

# 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*.**

<p style="text-align: center;"><b><u>Accepted Offer</u></b></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>New Expiration Date: _____</p> <p style="text-align: center;"><i>Contingent Type: (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;"><b><u>Withdrawn from Market</u></b></p> <p><input type="checkbox"/> Withdrawn / Cancel (Contract is terminated)</p> <p><input type="checkbox"/> Temp Off Market (Contract is still valid)</p> <p><i>(If Listing is currently Expired, please include New Expiration Date)</i></p> <p>New Expiration Date: _____</p> <p><input type="checkbox"/> Lease / Option</p> <p>Date Withdrawn: <i>(Required)</i> _____</p>
<p style="text-align: center;"><b><u>Sale or Leased/Rented</u></b></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>Price Sold or Leased: \$ _____</p> <p>Selling Agent Name: _____</p> <p>Selling Agent ID: _____ <i>(Can search on MLS)</i></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: _____ Amount \$ _____</p> <p>Concession Description: _____</p> <p>Multiple Offers: _____ # of Offers: _____</p>	<p style="text-align: center;"><b><u>Back on Market</u></b></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;"><b><u>Revisions</u></b></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>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><b>Remarks</b> <input type="checkbox"/> Confidential <input type="checkbox"/> Public / Internet</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*

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