

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;">Accepted Offer</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"/> <i>Show (CC)</i> <input type="checkbox"/> <i>No Show (CN)</i> <i>Release Clause?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> </p>	<div style="background-color: #ffffcc; text-align: center; padding: 2px;">Withdrawn from Market</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 Withdrawn / Cancel (Contract is terminated) 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 _____ Date Withdrawn: (Required) _____ 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Duplicate Withdrawn: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;">Closed or Sold off MLS</div> <p style="text-align: center;"><i>All Fields are Required.</i></p> <p> Pending Date: _____ Multiple Offers: <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Yes</i>, # of Offers: _____ Closed Date: _____ Price Sold or Leased: \$ _____ Buyer Financing: _____ Sales Concessions: <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Yes</i>, if yes, reason required _____ *Do not report \$ amount for Other-Call LA Reason 1 \$ _____ Reason 2 \$ _____ Reason 3 \$ _____ Buyer Agent Name: _____ Buyer Agent ID: _____ <i>(Can search on MLS)</i> Buyers Office Name: _____ Buyers Office ID: _____ <i>(Can search on MLS)</i> </p>	<div style="background-color: #ffffcc; text-align: center; padding: 2px;">Back on Market*</div> <p> <input type="checkbox"/> Back on Market - <i>Back on Market Date:</i> _____ <i>New Expiration Date:</i> _____ <i>(Only if applies)</i> *The listing will not return as new, and DOM/CDOM counts may continue. New listings require a new listing agreement, which the agent can enter. </p>
<div style="background-color: #ffffcc; text-align: center; padding: 2px;">Revisions</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: _____ Area: _____ City: _____ <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: _____ <i>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.</i> </p>	
<div style="background-color: #ffffcc; padding: 2px;">Remarks</div> <p> <input type="checkbox"/> Private <input type="checkbox"/> Public / Internet </p>	