



Listing Change Form

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.

- Price Change Was \$ _____ Now \$ _____
- Expiration Date Change Was _____ Now _____
- Change status to **TEMP**
Temporarily off Market
- Change **TEMP** status to **ACTIVE**
- Change status to **WITHDRAWN**
Withdraw a listing from MLS. Contractual obligations still in force.
- Change **WITH** status to **ACT**
- Change status to **CLOSE**
*Sales information needs to be completed
- Change **WITHDRAWN** status to **CANCELLED**
Broker/Manager function only.
- Change status to **CANCELLED**
All contractual obligations terminated.
Broker/Manager function only.
- Change status to **DEPOSIT**
*Sales information needs to be completed
- Change status to **SHOW**
*Sales information needs to be completed
- Return **DEPOSIT** to **ACTIVE**
Transaction fell through
- Return **SHOW** to **ACTIVE**
Transaction fell through
- Change **EXPIRED** status to **ACTIVE**
(Listing agent may modify exp. date and change EXP status to ACT status within 3 days of EXP date)

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: _____