

1 Make Status Changes Within Three (3) Business Days

Listing status shows where a property is in its lifecycle. When it changes to Pending, Closed, Leased, Expired, Terminated, Withdrawn, or back to Active, you must update it in REcolorado Matrix MLS within three business days. Timely updates show how long it took a property to move from Active to Closed, ensure accurate data for agents, and maintain reliable market stats.

Listing Agreement

Coming Soon
(Optional)

Active

Pending

Closed/Leased

3 Business Days

Max 7 Calendar Days

3 Business days

3 Business days

2 Showings

Showings are allowed when a listing is Active in the MLS, Days in MLS (DIM) are accruing, and no offer has been accepted. You may set a "no showings until" date and apply showing restrictions if disclosed in public remarks. Showings may occur in Pending status if the seller is accepting back-up offers. Showings are not permitted for Coming Soon or Private Exclusive listings.

3 Coming Soon Status

Coming Soon status lets you market a listing for up to seven days before showings begin. After that, the listing automatically changes to Active and cannot return to Coming Soon. (effective Jan. 2020)

4 Public vs Private Marketing

Public marketing includes flyers, yard signs, emails, social media, open houses, and promotions on public websites or apps. One-to-one marketing is limited to a broker's or seller's personal network and may include other brokerages. The Private Remarks field is for confidential broker-to-broker communication. (effective Oct. 2023)

5 Mandatory Submission

As an REcolorado subscriber, you must enter accurate, timely listing information to keep the MLS current and reliable for brokers and buyers. Listings must be entered or updated within three business days of obtaining all required signatures.

6 Closed Off MLS

Use the Closed Off MLS input to enter listings legitimately sold outside the MLS, like FSBOS or new builds. A party to the contract must enter the information, and doing so helps provide useful comps. (effective May 2022)

7 Square Footage

Accurate square footage helps others find good comps in REcolorado Matrix MLS. It's based on three required fields: Above Grade Finished Area, Living Area, and Building Area Total. Use the "Fill from Realist" option to save time, and edit the info in Matrix if needed.

8 Map Pin

Placing a Map Pin during listing input ensures your property appears in the correct location on MLS maps, apps, and websites; making it easy for brokers, clients, and appraisers to find.

RECOLORADO[®] MLS Policy Guide

12 Essential Rules for All MLS Subscribers

9 Private Exclusive Input Option

Use the Private Exclusive option only when a client requests to keep their listing out of the MLS. Public marketing is not permitted, and while you can switch the listing to the traditional MLS at any time, you cannot revert it back to Private Exclusive. Once closed, Private Exclusive listings will appear in the traditional MLS. (effective Oct. 2023)

10 Copyright

Before submitting remarks and photos in REcolorado Matrix, you must certify you own the copyright or have permission to use them. Also, cite REcolorado when using MLS data like market stats for marketing.

11 Solicitation Rules

If a property is Withdrawn and the listing agent still has an agreement, other agents cannot contact the seller to attempt to gain them as a client. Once a listing is Terminated or Expired and no other active listing exists at the address, agents may contact the seller.

12 Withdrawn vs Expired/Terminated

Withdrawn status is used when a property is temporarily off-market but still under a valid listing agreement. Showings aren't allowed, Days in MLS (DIM) pause, but marketing can continue. Expired/Terminated means the listing agreement has ended. Expiring and re-entering a listing within 30 days for marketing purposes is a rule violation and could result in a \$100 fine. (effective Jan. 2011)