



# Sold/Change Form

## COMPLETE THIS SECTION FOR ALL CHANGES

**R**Listing Number: \_\_\_\_\_ **R**Listing Agent ID: \_\_\_\_\_ **R**Listing Office Code: \_\_\_\_\_

**R** : \_\_\_\_\_ **R** : \_\_\_\_\_ **R** : \_\_\_\_\_  
 House/Street Number      Compass Pt      Street Name

**R** : \_\_\_\_\_  
 ST/RD/LN/ETC      Building Number      Unit Number

Have the changes on this form been entered into the MLS system?    Yes    No    By Whom: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**Back On The Market:** **R**: \_\_\_\_\_ **Temporarily-Off-Market:** **R**: \_\_\_\_\_  
 Back On Market Date (Month / Day / Year)      Off-Market Date (Month/Day/Year)

**Cancellation:** **R**: \_\_\_\_\_ **Extend Expiration Date:** **R**: \_\_\_\_\_  
 Off-Market Date (Month/Day/Year)      New Expiration Date (Month/Day/Year)

**Reduce List Price** **R**: \_\_\_\_\_ **Raise List Price:** **R**: \_\_\_\_\_  
 Enter Reduced List Price (Whole Dollars)      New List Price (Whole Dollars)

**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 On Bottom of This Page)*

## COMPLETE THIS SECTION TO CHANGE KEYWORD OR FEATURE INFORMATION (Status Change Name = UPDL)

Under "Keyword/Feature Name", enter the keyword or feature abbreviation, from the profile sheet, for each field that needs to be changed. Under "Enter 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 write TX as the "Keyword/Feature Name" and write 1500 as the "New Information". If the correct fireplace information should be one fireplace in the living room, then write in FP for the "Keyword/Feature Name" and write AE in the "New Information" field.

<b>Keyword/Feature Name:</b>	<b>Enter New Information</b>

## COMPLETE THIS SECTION TO CHANGE DIRECTIONS (Status Change Name = UPDL)

**Cross Street:**  
 (Starting Point For Directions - Max 39 characters)

**Directions:**  
 (Max 120 characters)

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

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

**Public Remarks:**

(Max 680 characters)

**Realtor Remarks:**

(Max 240 characters)

**COMPLETE THIS SECTION TO CHANGE THE STATUS OF THE LISTING TO  
SALE PENDING OR ACTIVE WITH CONTINGENCIES OR Sold**

R: Status                      R: Contract Date (Month/Day/Year)                      R: Close of Escrow Date (Month/Day/Year)                      R: Sales Price (Whole Dollars)

R: Selling Office Broker Code                      R: Loan Type                      R: Loan Years                      R: Payment Type

R: Selling Agent ID Number                      R: Closing Cost Split                      R: Points Paid By Buyer                      R: Points Paid By Seller

**COMPLETE THIS SECTION TO CHANGE THE STATUS OF A LISTING TO LEASED**

R: Contract Date (Month/Day/Year)                      R: Date Lease Signed (Month/Day/Year)                      R: Lease Price (Whole Dollars)

R: Leasing Office Broker Code                      R: Leasing Agent ID Number