

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 \$ _____<br><input type="checkbox"/> Expiration Date Change              Was _____ Now _____<br><small>*Broker Signature Required to shorten</small><br><input type="checkbox"/> Other: _____<br><input type="checkbox"/> Change status to <u>TEMP</u><br><small>Temporarily off Market</small><br><input type="checkbox"/> Change <u>TEMP</u> status to <u>ACTIVE</u><br><input type="checkbox"/> Change status to <u>WITHDRAWN</u><br><small>Withdraw a listing from MLS. Contractual obligations still in force.</small><br><input type="checkbox"/> Change <u>WITH</u> status to <u>ACT</u><br><input type="checkbox"/> Change status to <u>CLOSE</u><br><small>*Sales information needs to be completed</small><br><input type="checkbox"/> Change <u>WITHDRAWN</u> status to <u>CANCELLED</u><br><small>Broker/Manager function only.</small> | <input type="checkbox"/> Change status to <u>CANCELLED</u><br><small>All contractual obligations terminated.<br/>Broker/Manager function only.</small><br><input type="checkbox"/> Change status to <u>UNDER CONTRACT</u><br><small>*Sales information needs to be completed</small><br><input type="checkbox"/> Change status to <u>UNDER CONTRACT - SHOW</u><br><small>*Sales information needs to be completed</small><br><input type="checkbox"/> Return <u>UNDER CONTRACT</u> to <u>ACTIVE</u><br><small>Transaction fell through</small><br><input type="checkbox"/> Return <u>UNDER CONTRACT - SHOW</u> to <u>ACTIVE</u><br><small>Transaction fell through</small><br><input type="checkbox"/> Change <u>EXPIRED</u> status to <u>ACTIVE</u><br><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: \_\_\_\_\_