

MLS Change Form

Backup/Pending/Sold

Processing Hours: 8:30am – 4:00pm, Monday – Friday

REQUIRED INFORMATION

MLS #: _____ Contact Phone #: _____
Property Address: _____ City: _____ State: _____ Zip: _____
Listing Office: _____
Listing Agent: _____
Concessions Amount: _____ Concessions Comments: _____

Concessions amount required for backup, pending, and sold.

Report of BACKUP

The following information is required in order to change the listing status in the MLS system from active to backup.

Backup Date: _____ Projected/Close of Escrow date: _____
Projected Sales Price: _____ Buyers Agent ID: _____
Selling Office: _____ Financing Terms: _____

Report of PENDING

The following information is required in order to change the listing status in the MLS system from active to pending.

Pending Date: _____ Projected/Close of Escrow date: _____
Projected Sales Price: _____ Buyers Agent ID: _____
Selling Office: _____ Financing Terms: _____

Report of SOLD

The above referenced information along with the information requested below is required in order to change the listing to sold. You may not report a "Sold" until the listing actually CLOSES ESCROW.

Pending Date: _____ Close of Escrow date: _____
Sales Price: _____ Buyers Agent ID: _____
Selling Office: _____ Financing Terms: _____

REQUIRED SIGNATURES

Listing Agent Signature: _____ Date: _____