

# 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 applies and complete the related required information in *Italics*.**

### Accepted Offer

**Pending** ..... *Pending Date:* \_\_\_\_\_

**Contingent** ..... *Contingent Date:* \_\_\_\_\_

*(If Listing is currently Expired, please include New Expiration Date)*

*Contingent Type: (Required)*

Show (CC)  No Show (CN)  Release Clause (CR)

### Withdrawn From Market

**Withdrawn / Cancel (Contract is terminated)**

**Temp Off Market (Contract is still valid)**

*(If Listing is currently Expired, please include New Expiration Date)*

**Lease / Option**

*Date Withdrawn: (Required)* \_\_\_\_\_

### Back On Market

**Back on Market - Back On Market Date:** \_\_\_\_\_

*New Expiration Date:* \_\_\_\_\_  
*(Only if applies)*

### Revisions

**New List Price:** \_\_\_\_\_

**Original List Price:** \_\_\_\_\_  
*(Attach listing contract)*

**New Expiration Date:** \_\_\_\_\_

**Change County To:** \_\_\_\_\_  
*Area:* \_\_\_\_\_ *City:* \_\_\_\_\_

**List Date:** *(Attach List Contract)* \_\_\_\_\_

**On Market Date:** \_\_\_\_\_  
*(Attach Exclusion form if applies)*

**Misc. Changes:** \_\_\_\_\_

### Sale or Leased/Rented

*All Fields are Required.*

**Sold**  **Leased/Rented**

**Pending Date:** \_\_\_\_\_

*Selling or Leased / Rented Date:* \_\_\_\_\_

*Price Sold or Leased: \$* \_\_\_\_\_

*Selling Agent Name:* \_\_\_\_\_ *(Can search on MLS)*

*Selling Agent ID:* \_\_\_\_\_

*Selling Office Name:* \_\_\_\_\_

*Selling Office ID:* \_\_\_\_\_ *(Can search on MLS)*

*Selling or Leased / Rented Terms:* \_\_\_\_\_

EX: Conventional, Cash, FHA

*Sales Concessions: No Yes Amount \$* \_\_\_\_\_

*Concession Description:* \_\_\_\_\_

*Multiple Offers: Yes No Number of Offers:* \_\_\_\_\_

### Remarks

Confidential

Public / Internet

**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® Regulations*

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