

Auto Sell Correction Form

Processing Hours: 8:30 a.m. -4:00 p.m., 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 ACTIVE-UNDER CONTRACT (Contingent):

Please note that if your listing has expired you *MUST* attach a copy of your extension of contract.

Under Contract 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: _____