

Change

Change Form

INSTRUCTIONS:

R indicates a required field. Required fields must be completed to modify a listing.

Broker's signature is required on all changes.
Expired listings can be re-activated by the agent or broker within 7 days.
After that, this form must be sent to the MLS for re-activation.



R MLS#

R Listing Associate ID

R Address

M _____

Status Change

Duplicate Listing/Off Market
Use to remove a duplicate listing that was intentionally placed into the system. Report one sold, the other Duplicate Listing/Off Market.

Temporarily Off Market
Use when a listing cannot be shown temporarily, OR when the house is no longer on the Market but terms in the listing agreement still remain in effect through the termination date. Once the "TO" listing surpasses its expiration date in the MLS, it will be re-classified to Expired.

Other Changes *Note: if this is a change to the original listing agreement, use column 2 and obtain owner's signature*

Field Name	Change to:
_____	_____
_____	_____

Back-Up: (Report immediately)

R Participating Associate ID _____

R Contract Date _____ / _____ / _____

R Kick-Out Clause? Yes No

Pending: (Report immediately)

R Participating Associate ID _____

R Contract Date _____ / _____ / _____

Pending w/Contingencies: (Report immediately)

Note: Report to MLS within 24 hours that
(1) the contingency(ies) has been met & change status to "pending" or
(2) the contingency(ies) has not been met and agreement cancelled & change status to "Active." Listing will revert to "Expired" if the listing hasn't been renewed.

R Participating Associate ID _____

R Contract Date _____ / _____ / _____

Sold

R Sale Price \$ _____

R Closing Date _____ / _____ / _____

R Sale Financing

<input type="checkbox"/> AS Assumption	<input type="checkbox"/> CA Cash
<input type="checkbox"/> CO Conventional	<input type="checkbox"/> FHA
<input type="checkbox"/> OT Other	<input type="checkbox"/> SE Seller
<input type="checkbox"/> VA	

R Furnished? Yes No

R Buyer Country _____

R If US, enter Buyer's Zip Code: _____

R Seller Concessions? Yes No

Change in Listing Agreement

These changes require both the Owner's & Broker's signatures.

Price Change

R New List Price \$ _____

Renewal

R New Expiration Date _____ / _____ / _____

Cancelled

Use when the listing agreement between listing broker and seller has been terminated PRIOR to the listing agreement expiration date, and the Seller has been released of all contractual obligations and is free to re-list with another firm.

R Cancellation Date _____ / _____ / _____

Other change(s) to the listing agreement:

Owner(s) hereby authorize and agree to the above change(s), which shall modify the existing Listing Agreement.

Owner(s) Name _____

Owner signature _____ Date _____

Owner(s) Name _____

Owner signature _____ Date _____

Listing Office Name _____

Broker's signature _____ Date _____