

# 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: \_\_\_\_\_  
Buyers Agent CalBRE License # (required to change listing to Backup, Pending or Sold): \_\_\_\_\_  
Concessions Amount: \_\_\_\_\_ Concessions Comments: \_\_\_\_\_

## 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: \_\_\_\_\_