

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: _____

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: _____