

# BAREIS MLS® Listing Change Form

Please fax to (707) 577-0140 or email to [dataentry@norcalmls.com](mailto:dataentry@norcalmls.com)

**Listing Agent Name:** \_\_\_\_\_ **Agent ID:** \_\_\_\_\_  
**Listing Agent Email:** \_\_\_\_\_ **Agent Phone:** \_\_\_\_\_  
**Listing Office Name:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_  
**Property Address:** \_\_\_\_\_ **MLS #:** \_\_\_\_\_  
 Reciprocal Listing:  Yes  No *If yes, attach a copy of the listing printout & name the Reciprocal MLS County:* \_\_\_\_\_

**Check all that apply and complete the related required information in *Italics*.**

<div style="background-color: #ffffcc; text-align: center; padding: 2px;"><b>Accepted Offer</b></div> <p> <input type="checkbox"/> <b>Pending</b> ..... <i>Pending Date:</i> _____  <input type="checkbox"/> <b>Contingent</b> ..... <i>Contingent Date:</i> _____  <i>(If Listing is currently Expired, please include New Expiration Date)</i>  <i>New Expiration Date:</i> _____    <i>Contingent Type: (Required)</i>  <input type="checkbox"/> <i>Show (CC)</i> <input type="checkbox"/> <i>No Show (CN)</i>    <i>Release Clause?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No         </p>	<div style="background-color: #ffffcc; text-align: center; padding: 2px;"><b>Withdrawn from Market</b></div> <p> <input type="checkbox"/> <b>Withdrawn / Cancel</b> (Contract is terminated)  <input type="checkbox"/> <b>Hold/Temp Off Market</b> (Contract is still valid)  <i>(If Listing is currently Expired, please include New Expiration Date)</i>  <i>New Expiration Date:</i> _____    <i>Date Withdrawn: (Required)</i> _____    <i>Duplicate Withdrawn:</i> _____         </p>
<div style="background-color: #ffffcc; text-align: center; padding: 2px;"><b>Closed</b></div> <p style="text-align: center;"><i>All Fields are Required.</i></p> <p> <b>Pending Date:</b> _____  <b>Closed Date:</b> _____  <b>Price Sold or Leased:</b> \$ _____  <b>Buyers Agent Name:</b> _____  <b>Buyers Agent ID:</b> _____ <i>(Can search on MLS)</i>  <b>Buyers Office Name:</b> _____  <b>Buyers Office ID:</b> _____ <i>(Can search on MLS)</i>  <b>Selling or Leased Terms:</b> _____    <b>Sales Concessions:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Amount \$</i> _____  <b>Concession Description:</b> _____    <b>Multiple Offers:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b># of Offers:</b> _____         </p>	<div style="background-color: #ffffcc; text-align: center; padding: 2px;"><b>Back on Market</b></div> <p> <input type="checkbox"/> <b>Back on Market</b> - <i>Back on Market Date:</i> _____    <i>New Expiration Date:</i> _____  <i>(Only if applies)</i> </p>
<div style="background-color: #ffffcc; text-align: center; padding: 2px;"><b>Revisions</b></div> <p> <input type="checkbox"/> <b>New List Price:</b> _____  <input type="checkbox"/> <b>Original List Price:</b> _____ <i>(Attach listing contract)</i>  <input type="checkbox"/> <b>New Expiration Date:</b> _____  <input type="checkbox"/> <b>Change County To:</b> _____    <i>Area:</i> _____ <i>City:</i> _____  <input type="checkbox"/> <b>List Date:</b> <i>(Attach List Contract)</i>  <input type="checkbox"/> <b>On Market Date:</b> _____ <i>(Attach Exclusion form if applies)</i>  <input type="checkbox"/> <b>Misc. Changes:</b> _____         </p>	
<div style="background-color: #ffffcc; padding: 2px;"><b>Remarks</b> <input type="checkbox"/> Private <input type="checkbox"/> Public / Internet</div>	

**Listing Agent or Broker Print Name** \_\_\_\_\_

**Listing Agent or Broker Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

By submitting this form to change listing data on the MLS system, the broker attests proper written documentation has been secured from the seller in accordance with BAREIS MLS® Rules.