



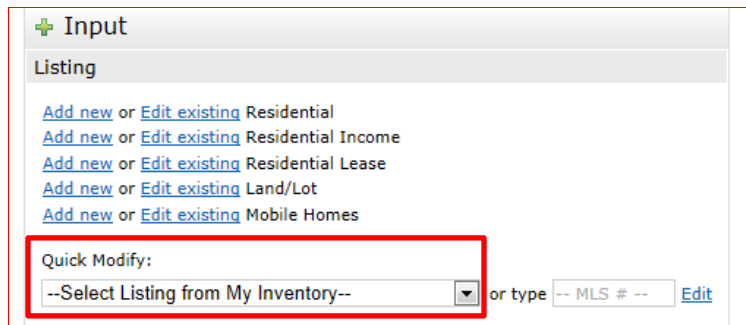
## MATRIX LISTINGS: HOLD STATUS

The Hold status in Matrix allows you to temporarily remove our listings from an “Active” status, without having to cancel it. This feature will allow you to place your listing on Hold for up to 30 days at a time; however, it may never be more than 30 days from “today”.

Matrix will automatically reactivate your listing based on the Hold Activation Date. The Hold Activation Date is when you expect your listing to be Active again. Matrix will send you email notifications as a reminder of when your listing will be reactivated based on the activation date entered, once at 7 days prior to activation and again at 1 day prior to activation. Follow the steps below to place your listing on a Hold status.

Step 1:

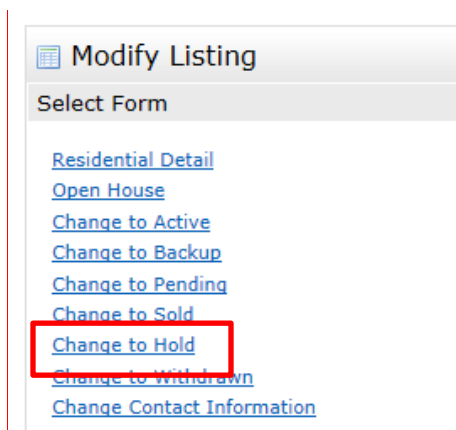
Click on the Add/Edit tab on your CRISNetMLS Matrix homepage, then select the Quick Modify function and click on the property you wish to edit.



The screenshot shows a 'Quick Modify' dropdown menu with the following options: 'Residential', 'Residential Income', 'Residential Lease', 'Land/Lot', and 'Mobile Homes'. The dropdown is currently set to '--Select Listing from My Inventory--'. There is also a text input field for 'or type -- MLS # --' and an 'Edit' button.

Step 2:

Select the Change to Hold option.



The screenshot shows the 'Modify Listing' menu with the following options: 'Residential Detail', 'Open House', 'Change to Active', 'Change to Backup', 'Change to Pending', 'Change to Sold', 'Change to Hold', 'Change to Withdrawn', and 'Change Contact Information'. The 'Change to Hold' option is highlighted with a red box.

Step 3:

Enter the Hold Activation Date, then click Submit Listing.



The screenshot shows the 'Change to Hold' form with the following information: 'Listing Information: ML Number: XX13050995, Address: 20 Tulip Terrace, Res'. The 'Status Information' section shows 'New Status: Hold Do Not Show' and 'Hold Activation Date:'. A red box highlights the 'Hold Activation Date' field, and a red arrow points to the 'Submit Listing' button at the bottom.