdown and save it



A screenshot of a web interface showing a dropdown menu titled "Contingent". The menu is open, displaying three options: "Active", "Active - Contingent Remove", and "Pending - Take Backup". The "Pending - Take Backup" option is highlighted in blue. Below the menu, there are two buttons: "BACK" and "SAVE".