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.

<table>
<thead>
<tr>
<th>Status</th>
<th>What Does it Mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td><strong>INCOMING</strong> 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.</td>
</tr>
<tr>
<td>A</td>
<td><strong>ACTIVE</strong> The property is currently available for sale/lease and showings.</td>
</tr>
<tr>
<td>UC</td>
<td><strong>UNDER CONTRACT</strong> A seller and buyer have a mutually executed contract.</td>
</tr>
<tr>
<td>S</td>
<td><strong>SOLD</strong> The contract successfully closed.</td>
</tr>
<tr>
<td>L</td>
<td><strong>LEASED</strong> The property has a tenant and is no longer available for rent.</td>
</tr>
<tr>
<td>W</td>
<td><strong>WITHDRAWN</strong> 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.</td>
</tr>
<tr>
<td>X</td>
<td><strong>EXPIRED OR TERMINATED</strong> 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.</td>
</tr>
</tbody>
</table>

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

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.

Pro Tip: Be sure to accurately disclose sale concessions.

Pro Tip: Matrix will automatically expire a Withdrawn listing on the expiration date.

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

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.