

MARIS

How to Reset Cumulative Days on Market (CDOM)

1. Select the correct status for the situation

- **Withdrawn:** This status is used when a valid listing agreement is still in place, but removal of the listing from the market is necessary. This is the most common status when resetting CDOM.
- **Cancelled*:** Use when the listing agreement has been terminated. This is generally due to mutual release and is not commonly used when resetting CDOM.
- **Expired*:** Use when the listing reaches its Expiration Date. This is not generally used to reset CDOM and is reached automatically when the expiration date occurs.

****Reminder: The Cancelled and Expired statuses signify to others that you no longer have a valid listing agreement and, oftentimes, will generate an influx of calls to the client to prospect for business.***

2. Remain Off Market

- The property **must** stay off the market for **30 days**.

Tip: Because the system is time-sensitive, many agents wait 31 days before entering the new listing to avoid errors.

3. Enter the New Listing

- You **must** create a new listing after the off-market period. This can be done by cloning the previous listing, if eligible.

Note: Cloning is only allowed if:

- *You previously listed the property, and*
- *Your brokerage remains the same.*

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How to Clone a Listing

1. In Matrix, click “input” to take you into Listing Manager
2. Click “Add” in the right corner and select the property type from the drop-down
3. In the “Listing Location or Identifier” section, type in the address or the MLS number and click the corresponding address in the drop-down to lock it in

Listing Location or Identifier

25018196

1716 Hidden Creek Court, Saint Louis MO 63131 (Listing ID 25018196)

4. Scroll down to the “Fill Method” section and select your previous MLS number from the “Clone from Property” section

Fill Method

☒ Clone from Property

☒ 25018196 - 1716 Hidden Creek CT 105, STLOUIS MO - Expired

☐ 24070154 - 1716 Hidden Creek Ct #105, St Louis MO 63131 - Expired

5. Click “Continue” at the bottom of the page
6. Fill out any additional required information

Note: Fields that require dates (e.g. listing date, expiration date, etc.) will not transfer over from the prior listing, as these dates should come from a new listing agreement.

Need to bring over photos too? It's as easy as 1, 2, 3.

1. Click on the “Photos” tab
2. Click “Import from Another Listing”
3. Type in the MLS # that you would like to copy photos from and hit “Import”

Note: Cloning photos is only allowed if:

- You previously listed the property, and
- Your brokerage remains the same.