

Auto Sell Correction Form

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

REQUIRED INFORMATION

Agent Name: _____ Listing Office: _____

MLS #: _____ Contact Phone #: _____

Property Address: _____ City: _____ State: _____ Zip: _____

Buyers Agent DRE License # (required to change listing to Backup, Pending or Sold): _____

Concessions Amount: _____ Concessions Comments: _____

CORRECTION TYPE (Please select *one* of the following)

REPORT LISTING TO ACTIVE:
Fell out of escrow, please report back to active.

REPORT LISTING TO BACKUP:
Please note that if your listing has expired you **MUST** attach a copy of your extension of contract.

Backup Date: _____ Projected/Close of Escrow date: _____

Projected Sales Price: _____ Buyers Agent ID: _____

Selling Office: _____ Financing Terms: _____

REPORT LISTING TO PENDING:
Please note that if your listing has expired you **MUST** attach a copy of your extension of contract.

Pending Date: _____ Projected/Close of Escrow date: _____

Projected Sales Price: _____ Buyers Agent ID: _____

Selling Office: _____ Financing Terms: _____

REPORT LISTING TO SOLD:
Please note that if the listing expiration date is prior to the sold date you **MUST** attach a copy of the extension contract in order for your listing to be placed into sold status.

Pending Date: _____ Close of Escrow date: _____

Sales Price: _____ Buyers Agent ID: _____

Selling Office: _____ Financing Terms: _____

REPORT LISTING TO CANCELLED:
REQUIRES BROKERS SIGNATURE TO CANCEL LISTING

Date Cancelled: _____ Broker Signature: _____

REQUIRED SIGNATURE

Listing Agent Signature: _____ Date: _____