

**STATUS CHANGE FORM**

Indicates Multiple Choice     Indicates Single Choice    \* Indicates Required Field

This is a multi-purpose form and must be used to report changes to any listing.

\* Indicates Required Field

**MLS Number\***    
 **Street Number\***    
 **Street Name\***

**City\***    
 **State\***    
 **Zip\***    
 **Country\***

**Changes/Corrections MUST BE REPORTED WITHIN 2 BUSINESS DAYS**

Price Changes must be signed by all parties in the original listing's contract.

**Price Changes**   
 **Present Price\***    
 **New Price\***

**Status Change to Active (back on market)**   
 **List Date\***    
 **New Expiration Date (Extended Expiration Date)**

**Change Status to Pending (PND)**   
 **Contract Date\***    
 **Expected Closing Date\***    
 **Contract Status (Contingencies)\***    
 **Backups Requested\***

**Selling (Buyer's) /Lease Agent ID\***    
 **Selling (Buyer's) Agent Name**

**Selling (Buyer's) Agent 2 ID**    
 **Selling (Buyer's) Agent 2 Name**

**Status Change to Sold or Leased**   
 **Gifted or Donated**    
 **Contract Date\***    
 **Expected Closing Date\***    
 **Sold or Leased Date\***

**Seller Paid Buyer Costs\***    
 **Sold or Leased Price\***    
 **Sold Terms\***

**Selling (Buyer's) /Lease Agent ID\***    
 **Selling (Buyer's) Agent Name**

**Selling (Buyer's) Agent 2 ID**    
 **Selling (Buyer's) Agent 2 Name**

**Sold Remarks (optional)**

**Status Change to Temporarily Off Market (TOM)**   
 **TOM Date\***    
 **Status Change to Withdrawn (WDN)**   
 **Withdrawn Date\***    
 **Status Change to Canceled**   
 **Canceled Date\***

**Notes to Staff:**    
**Conditions Exp Date**

**If a term/condition of the original contract is being changed, this form must be signed by all parties.**

**Listing Agent Signature\***    
**Date\***

**Owner Signature (Owner's Signature NOT required for CHANGE TO SOLD / LEASED status changes)**    
**Date**

**Owner Signature (Owner's Signature NOT required for CHANGE TO SOLD / LEASED status changes)**    
**Date**

**Broker Signature\***    
**Date\***