

Property Address: _____ Date: _____
 Office Name: _____ Office Code: _____
 Agent Name: _____ Phone #: _____
 MLS ID: _____ MLS #: _____

Change Type

The following changes require the Owner and Broker or Sales Associate signatures and signature dates.

- | | | |
|---|---|--------------|
| <input type="checkbox"/> Price Change | Was \$ _____ | Now \$ _____ |
| <input type="checkbox"/> Expiration Date Change
<small>*Broker Signature Required to shorten</small> | Was _____ | Now _____ |
| <input type="checkbox"/> Commission Change | Was _____ | Now _____ |
| <input type="checkbox"/> Other: _____ | | |
| <input type="checkbox"/> Change status to <u>TEMP</u>
<small>Temporarily off Market</small> | <input type="checkbox"/> Change status to <u>CANCELLED</u>
<small>All contractual obligations terminated.
Broker/Manager function only.</small> | |
| <input type="checkbox"/> Change <u>TEMP</u> status to <u>ACTIVE</u> | <input type="checkbox"/> Change status to <u>UNDER CONTRACT</u>
<small>*Sales information needs to be completed</small> | |
| <input type="checkbox"/> Change status to <u>WITHDRAWN</u>
<small>Withdraw a listing from MLS. Contractual obligations still in force.</small> | <input type="checkbox"/> Change status to <u>UNDER CONTRACT - SHOW</u>
<small>*Sales information needs to be completed</small> | |
| <input type="checkbox"/> Change <u>WITH</u> status to <u>ACT</u> | <input type="checkbox"/> Return <u>UNDER CONTRACT</u> to <u>ACTIVE</u>
<small>Transaction fell through</small> | |
| <input type="checkbox"/> Change status to <u>CLOSE</u>
<small>*Sales information needs to be completed</small> | <input type="checkbox"/> Return <u>UNDER CONTRACT - SHOW</u> to <u>ACTIVE</u>
<small>Transaction fell through</small> | |
| <input type="checkbox"/> Change <u>WITHDRAWN</u> status to <u>CANCELLED</u>
<small>Broker/Manager function only.</small> | <input type="checkbox"/> Change <u>EXPIRED</u> status to <u>ACTIVE</u>
<small>(Listing agent may modify exp. date and change EXP status to ACT status within 3 days of EXP date)</small> | |

Sales Information

Contract Date: _____ Proposed Close Date: _____ Close Date: _____
 Gross Sale Price \$ _____ Selling Agent Name _____ Selling Agent ID: _____

The undersigned, being owner(s) of the above property, authorize these changes which become a part of the original listing agreement.

Seller's Signature: _____ Date: _____
 Address: _____
 Seller's Signature: _____ Date: _____
 Address: _____
 Sales Associate Signature: _____ Date: _____
 Broker's Signature: _____ Date: _____