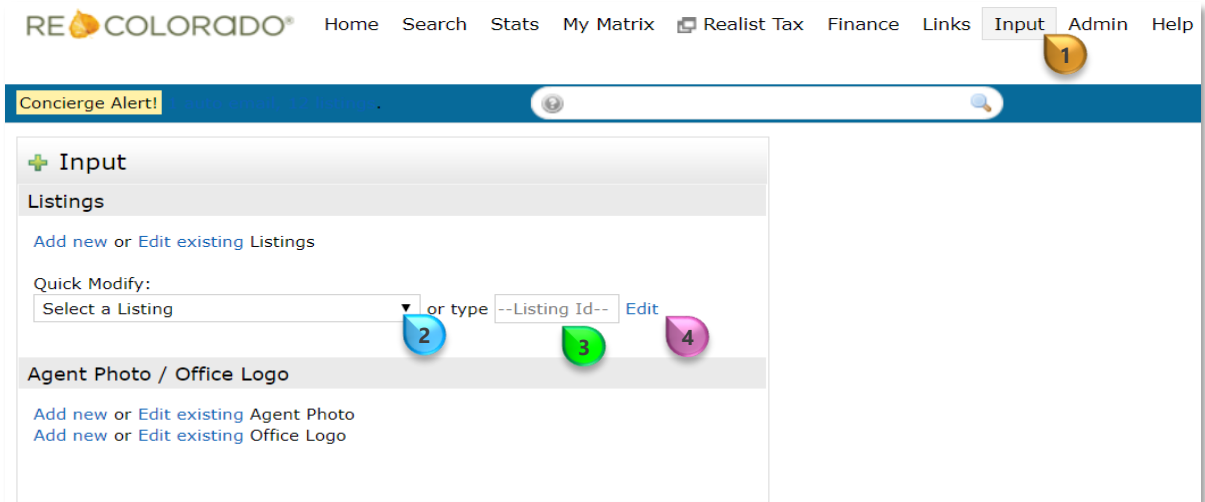


When the *status* of a listing changes, it must be reported to the *MLS* **within 3 business days** per *REcolorado Rules and Regulations*

From the **"Input"** ¹ *tab*

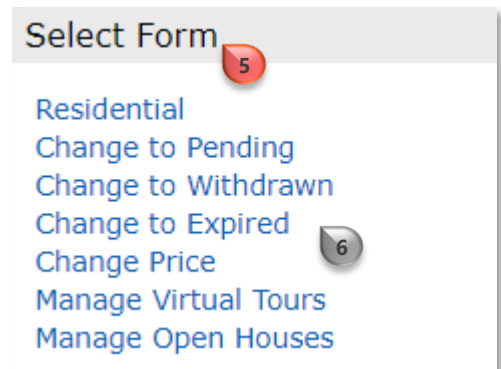



Select the property to update from the **"Quick Modify"** *dropdown* ² or type in the **"MLS listing ID"** ³

If entering an *MLS Listing ID*, click **"Edit"** ⁴

A **Selected Form** screen appears ⁵

To update the listing status, click the respective *Status Change* link ⁶ under **Select Form**



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



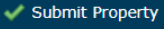
Special Listing Conditions

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

Contingency

Purchase Contract Date

Accepting Backup Offers

Click **“Submit Property”** 