

BAREIS MLS® Listing Change Form

Please email the completed form to 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;"><u>Accepted Offer</u></div> <p> <input type="checkbox"/> Pending <i>Pending Date:</i> _____ <input type="checkbox"/> Contingent <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"/> Show (CC) <input type="checkbox"/> No Show (CN) <i>Release Clause?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<div style="background-color: #ffffcc; text-align: center; padding: 2px;"><u>Withdrawn from Market</u></div> <p> <input type="checkbox"/> Withdrawn / Cancel (Contract is terminated) <input type="checkbox"/> Hold/Temp Off Market (Contract is still valid) <i>(If Listing is currently Expired, please include New Expiration Date)</i> <i>New Expiration Date:</i> _____ Date Withdrawn: (Required) _____ <i>Duplicate Withdrawn:</i> _____ </p>
<div style="background-color: #ffffcc; text-align: center; padding: 2px;"><u>Closed</u></div> <p style="text-align: center;"><i>All Fields are Required.</i></p> <p> Pending Date: _____ Closed Date: _____ Price Sold or Leased: \$ _____ Buyers Agent Name: _____ Buyers Agent ID: _____ <i>(Can search on MLS)</i> Buyers Office Name: _____ Buyers Office ID: _____ <i>(Can search on MLS)</i> Buyer Financing: _____ Sales Concessions: <input type="checkbox"/> No <input type="checkbox"/> Yes Amount \$ _____ Concession Description: _____ Multiple Offers: <input type="checkbox"/> No <input type="checkbox"/> Yes # of Offers: _____ </p>	<div style="background-color: #ffffcc; text-align: center; padding: 2px;"><u>Back on Market*</u></div> <p> <input type="checkbox"/> Back on Market - <i>Back on Market Date:</i> _____ <i>New Expiration Date:</i> _____ <i>(Only if applies)</i> </p> <p> <small>*Listing will not come back as new and DOM/CDOM counts may continue. New listings require a new listing agreement and can be entered by the agent.</small> </p>
<div style="background-color: #ffffcc; text-align: center; padding: 2px;"><u>Revisions</u></div> <p> <input type="checkbox"/> New List Price: _____ <input type="checkbox"/> Original List Price: _____ <i>(Attach listing contract)</i> <input type="checkbox"/> New Expiration Date: _____ <input type="checkbox"/> Change County To: _____ <i>Area:</i> _____ <i>City:</i> _____ <input type="checkbox"/> List Date: <i>(Attach List Contract)</i> <input type="checkbox"/> On Market Date: _____ <i>(Attach Exclusion form if applies)</i> <input type="checkbox"/> Misc. Changes: _____ </p>	
<div style="background-color: #ffffcc; padding: 2px;"><u>Remarks</u> <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.