

## MLS Change Form: Active Under Contract/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 active under contract, pending, and sold.

### Report of ACTIVE UNDER CONTRACT

The following information is required in order to change the listing status in the MLS system from active to active under contract (AUC.)

AUC Date: \_\_\_\_\_ Projected/Close of Escrow date: \_\_\_\_\_

Projected Sales Price: \_\_\_\_\_ Buyers Agent ID: \_\_\_\_\_

If applicable, Contingency List:    Contingent on Buyer Sale    Contingent on Seller Purchase    See Remarks    Standard Contract Contingencies

If applicable, remarks: \_\_\_\_\_

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 "Sold" until the listing CLOSES ESCROW.

Pending Date: \_\_\_\_\_ Close of Escrow date: \_\_\_\_\_

Sales Price: \_\_\_\_\_ Buyers Agent ID: \_\_\_\_\_

Selling Office: \_\_\_\_\_ Financing Terms: \_\_\_\_\_

### REQUIRED SIGNATURES

Listing Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_