

# Change

## Change Form

### INSTRUCTIONS:

**R** indicates a required field. Appropriate 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** ML#

**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 (Report immediately)**  
**R** Sale Price                                      \$ \_\_\_\_\_  
**R** Closing Date                                \_\_\_ / \_\_\_ / \_\_\_

**R** Sale Financing  
 AS Assumption                       CA Cash  
 CO Conventional                       FHA  
 OT Other                                       SE Seller  
 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 \_\_\_\_\_