

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

Hover over **My Matrix** 1

Select **"My Listings"** 2

Select the desired listing 3

MY MATRIX | SEARCH | STATS | RI

- 1 Home
- Summary
- Contacts
- 2 My Listings
- Carts
- Saved Searches
- Auto Emails
- Sent Email
- Reverse Prospect Email History
- CMA's

My Listings (5)

Show My Active Listings Search: -- MLS # -- [Click here to run this as a Full Search](#)

Previous Next 1-5 of 5 Checked 1 All None Display Single Line at 100 per page


	OH	Listing ID	St	SType	Address	City	Price	Bd	Bth	Abv	Ttl	Fin	Prk Ttl	Assoc YN
<input type="checkbox"/>		7149125	A	SFR	7297 Mountain Brush Lane	Highlands Ranch	\$3,650	4	3	2,412	3,180	2,412	3	
<input checked="" type="checkbox"/>		9366221	A	SFR	11271 E Parker Road	Parker	\$6,100	6	4	5,369	5,369	5,369	2	
<input type="checkbox"/>		5427407	A	SFR	25229 E Lake Place	Aurora								
<input type="checkbox"/>		4372304	A	SFR	9817 Cantabria Point	Lone Tree								
<input type="checkbox"/>		5940869	A	SFR	11559 E Dorado Avenue	Englewood								

[Edit](#) [Manage Photos/Logos](#) [Manage Supplements](#) [Share](#) [Reverse Pro](#)

Click **"Edit"** 4

A **Modify Property** screen presents 5

**Modify Property** 5



Listing ID:  
Property Type:  
SubType:  
Structure Type

List Agent:  
List Office:

Select Form 6

- 7 Residential
- Change to Pending
- Change to Withdrawn
- Change to Expired
- Change Price
- Manage Virtual Tours
- Manage Open Houses

Under **Select From** 6

Select **"Residential"** 7

Make all applicable listing changes 8

Listing
Marketing
Location
Building & Site
Green Features
Parking & Structures
Interior
Association
Remarks

**Subtype: Single Family Residence, Structure Type: House**

**Address & Legal**

**MLS Number: 5427407**  
**Price: \$625,000**

<b>County</b>	<b>Street #</b>	<b>Street Dir Prefix</b>	<b>Street Name</b>	<b>Street Suffix</b>	<b>Street Dir Suffix</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>City</b>	<b>ZIP Code</b>	<b>State</b>	<b>Unit Number</b>	<b>Bldg Number</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Parcel Number</b>	<b>Tax Annual Amount</b>	<b>Tax Year</b>	<b>Special Taxing/Metro District</b>	<b>Tax Exemptions</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Senior Tax Exemptions	

**Tax Legal Description:** LOT 39 BLK 1 WHEATLANDS 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
- Lake
- Meadow

<b>Bus</b>	<b>Units</b>
<input type="text"/>	<input type="text"/>
<b>Light Rail</b>	<b>Units</b>
<input type="text"/>	<input type="text"/>
<b>Other Transit</b>	<b>Units</b>
<input type="text"/>	<input type="text"/>

Open RTD Map

Click "Submit Property" 9

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Open RTD Map

Save as Incomplete
 Validate
 Cancel Input
 Submit Property