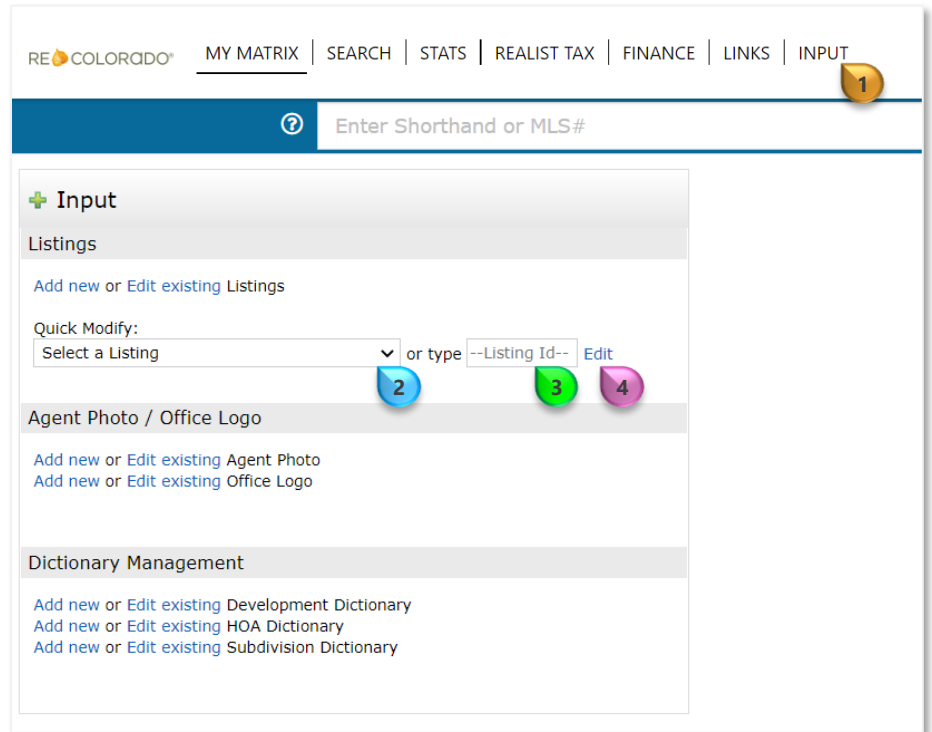


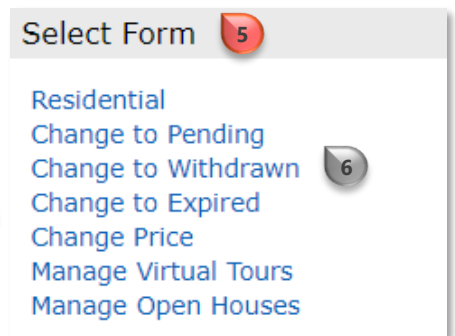
Status changes must be recorded in the **MLS within 3 business days** per *REcolorado Rules and Regulations*


From the **"Input"**  tab



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

Note: If entering an *MLS Listing ID*, click **"Edit"** 
A **Selected Form** screen presents  To update the listing status, click the respective *Status Change* link 



Provide all necessary information 

Note: Required fields are yellow

+ Change to Pending


Listing Information

8440 Oak Court, Castle Rock, Colorado 80104

Listing ID: DD15237	List Agent: Beta Tester2
Status: Pending	List Office: REcolorado Employee
Status Date:	
Listing Contract Date:	
List Price: \$510,000	

Change to Pending

Special Listing Conditions	Contingency
<input type="checkbox"/> Auction <input type="checkbox"/> Equitable Interest <input type="checkbox"/> HUD Owned <input checked="" type="checkbox"/> None Known <input type="checkbox"/> Real Estate Owned <input type="checkbox"/> Short Sale <input type="checkbox"/> Third Party Approval	<input type="text" value=""/>
Purchase Contract Date	Accepting Backup Offers
<input type="text" value=""/>	<input type="text" value=""/>



Click "Submit Property" 