

SMART M L S

Listing Change Form

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

Enter the property information:- Property address as it reads on the listing contract.
- MLS number
- Name of the listing brokerage and, if that brokerage has multiple locations, include the town the listing agent is affiliated with.
- Listing office's MLS code
- Listing agent's name
- Listing agent's phone number

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 Change status to WITHDRAWN Withdraw a listing from MLS.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 Change WITHDRAWN status to CANCELLED Broker/Manager function only.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

Check the appropriate box representing what is being changed. If the price is changing, type in the current price and then the new price. If the expiration date is changing, type in the current expiration date and then the new 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: _____

All sellers who are on the listing agreement will need to sign, print their names, date, and type in their address.

The listing agent will need to sign, print their name, and date.

ONLY THE LISTING BROKER/OFFICE MANAGER CAN SIGN FOR THE FOLLOWING CHANGES: WITHDRAW AND CANCEL.