



Sold / Change Form

COMPLETE THIS SECTION FOR ALL CHANGES

R Listing Number _____ R Listing Agent 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 SALE PENDING OR UNDER CONTRACT - BACKUPS OR SOLD

R Status _____ R Selling Agent ID _____ R Contract Date _____ R Close of _____
Escrow Date

R Sales Price _____ R Loan Type _____ R Loan Years _____ R Payment _____
(Whole dollars) 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 LISTING TO LEASED

R Leasing Agent ID _____

R Lease Sign Date _____ R Lease Start Date _____ R Lease Price _____