

When the status of a listing changes, it must be reported to the *MLS* **within 3 business days** per *REcolorado Rules and Regulations*

Click **"Input"** 1

RECOLORADO® MY MATRIX | SEARCH | STATS | REALIST TAX | FINANCE | LINKS | INPUT 1

Enter Shorthand or MLS#

+ Input

Listings

[Add new](#) or [Edit existing](#) Listings

Quick Modify:

Select a Listing 2 or type --Listing Id-- 3 [Edit](#) 4

Agent Photo / Office Logo

[Add new](#) or [Edit existing](#) Agent Photo
[Add new](#) or [Edit existing](#) Office Logo

Dictionary Management

[Add new](#) or [Edit existing](#) Development Dictionary
[Add new](#) or [Edit existing](#) HOA Dictionary
[Add new](#) or [Edit existing](#) Subdivision Dictionary

Select a property to update from the **"Quick Modify"** *expand collapse arrow* 2 or type in the *MLS* **"Listing Id"** 3

If entering an *MLS* **Listing Id** click **"Edit"** 4

A **Modify Property** window presents 5

Select the respective listing input link under **Select Form** 6

Modify Property 5

Select Form 6

[Residential](#)
[Change to Active](#)
[Change Internet Display Settings](#)
[Change Price](#)
[Manage Virtual Tours](#)
[Delete Incoming Status Listing](#)

Make all necessary listing changes **7**

Status > Listing > Marketing > **Location** > SSBR Region > Building & Site V1 > Green Features > Parking & Structures > Interior > Remarks

Subtype: Single Family Residence, Structure Type: House

Address & Legal MLS Number: 3164901

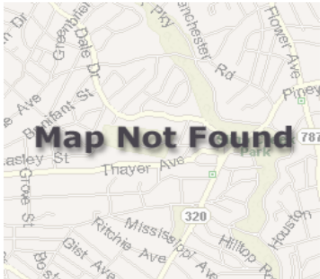
County: Arapahoe Street #: 3505 Street Dir Prefix: S Street Name: Ouray Street Suffix: Street Street Dir Suffix:

City: Aurora ZIP Code: 80013 State: Colorado Unit Number: Bldg Number:

Parcel Number: 031633737 Tax Annual Amount: 1365 Tax Year: 2018 Tax Exemptions: Senior Tax Exemptions

Tax Legal Description: LOT 27 BLK 2 MISSION VIEJO SUB 6TH FLG

Map & Location Description Distance To

 Subdivision Name (Auto-Fill Subdivision): Building (Complex) Name: Zoning: Is Incorporated: Direction Faces: View: City Golf Course

Bus: Units: Light Rail: Units: Other Transit: Units: [Open RTD Map](#)

Click "Submit Property" **8**

Status > Listing > Marketing > Location V1 > SSBR Region > **Building & Site V1** > Green Features > Parking & Structures > Interior > Remarks

Interior Area & SqFt MLS Number: 3164901

Above Grade Finished Area (SqFt Above): Area Source (Measured By): Basement: Bath/Stubbed Cellar Crawl Space Exterior Entry Finished Full Garden Level Interior Entry/Standard Partial Sump Pump Unfinished Walk-Out Access

Living Area (SqFt Finished - include Below Grade Finished SqFt): Basement?: Foundation Details: Block Concrete Perimeter Raised Slab Structural

Building Area Total (SqFt Total - In Unit): Basement Ceiling Height:

Detailed Room Information

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

Room Type	Room Level	Room Dimensions	Description

[Delete](#) [More](#)

Summary Room Information

The number of bedrooms and bathrooms is calculated based on the information entered above.

Bedrooms Total	Bathrooms Full	Bathrooms 3/4	Bathrooms 1/2	Bathrooms 1/4
0	0	0	0	0

HVAC & Appliances

[Save as Incomplete](#) [Validate](#) [Cancel Input](#) [Submit Property](#) [Security Features](#)