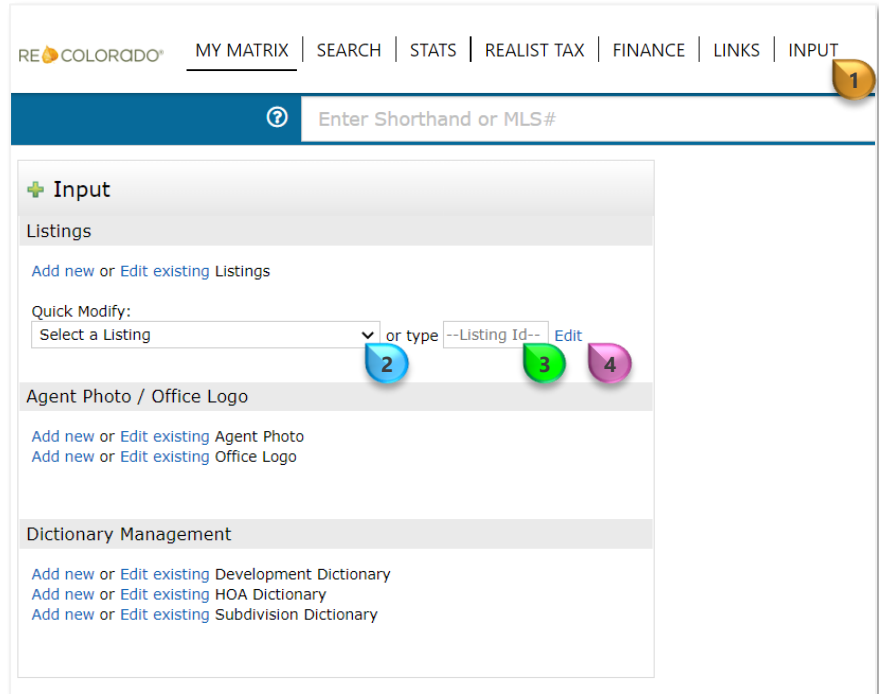


When the *status* of a listing changes, it must be reported in the *MLS* **within 3 business days** per *REcolorado Rules and Regulations*


From the "Input"  tab

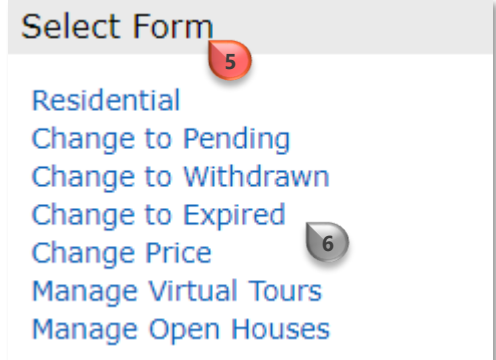


Select the property to update from the "Quick Modify" *expand collapse arrow*  or type in the "MLS Listing Id" 

If entering an *MLS Listing ID*, click "Edit" 

A **Selected Form** screen appears 

To update the listing status, click the respective *Status Change* link 



Provide all applicable information 

Note: Required fields are yellow

+ Change to Pending

Listing Information

8440 Oak Court, Castle Rock, Colorado 80104

Listing ID: DD15237
Status: Pending

List Agent: Beta Tester2
List Office: REcolorado Employee

Status Date:
Listing Contract Date:


List Price: \$510,000

Change to Pending

Special Listing Conditions

- Auction
- Equitable Interest
- HUD Owned
- None Known
- Real Estate Owned
- Short Sale
- Third Party Approval

Contingency



Purchase Contract Date

Accepting Backup Offers

 Validate  Cancel Input  Submit Property



Click "Submit Property" 