

Upload a Lead Based Paint Disclosure

Listing Agents must upload a *Lead Based Paint Disclosure* for any listing built in 1978 or earlier

Click the “Input” tab 

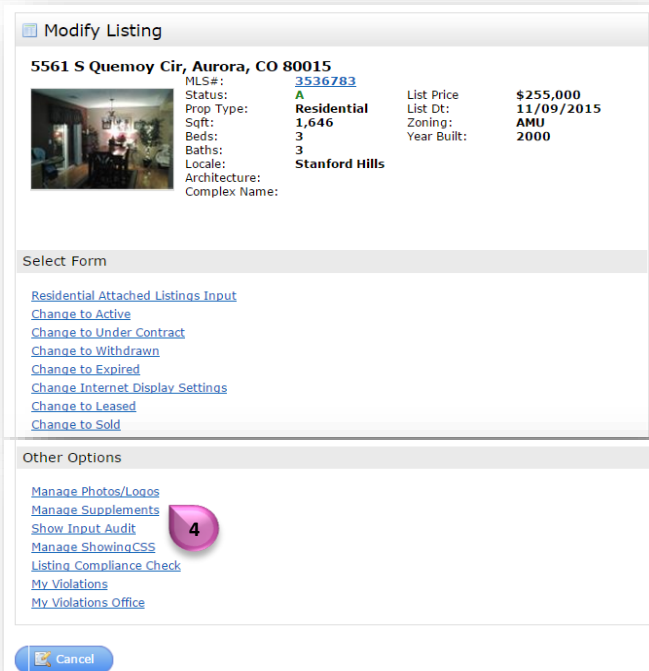
Click the **dropdown arrow** next to select a Listing 

Select the desired listing 



The screenshot shows the RE COLORADO website interface. The top navigation bar includes links for Home, Search, Stats, My Matrix, Realist Tax, RPR Deed Search, Finance, Links, Input, Admin, and Help. The 'Input' tab is selected. Below the navigation bar, there is a search bar and a 'Speed bar! Click ? for examples' button. The main content area is titled '+ Input' and contains a 'Listings' section. Under 'Listings', there are links for 'Add new' and 'Edit existing' Listings. A 'Quick Modify:' section is visible, featuring a dropdown menu labeled 'Select a Listing' with a dropdown arrow. The dropdown menu is open, showing two listing options: 'A RES 3536783 5561 QuemoyS Circle' and 'RES 4464972 5561 QuemoyS Circle'. A blue circle with the number '2' is positioned over the dropdown arrow, and a green circle with the number '3' is positioned over the first listing option. A red circle with the number '1' is positioned over the 'Input' tab in the top navigation bar.

Select “Manage Supplements” 



The screenshot shows the 'Modify Listing' page for a property at 5561 S Quemoy Cir, Aurora, CO 80015. The page displays the following information:

- MLS#: [3536783](#)
- Status: **A**
- Prop Type: **Residential**
- Sqft: **1,646**
- Beds: **3**
- Baths: **3**
- Locale: **Stanford Hills**
- Architecture:
- Complex Name:


Additional details on the right side of the page include:

- List Price: **\$255,000**
- List Dt: **11/09/2015**
- Zoning: **AMU**
- Year Built: **2000**

Below the listing details, there is a 'Select Form' section with several links:

- [Residential Attached Listings Input](#)
- [Change to Active](#)
- [Change to Under Contract](#)
- [Change to Withdrawn](#)
- [Change to Expired](#)
- [Change Internet Display Settings](#)
- [Change to Leased](#)
- [Change to Sold](#)


At the bottom, there is an 'Other Options' section with several links:

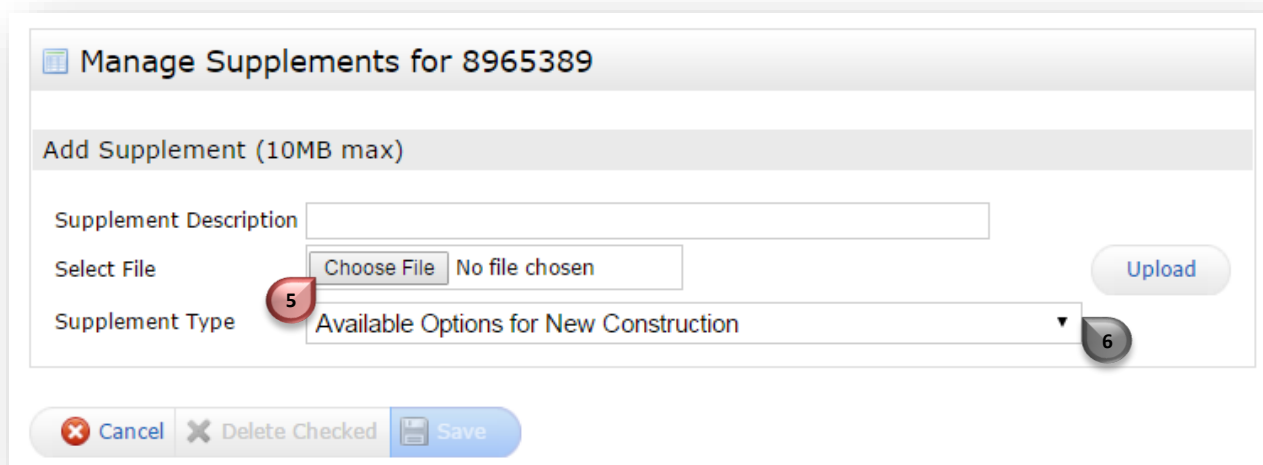
- [Manage Photos/Logos](#)
- [Manage Supplements](#) 
- [Show Input Audit](#)
- [Manage ShowingCSS](#)
- [Listing Compliance Check](#)
- [My Violations](#)
- [My Violations Office](#)

A 'Cancel' button is located at the bottom of the page.

Upload a Lead Based Paint Disclosure

Enter the document name in the **Supplement Description Field**

Click **“Choose File”**  to upload a Lead Based Paint Disclosure Form from your computer




Manage Supplements for 8965389

Add Supplement (10MB max)

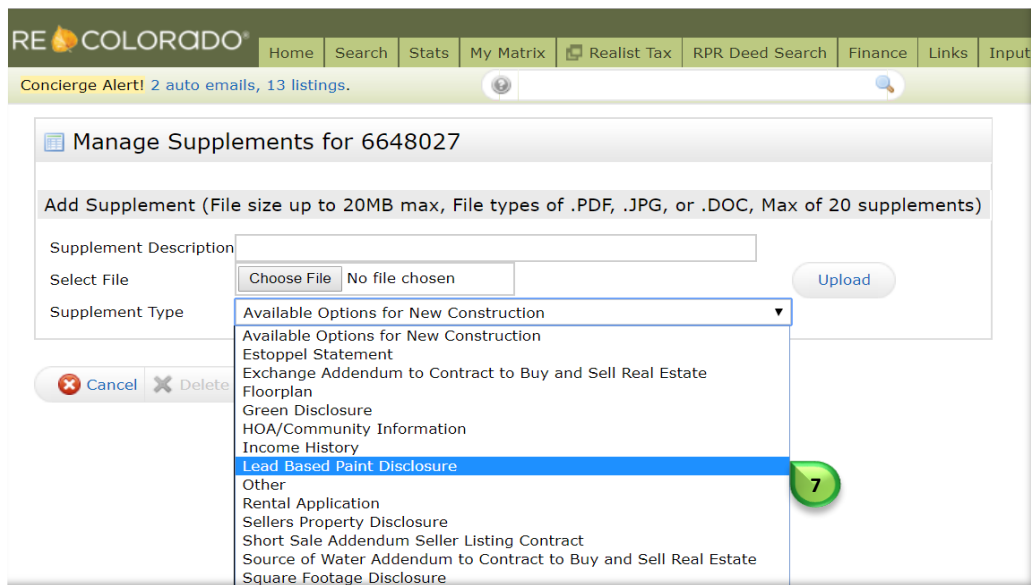
Supplement Description

Select File No file chosen

Supplement Type Available Options for New Construction 

Click the **Supplement Type** dropdown arrow 

Select **“Lead Based Paint Disclosure”** 



RE COLORADO Home Search Stats My Matrix Realist Tax RPR Deed Search Finance Links Input


Concierge Alert! 2 auto emails, 13 listings.

Manage Supplements for 6648027

Add Supplement (File size up to 20MB max, File types of .PDF, .JPG, or .DOC, Max of 20 supplements)

Supplement Description

Select File No file chosen

Supplement Type Available Options for New Construction 


- Available Options for New Construction
- Estoppel Statement
- Exchange Addendum to Contract to Buy and Sell Real Estate
- Floorplan
- Green Disclosure
- HOA/Community Information
- Income History
- Lead Based Paint Disclosure
- Other
- Rental Application
- Sellers Property Disclosure
- Short Sale Addendum Seller Listing Contract
- Source of Water Addendum to Contract to Buy and Sell Real Estate
- Square Footage Disclosure

Note: This process must be done exactly in the order presented in this How To

Click “Upload” 

Click “Save” 


Manage Supplements for 6648027


File Name	Description
<input type="checkbox"/>  ListTrac _ you list it, we track it.pdf	New Supplement

Add Supplement (File size up to 20MB max, File types of .PDF, .JPG, or .DOC, Max of 20 supplements)

Supplement Description

Select File SAPCCA S...NAL.docx

Supplement Type 

Users can access supplements from any search results display in Matrix by clicking on the supplement icon 



Note: Up to 20 supplements with file sizes up to 20MB can be added to any listing. For additional information please see *How To Add Supplements to a Listing*.