

## Changing the Status of your Advert

It is important to change the status of your listing, if say for instance you take your house off the market or you find a buyer, to ensure that you don't continue to get further, unwanted enquiries and requests for viewings.

It is easy to change the status of your advert, meaning you can stay in control of your listing. It is just as easy to make your listing available again as it is to suppress it.

To change the status of your advert, follow these easy steps:

- Log-on to [www.dreamhomedirect.co.uk](http://www.dreamhomedirect.co.uk)
- Enter the username and password that we sent you
- Click on 'My Property Panel'
- Click 'My Listings'
- Click the icon to edit your listing
- You will now be taken to the area where you created your original listing. Select the Marketing tab
- You can then choose the relevant status from the dropdown in the 'Market Status' field (about three quarters of the way down the page). You can select the appropriate status from 'unavailable', 'under offer', 'subject to contract', 'under contract', 'sold' or 'unavailable'.

If you should need assistance doing this, we will be happy to help. Please feel free to e-mail us at [enquiries@dreamhomedirect.co.uk](mailto:enquiries@dreamhomedirect.co.uk)