

# 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**Withdrawn** Withdrawn Date: \_\_\_\_/\_\_\_\_/\_\_\_\_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](mailto:rosemary@hdaor.com) or [veronica@hdaor.com](mailto:veronica@hdaor.com) or [valerie@hdaor.com](mailto: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**