

The Estimate COE/End Date should be a best estimate of the actual date of sale. In the event escrow has been delayed, you will need to update the Estimated COE/End Date. Failure to update the status of a listing within 48 hours will result in a violation being issued. To avoid a violation you must either update your status or extend the Estimated COE/End.

### Step 1:

Log into Matrix and click on the **Add / Edit** tab.

### Step 2:

Under listings click on **Modify Existing** according to the property type of the listing you are modifying or use the **Quick Modify MLS#** dialog box.

### Step 3:

Click on **Change to Pending** or **Backup** to modify the Estimated COE/End Date.

### Step 4:

Under the Change to Pending or Backup page, modify the **Estimated COE/End Date**. This would be used in the event the listing does not close Escrow on target date. Click **Submit Listing**.

### Modify Listing

Click the modify action you wish to perform.

#### Select Form

- [Residential Detail](#)
- [Change to Active](#)
- [Change to Backup](#)
- [Change to Pending](#)
- [Change to Sold](#)
- [Change to Hold](#)
- [Change to Canceled](#)
- [Change to Withdrawn](#)

### Change to Pending