



This Form is multi-purpose and must be used to report one of the following changes to a listing:

- 1. Price Change
- 2. Extension
- 3. Changes in Terms and/or Corrections
- 4. Back on Market
- 5. Withdrawal
- 6 Contract Status Category
- 7. Sale Closed

**A**

NOTICES MUST BE REPORTED WITHIN 48 HOURS! Section A must always be completed entirely or the form will be returned. In addition, when Section B is completed, the appropriate signatures are required or the form will be returned.

MLS #

Address

**B**

USE THIS SECTION TO REPORT CHANGES, CORRECTIONS, OR EXTENSIONS  
Check the appropriate box to denote type of changes and complete corresponding blanks

- PRICE CHANGE Present Price \$ \_\_\_\_\_ New Price \$ \_\_\_\_\_ (Priced must be signed by all parties in the original listings contract.)
- EXTENSION OF "EXP"IRATION DATE LISTING Listing Agreement dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ is extended till \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ with all other conditions in the original agreement or subsequent changes to remain the same unless otherwise specified on this form. (Must be signed by all parties in original contract. If notice is received after expirations, a new listing fee applies-if applicable.)
- CHANGE IN TERMS AND/OR CONDITIONS OR CORRECTION(S)  
(If a term/condition of original contract is being changed, form must be signed by all parties)  
Corrections must be signed by the Listing Broker or Authorized Signatory.
- BACK ON MARKET "ACT" (If expired, new listing must be submitted with fee-if applicable.)
- Withdraw LISTING FROM MLS "WDN" (Withdrawals must be signed by all parties to original listing contact.)

**C**

**Contract Info**

Contract Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Expected Closing Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Check Appropriate Closing Categories**

- BA = Back-ups Requested
- FR = 1<sup>st</sup> Right of Refusal
- PE = Pending 3<sup>rd</sup> Party Approval
- FI = Financing
- IN = Inspections
- MI = Miscellaneous
- NC= No Contingency

**D**

**Sold / Closed Info**

Sold/Closed Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Sold Price: \$ \_\_\_\_\_

Selling Agent ID: \_\_\_\_\_ Seller Credit: \$ \_\_\_\_\_

Selling Agent Name: \_\_\_\_\_

Selling Office Name: \_\_\_\_\_

Selling Agent 2 ID: \_\_\_\_\_

Selling Agent 2 Name: \_\_\_\_\_

Selling Office 2 Name: \_\_\_\_\_

Sold Remarks: \_\_\_\_\_

**E**

**Sold Terms**

- |   |   |   |                                       |
|---|---|---|---------------------------------------|
| <input type="checkbox"/> All Cash       | <input type="checkbox"/> New Conventional | <input type="checkbox"/> Wrap Around              | <input type="checkbox"/> Combination  |
| <input type="checkbox"/> Assume Conv    | <input type="checkbox"/> New FHA          | <input type="checkbox"/> Deed Agreement           | <input type="checkbox"/> ARM          |
| <input type="checkbox"/> Assume FHA/VA  | <input type="checkbox"/> New VA           | <input type="checkbox"/> 2 <sup>nd</sup> Mortgage | <input type="checkbox"/> Lease Option |
| <input type="checkbox"/> Assume Private | <input type="checkbox"/> New Private      | <input type="checkbox"/> Balloon Mtg.             |                                       |

Seller(S) Signature(S) \_\_\_\_\_

Date Signed \_\_\_\_\_

Listing Agent Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Broker's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_