



# Sold / Change Form

## COMPLETE THIS SECTION FOR ALL CHANGES

R Listing Number \_\_\_\_\_ R Listing Member ID \_\_\_\_\_ R Listing Office Code \_\_\_\_\_

R House/Street # \_\_\_\_\_ R Compass Pt \_\_\_\_\_ R Street Name \_\_\_\_\_

R St. Suffix \_\_\_\_\_ Building Number \_\_\_\_\_ Unit Number \_\_\_\_\_

Have the changes on this form been entered into the MLS system? \_\_\_\_\_

By whom? \_\_\_\_\_ Date \_\_\_\_\_

### COMPLETE THIS SECTION TO REPORT STATUS, EXPIRATION AND PRICE CHANGES

(See Page 2 for entry of Pending, Sold and Leased information)

R Back on the Market Date \_\_\_\_\_ R Temporarily Off-Market Date \_\_\_\_\_

R Cancellation (Off-Market Date) \_\_\_\_\_ R Extend Expiration Date (New Exp. Date) \_\_\_\_\_

R Reduce List Price \_\_\_\_\_ R Raise List Price \_\_\_\_\_

(Enter whole dollars, no commas, no dollar signs)

(Enter whole dollars, no commas, no dollar signs)

THIS DOCUMENT, WHEN SIGNED, BECOMES AN EXTENSION OF, OR ADDITION TO, THE ORIGINAL LISTING AGREEMENT BETWEEN OWNER AND LISTING BROKER

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Broker's signature required at bottom of this page)

### COMPLETE THIS SECTION TO CHANGE FEATURE INFORMATION

Under Feature Name, enter the Field Name, from the profile sheet, for each field that needs to be changed. Under New Information, enter the complete corrected information. For example, assume that taxes and fireplace information is incorrect for a residential (Class 1) listing. To correct the taxes to \$1,500.00 enter Taxes as the feature name and enter 1500 as the New Information. If the correct fireplace information should be one fireplace in the living room, then enter Fireplace as the Feature Name and Fireplace Living Room as the New Information.

**Feature Name**

**New Information**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### COMPLETE THIS SECTION TO CHANGE DIRECTIONS

Cross Street (Starting point for directions—Max 50 characters) \_\_\_\_\_

Directions (Max 200 characters) \_\_\_\_\_

Broker's Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMPLETE THIS SECTION TO MAKE CHANGES TO REMARKS LINES**

Public Remarks

(Max 800 characters)

Semi-Private Remarks

(Max 400 characters)

Private Remarks DND2

(Max 400 characters)

**COMPLETE THIS SECTION TO CHANGE THE STATUS OF THE LISTING TO: PENDING, UNDER CONTRACT - BACKUPS, CONTRACT CONTINGENT ON BUYER SALE OR SOLD**

R Status \_\_\_\_\_ R Selling Member ID \_\_\_\_\_ Co-selling Member ID \_\_\_\_\_

R Contract Date \_\_\_\_\_ R Close of Escrow Date \_\_\_\_\_ R Sales Price \_\_\_\_\_  
(Whole dollars)

R Loan Type \_\_\_\_\_ R Loan Years \_\_\_\_\_ R Payment Type \_\_\_\_\_

R Closing Cost Split \_\_\_\_\_ R Buyer Concess to Seller \_\_\_\_\_ R %/\$ \_\_\_\_\_

R Seller Concess to Buyer \_\_\_\_\_ R %/\$ \_\_\_\_\_

**COMPLETE THIS SECTION TO CHANGE THE STATUS OF A RENTAL OR LEASE LISTING TO CLOSED**

R Selling Member ID \_\_\_\_\_ R Co-selling Member ID \_\_\_\_\_

R Lease Sign Date \_\_\_\_\_ R Lease Start Date \_\_\_\_\_ R Lease Price \_\_\_\_\_