Where to Go to Make Changes to Your Listing

In Add Edit there are two places to go to access the change screens depending on what you are changing on your listing.

To access Add Edit, select the Add Edit icon from the Realcomp Dashboard or select Add Edit from the Input (Add-Edit) menu on RCO3.



Your listing may be displayed on the dashboard of Add Edit. If it is not displayed, use the search box to search for the MLS number to pull it up (red box below).

View Editable Listings (default) 🗸							Listing Id Q	·= •
	Listing # \$	Type 🗘	Status \$	Address \$	Price \$	List Date ≑	List Agent \$	List Office MIs Id \$	
	2025100030	RESI	ACT	2377 Bird Road	\$350,000	04/15/2025	TAMIC/TAMI CUMMINGS	Realcomp	Edit 🚦

If you are making changes to the photos, documents or data included on your listing such as Remarks, room information, etc, you will click the Edit button (green box above) to get to those change screens.

Actions	»
Residential Lease	
Price Change	
Change to Accepting Backup Offers	
Change to Contingent - CCS - Dependent on Sale of Buyer's Home	
Change to Pending	
Change to Conditional Withdrawn/CWTH	
Change to Unconditional Withdrawn/UWTH	
Open Houses	
Other Options	
Print	
Assign a Lockbox	
Manage ShowingTime	



If you are changing the status on your listing, changing the price, adding an Open House or setting up your Showing Time or SentriLock you will click the three-dot (Actions) menu to the right of the Edit button (also in the green box above).

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