



Long Term Pending Listing Procedure

Data integrity is important to everyone who uses RCO3®. When your listing has been pending over 120 days (180 days for short sales and new construction) please take a moment to confirm that it is still pending or update the status if necessary. Simply follow the steps below **each month** to avoid being charged a fine of \$37.50 per listing.

1. On the Home tab of RCO3, if you have listings that have been pending over 120 days, you will see a link called “My Long Term Pending Listings”. Click this link or go to “My RCO” and choose “My Listings” to display “My Long Term Pending Listings”.



2. For each listing that is still pending, select that listing and click Edit at the bottom of the page.



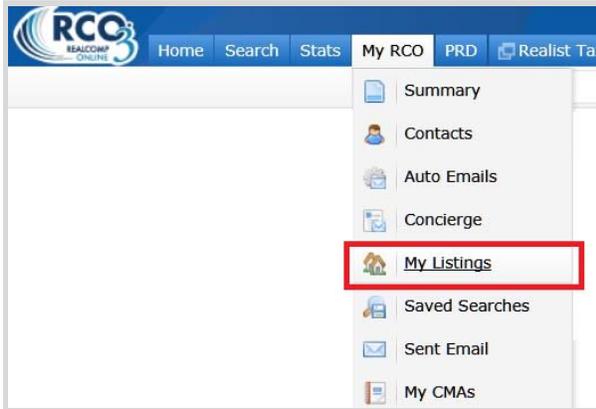
3. On the listing edit screen, click the appropriate link to change the status of your listing (i.e. from Pending to Sold). Or, if this listing is still pending, click the “Confirm Pending Status” link and click “Submit”.



Note: As long as your listing remains in the pending status, repeat this step once each month to prevent yourself from being fined.



- If you are the office broker/office assistant, you can access the entire office's Long Term Pending listings by selecting the "My RCO" and "My Listings" options.



- In the drop-down box next to "Show", select "My Office Long Term Pending Listings".



- Update the status for all office listings that are no longer pending. For each listing that is still pending, repeat steps 2 and 3 (noted above) every 30 days until that listing is no longer in the pending status.

If you have any additional questions, please contact Realcomp's Customer Care Dept. at (866) 553-3430.