

# ABCs of Matrix Statuses

We all love accurate, up-to-date data, right? The easiest way to keep listing data correct in Matrix is to make status changes within 3 business days. Yes, it's part of the REcolorado MLS Rules and Regs. But more importantly, your fellow real estate professionals appreciate it when updates are made as quickly as possible so consumers continue to receive accurate listing data.

Keep this guide handy as you learn the ins and outs of status changes in Matrix.

## Status What Does it Mean?

**I**

### INCOMING

The property is not yet listed, but it's getting there! Only the listing agent and the agent's office management team can view Incoming status listings in Matrix.



Pro Tip: Use the extra time to review your info and make sure everything looks correct.

**A**

### ACTIVE

The property is currently available for sale/lease and showings.



Pro Tip: Use the Broker Remarks or Showing Notes to disclose showing restrictions. You can also use the No Showings Until field.

**UC**

### UNDER CONTRACT

A seller and buyer have a mutually executed contract.



Pro Tip: As a listing agent, you might decide it's a good idea for your client to accept backup offers. Easily note this in the Accepting Backup Offers field.

**S**

### SOLD

The contract successfully closed.



Pro Tip: Be sure to accurately disclose sale concessions.

**L**

### LEASED

The property has a tenant and is no longer available for rent.

**W**

### WITHDRAWN

The listing agreement is still valid and the homeowner still wants the listing agent to sell the home, but the property is temporarily not for sale. This typically happens when a homeowner needs some extra time to get things in order before showings resume. Because the listing agent still has an agreement with the seller, it's against REcolorado rules for another agent to contact the seller in an attempt to gain them as a client.



Pro Tip: Matrix will automatically expire a Withdrawn listing on the expiration date.

**X**

### EXPIRED OR TERMINATED

The listing contract expired or was terminated between the agent and seller. It's now okay for another agent to reach out to the owner.



Pro Tip: Prior to contacting the owner, check Matrix to verify the property hasn't been relisted.

# Listing Icons



## PHOTO

View the photos in an enlarged photo view, including captions and descriptions.



## MAP

View the map location of the property in a new window.



## HISTORY

Review the listing price and status changes of the property, including prior listings.



## VIRTUAL TOUR

Opens a virtual tour of the property in a new browser window.



## REALIST TAX

Opens Realist property detail page in a new browser window.



## RPR

Exclusively for REALTORS®; a link to the Realtors Property Resource data and reports.



## INSTANET

A link to the Instanet Document and Contract software system; a subscription is required.



## CTM ECONTRACTS

Link to CTM eContracts software system; a subscription is required.



## DOTLOOP

A transaction management tool that lets you manage up to 10 transactions for free.



## OPEN HOUSES

View all upcoming scheduled open house dates and times for the property.



## SUPPLEMENTS

View a list of documents and attachments for the property in Matrix.



## SHOWING TIME

Request a showing through Showing Time.



## CSS

Request a showing through Centralized Showing Service.



## REPORT IT

Anonymously report a potential Compliance violation.



## RATEPLUG

View real time mortgage information from your preferred lenders.



## VIEW IN HOMESNAP PRO

Sends a text or link to view the listing in Homesnap Pro.



## NEW

The listing was added to the system within the last seven days.



## PUBLIC

The date and time of the next scheduled open house.