

Listing Change Form

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

Listing Agent Name: _____ Agent ID: _____

Listing Office Name: _____ Office Phone: _____

Property Type: _____ Office Fax: _____

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*.

<p style="text-align: center;"><u>Accepted Offer</u></p> <p><input type="checkbox"/> Pending Pending Date: _____</p> <p><input type="checkbox"/> Contingent Contingent Date: _____</p> <p><i>(If Listing is currently Expired, please include New Expiration Date)</i></p> <p>Contingent Type: <i>(Required)</i></p> <p><input type="checkbox"/> Show (CC) <input type="checkbox"/> No Show (CN) <input type="checkbox"/> Release Clause (CR)</p>	<p style="text-align: center;"><u>Withdrawn From Market</u></p> <p><input type="checkbox"/> Withdrawn / Cancel (Contract is terminated)</p> <p><input type="checkbox"/> Temp Off Market (Contract is still valid) <i>(If Listing is currently Expired, please include New Expiration Date)</i></p> <p><input type="checkbox"/> Lease / Option</p> <p>Date Withdrawn: <i>(Required)</i> _____</p>
<p style="text-align: center;"><u>Sale or Leased/Rented</u></p> <p style="text-align: center;"><i>All Fields are Required.</i></p> <p><input type="checkbox"/> Sold <input type="checkbox"/> Leased/Rented</p> <p>Pending Date: _____</p> <p>Selling or Leased / Rented Date: _____</p> <p>Selling or Leased Rented Price: _____</p> <p>Selling Agent Name: _____ <i>(Can search on MLS)</i></p> <p>Selling Agent ID: _____</p> <p>Selling Office Name: _____</p> <p>Selling Office ID: _____ <i>(Can search on MLS)</i></p> <p>Selling or Leased / Rented Terms: _____</p> <p>Sales Concessions: No Yes Amount \$ _____</p> <p>Concession Description: _____</p>	<p style="text-align: center;"><u>Back On Market</u></p> <p><input type="checkbox"/> Back on Market - Back On Market Date: _____</p> <p>New Expiration Date: _____ <i>(Only if applies)</i></p>
<p style="text-align: center;"><u>Revisions</u></p> <p><input type="checkbox"/> New List Price: _____</p> <p><input type="checkbox"/> Original List Price: _____ <i>(Attach listing contract)</i></p> <p><input type="checkbox"/> New Expiration Date: _____</p> <p><input type="checkbox"/> Change County To: _____</p> <p style="padding-left: 40px;">Area: _____ City: _____</p> <p><input type="checkbox"/> List Date: <i>(Attach List Contract)</i> _____</p> <p><input type="checkbox"/> On Market Date: _____ <i>(Attach Exclusion form if applies)</i></p> <p><input type="checkbox"/> Misc. Changes: _____</p>	
<p style="text-align: center;"><u>Remarks</u></p> <p style="text-align: center;"><input type="checkbox"/> Confidential <input type="checkbox"/> Public / Internet</p> <p>_____</p> <p>_____</p>	

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.



153 Stony Circle Suite 200
Santa Rosa, Ca 95401
(707) 575-8000 Fax (707) 577-0140