

TransactionDesk (TD) Status Guide



TD Statuses notify staff, ensuring your files are handled in a timely manner.
It is crucial that you use statuses accurately.

11 of the first 12 statuses are for Agent use!

The last eight statuses, and Closed-File Complete are for staff use!

Active	→ Use only 1x per listing!
Active Review—Corrections Submitted	
Canceled Contract	
Closed	
Closed—File Complete	
Expired	
Listing—Terminated	
Open	
Pending	→ Use only 1x per contract!
Pending—Review (Compliance)	
Rejected Offer	
Withdrawn	
XActive—Awaiting Corrections	
XActive—File Complete	
XCanceled Contract—Awaiting Corrections	
XCanceled Contract—File Complete	
XClosed—Awaiting Comp Sheet/Closing Docs	
XClosed—Awaiting Corrections/Missing Docs	
XPending—Awaiting Corrections	
XPending—Ready to Close	

Open

Default status at creation of all transactions; use until documents are uploaded for staff review.

Listings—Sellers Only

Active *NEW LISTINGS ONLY*

When a new listing is ready for staff review, change status to ACTIVE.

Use only ONE TIME for any listing.

NEW

Active Review—Corrections Submitted

EXISTING LISTINGS ONLY

When revised/missing documents for an EXISTING listing are uploaded, change status to ACTIVE REVIEW—CORRECTIONS SUBMITTED.

Withdrawn

To withdraw a listing, upload the Listing Agreement Amendment to the listing's documents section and change status to WITHDRAWN.

Expired

If a Listing Agreement expires, change status to EXPIRED.

NEW

Listing—Terminated

If a listing is terminated, upload the Termination of Listing Agreement to the listing's documents section and change TD status to LISTING—TERMINATED. [MLS status is Listing Cancelled]

Contracts—Sellers & Buyers

Pending *NEW CONTRACTS ONLY*

Once a NEW FULLY EXECUTED contract is uploaded, change status to PENDING.

Use only ONE TIME for any contract.

Pending Review—Compliance

EXISTING CONTRACTS ONLY

When revised/missing documents for an EXISTING contract are uploaded, change status to PENDING REVIEW—COMPLIANCE.

NEW

Cancelled Contract

To process a cancelled contract, upload the Cancellation Agreement to the documents section and change status to CANCELLED CONTRACT.

Rejected Offer

If an offer is rejected, ensure signed documents are in the documents section and change status to REJECTED OFFER.

Closing a Contract

Closed

When closing documents are uploaded, change status to Closed to trigger the processing of your commission check.