

Listing Change Form

*Listing Number _____ Listing Price _____ Price Change _____

Listing Address: _____

Status Changes:

Active New Expiration Date: ____/____/____

Active Under Contract Purchase Contract Date: ____/____/____

Hold Activation Date: ____/____/____ Exp. Date: ____/____/____

Canceled Cancellation Date: ____/____/____

Withdrawn Withdrawn Date: ____/____/____

***Pending** Pending Date: ____/____/____

***REQUIRED: Est. Selling Date:** ____/____/____

Leased Leased Date: ____/____/____

***Sold** Purchase Contract Date: ____/____/____

The following is required when entering a **SOLD** listing:

Close Date: ____/____/____

Selling Price \$ _____

Buyer Agent MLS ID: _____

Co-Buyer Agent MLS ID: _____

*Buyer financing: (choose one below)

Concessions Fields: (\$ not %)

Closing Costs: _____

Property Improvement Costs _____

Financing Costs _____

Buyer Broker Fee _____

Other Costs _____

NOTE – The dollar values entered into the 5 concessions fields will be automatically added up in the Concessions Amount Field that appears on displays and reports

The following is required for a **PENDING or Active Under Contract** listing: _____

Buyer Agent ID: _____ Office ID: _____

Est. Close Date: _____ Est. Close Price: _____

*Est. Buyer Financing: _____ Est. Concessions Closing Costs: _____

Est. Concessions Property Improvement Costs: _____ Est. Concessions Financing Costs: _____

Est. Concessions Buyer Broker Fee: _____ Est. Concessions Other Costs: _____

***Buyer Financing Options:** FHA, VA, ASSUMED, CAL VET, CASH, CASH TO LOAN, CASH TO NEW LOAN, CASH TO SECOND LOAN, CNTR, CONTRACT, CONVENTIONAL, EXCHANGE/TRADE, FHA 203(b), FHA 203(k), FHVA, OTHER, OWNER CARRIED, PRIVATE, SELLER FINANCING, TRUST CONVEYANCE, TRUST DEED, USDA.

Comments/Additional Information: _____

_____/_____/_____ MLS ID _____
Broker Print **Signature**

_____/_____/_____ MLS ID _____
Agent Print **Signature**

Email to: rosemary@hdaor.com or veronica@hdaor.com or kristy@hdaor.com or valerie@hdaor.com



NOTICE: If changes being made are due to a **compliance violation** received from CRMLS, it is the Agent/Broker's responsibility to send CRMLS any documents requested as well as notify them once HDAOR has made the change.

NOTICE: ** Expired listings can no longer be reactivated. Listing must either be re-listed OR Copied. **

All Changes can take a minimum of 24 hours