



Southwest Riverside County Association of REALTORS®
Promote | Protect | Empower

Murrieta: 26529 Jefferson Ave., Murrieta, CA 92562

Hemet: 2355 E. Florida Ave., Hemet, CA 92544

Menifee: 27070 Sun City Blvd., Menifee CA 92586

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: _____

Revision: 2009-May-14

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