
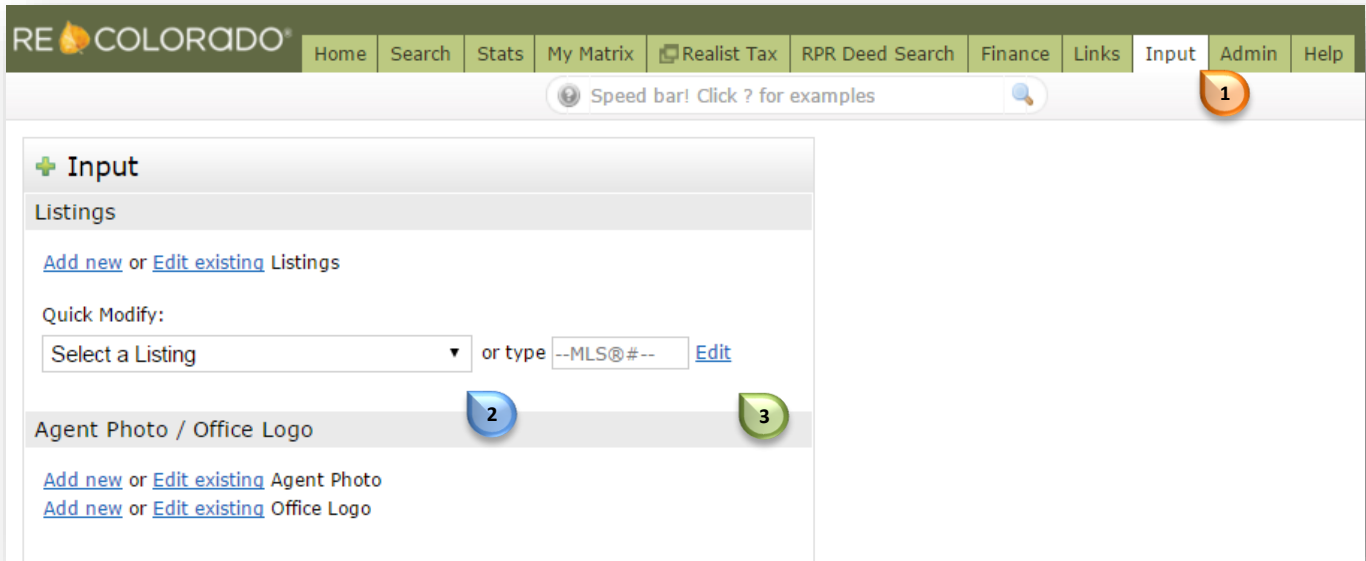





When the status of a listing changes it must be reported to the MLS within three business days, per REcolorado Rules and Regulations

- From Input 



- Select the property you wish to update from the **“Quick Modify”** dropdown or type in the **“MLS listing number”** 
- If entering an MLS listing number, click **“Edit”** 
- To edit the property information, click the respective **“Listing Input”** link under Select Form 

Select Form

[Residential Attached Listings Input](#)
[Change to Active](#)
[Change to Under Contract](#)

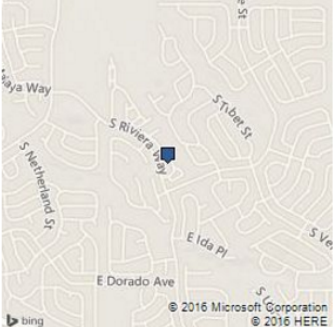


- Complete the needed changes within the Listing Input 5

+ Residential Attached Listings Input

Agent **General** Building New Home Interior Rooms Site Parking Community Internet Display Remarks

5 **Address**



Latitude Longitude

[Update Map](#)
[Set Lat/Long](#)
[Choose Google Street View](#)

County *

Tax ID * (formerly PIN)

Street # * **Street Dir** **Street Name *** **Street Type**

City * **Zip Code *** **State ***

Unit # **Building #**

To set the latitude and longitude, click "Set Lat/Long". On the map click where the property is located, adjust the blue pin, then click Done.

- Click "Submit Listing" 6

+ Residential Attached Listings Input

Agent General Building New Home Interior **Rooms** Site Parking Community Internet Display Remarks

Detailed Room Information

- To add a room, complete the Room Type and Level information. Click "More" to add additional rooms.
- The level for each bedroom and bathroom is required per REColorado Rules & Regulations.
- Bedroom and Bathroom entries will populate the Summary Bedroom and Bath Information below.

Review the [Listing Input Video](#) and [Product Enhancement Notes](#) to learn more about the detailed room information requirements.

Room Type	Level	Room Dimensions	Description	
<input type="text"/>	<input type="text"/>	<input type="text"/> X <input type="text"/>	<input type="text"/>	Delete
				More

Summary Bed and Bath Information

The number of bedrooms and bathrooms is calculated based on the entries in the Detailed Room Information.

Total Bedrooms *	Full Baths *	3/4 Baths *	1/2 Baths *	1/4 Baths *	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/> Rough In Bath

6