

When entering the listing, select A Non member (instead of your name) as the Listing Member.

The screenshot shows the 'Add Listing - Land' interface. At the top, there is a navigation bar with 'Menu', 'Add Listing', 'Quick Search', 'Hot Sheet', 'Contact Management', 'Market Summary', 'Market Trends Graphs', and 'More'. Below this, the title 'Add Listing - Land' is displayed with a timestamp '[Last AutoSave: 9:51 am]'. There are two buttons: 'Add Listing' and 'Save Incomplete Listing'. Below the title, there are tabs for 'GENERAL', 'ADDRESS', 'MAIN FIELDS', 'DETAILS', and 'BROKER DISTRIBUTION'. A 'Show:' dropdown is set to 'Empty Required Fields Only'. The 'General Listing Information' section contains three fields: 'Property Type' (set to 'Land'), 'Listing Member' (set to 'NON-MEMBER,A'), and 'Co-listing Member' (set to 'Name or Short ID').

When you click to Add the listing after filling out all required fields, you can click here to go to the change listing screen.

The listing has been added as 20235047 and will appear in searches on 3/1/2023.

[Finish And Return Home](#)

More Options

[View/Print Listing Report for 20235047](#)

[Go to Change Listing screen to update or modify 20235047](#)

[Clone 20235047 by copying this listing and making edits to it](#)

[Begin entering another listing](#)

Note again, this listing I entered is listed under A Non Member.

The screenshot shows the 'Select Listing/Selling Members' form for listing number 20235047. The title is 'Select Listing/Selling Members For Listing Number 20235047'. There are two dropdown menus: 'Listing Member' (set to 'NON-MEMBER,A') and 'Co-listing Member' (set to 'Name or Short ID'). Below the dropdowns are two buttons: '<< Back' and 'Next >>'. The 'Listing Member' dropdown is highlighted with a red box in the original image.

Click to Close the listing and enter yourself as the Selling Agent, along with the rest of the required fields.

Menu | Add Listing | Quick Search | Hot Sheet | Contact Management | Market Summary

[Return to Search Results](#)

Listing Information >	Change List Pr
Supplement >	
Map Location >	Media
Listing/Selling Members >	Photos
	Documents
	Videos and Vir
Status ⓘ	Scheduled M
Extend or Expire Listing >	Open House
Pend Listing (Under Contract) >	Tour of Home:
Close Listing >	
Hold Listing (Temporary) >	
Cancel Listing (Final) >	
Current Status (Active) >	

Close Date*

4/26/2023

Selling Member*

Test, FBS (REALTOR Salesperson) of FBS Test Office x ▾

Co-selling Member

Name or Short ID ▾

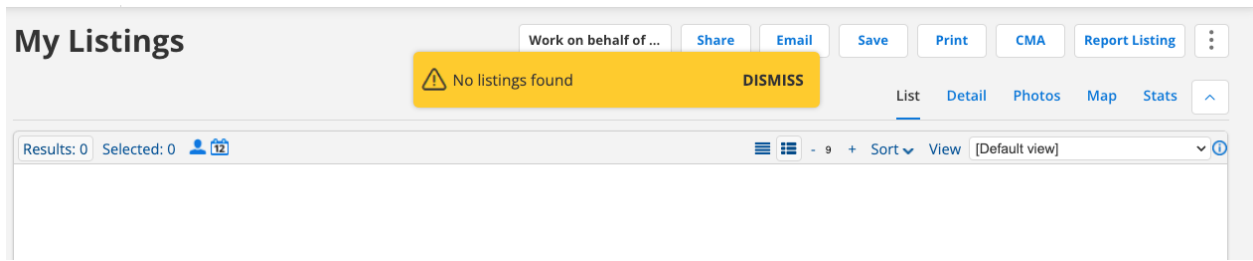
The listing was successfully closed.

Change Land Listing 20235047

✓ You have successfully changed the status of this listing to Closed. **DISMISS**

Land Closed MLS# 20235047 DOM: 56	111 IDnp! Lebanon, TN 37122 County: Wilson		List Price: \$1 Close Price: \$1 Agent Detail Report
	Lot Size Acres: 0.1 Lot Size Square Feet: 4,356 Manufactured/Mobile Allowed YN: No View: No Waterfront: No	Property Sub Type: Agriculture MLS Area Major: Athens Area in McMinn County Parcel Number: 1 Additional Parcels: No Subdivision: No Common Interest: Community Apartment Association: No	
Showing Requirements: 24 Hour Notice			
Private Remarks: Test			
Directions: Test Listing Comp purposes			
Latitude: 36, Longitude: -86			
Listing Contract Date: 03/01/2023 Under Contract Date: 04/26/2023 Close Date: 04/26/2023 Possession: Subject To Tenant Rights	Original List Price: \$1 Cooperative Compensation: 0% Dual or Variable Rate Comm: No Comp Sale YN: No Concessions: No Listing Terms: Trade Buyer Financing: VA	Status Change Timestamp: 04/26/2023 Major Change Timestamp: 04/26/2023 Major Change Type: Status Change Original Entry Timestamp: 04/26/2023 Original List Price: \$1 List Price: \$1 Close Price: \$1 Listing Agreement: Exclusive Agency Listing Service: Entry Only For Sale/Rent: Sale	
Name	Office	Primary Office	E-mail
LA: A NON-MEMBER (33_4) DRE#: 308195	--NON-MEMBER OFFICE-- (33)		
SA: FBS Test (fbstest) DRE#:	FBS Test Office (testoffice)	555-101-1111	rc.fbstest@mailinator.com
List Price/Acre:	Middle or Junior School: 9th Grade Academy	Deed Book: 1	
Sold Price/Acre:	High School: Alcoa High School	Deed Page: 1	
Community Features: None	Road Surface Type: Chip And Seal		
Disclosures: Seller Disclosure	Road Frontage Type: City Street		
Fencing: Barbed Wire	Special Listing Conditions: Bankruptcy Property		
Lot Features: Back Yard, Zero Lot Line	Survey: None		

Let's say you stop editing the listing before closing it. If they click My Listings, you will not see the listing there as it is not listed under your name.



But if you look up the listing by MLS # or Address, you can edit the listing and close it out.

