



LISTING CHANGE FORM

Property Address: _____ Date: _____
 Office Name: _____ Office Code: _____
 Agent Name: _____ Phone #: _____
 User 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 status to **CANCL**.
*All contractual obligations terminated.
Broker/Manager function only.*
- Change **TEMP** status to **ACT**
- Return **DEPOS** to **ACT**.
Transaction fell through.
- Change status to **WITH**.
Withdraw a listing. Contractual obligation still in force.
Broker/Manager function only.
- Return **SHOW** to **ACT**.
Transaction fell through.
- Change **WITH** status to **ACT**.
- Change **EXP** to **ACT**.
(Listing agent may modify exp. date and change EXP status to ACT status within 3 days of EXP date)
- Change status to **CLOSE**.
*(*Sales information needs to be completed)*
- Change **WITH** status to **CANCL** status.
Broker/Manager function only.

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: _____