Adding an Open House to Your Listing

To add an Open House to your listing, access Add Edit in RCO3 either from the Realcomp Dashboard or the Input menu.



If your listing is displayed on the dashboard of Add Edit, click the Edit button on the right side of the desired listing's line. If it is not displayed, use the search box to search for the MLS number and then click the Edit button when it displays.

» Listin 1 Listings	gs Manager									Ad	dd 👻
View Editable Listin	ngs (default) 🗸								Listing Id	۹ :≣	
	Listing # \$	Type \$	Status \$	Address \$	Price \$	List Date \$	List Agent \$	List Office Mls	Id \$		
	2025100030	RESI	ACT	2377 Bird Road	\$350,000	04/15/2025	TAMIC/TAMI CUMMINGS	Realcomp		Edit	:

Select Open Houses from the Actions menu that displays when you click the three dots.

Actions	»					
Residential Sale						
Price Change						
Extend						
Change to Accepting Backup Offers						
Change to Contingent - CCS - Dependent on Sale of Buyer's Home						
Change to Active						
Change to Pending						
Change to Closed						
Closed Listing Correction Form						
Change to Conditional Withdrawn/CWTH						
Change to Unconditional Withdrawn/UWTH						
Open Houses						
Delete Listing Open Houses						
Admin - CDOM Correction						
Admin - Major Correction						

Complete the details of the open house including the Open House Type, Date/time, and any Remarks you would like to include. Click More to add another Open House or click Submit when you are finished and ready to save it.

Open House Type 🕄	Open House Date * 🚺		
Public X	05/25/2025		
Open House Start Time * 🚯	Open House End Time * 🜖		
02:00 PM	05:00 PM	4	
Open House Status * 🟮	Refreshments		
Active X	Cookies will be provided.		
Open House Remarks			
Come see this beautiful home on a tree-lined street that is close to peighborhood schools and restaurants			
cose to neighborhood schools and restaurants.			

If you need to cancel an open house, go to Open Houses in the Action menu to access this open house information and change the Open House Status to Canceled. Click Submit to save your change.

						Submit	Clo
					-		
Open House							
Open House Type 🟮		Open House Date * 🜖					
Public ×		05/25/2025		 			
Open House Start Time * 🚯		Open House End Time * 🕕					
02:00 PM		05:00 PM	٩				
Open House Status * 🕕		Refreshments					
Active X		Cookies will be provided.					
Active		A					
Canceled							
Ended				10			
Come see this beautiful home on a	tree-lined street that is	v					
close to neighborhood schools and	restaurants.						
				Û			
				More			

If you have questions, please contact Realcomp's Customer Care at (248) 553-3430.