



MULTIPLE LISTING SERVICE CHANGE OF STATUS FORM

HCIS USE ONLY:
 Completed by: _____
 Date: _____

MLS # (REQUIRED): _____

Agent Name:	Listing Firm:	Listing Address:
Agent Phone #:	Firm Phone #:	Original List Date:

EXTENSION: Current Expiration Date: _____ New Expiration Date: _____

PRICE CHANGE: Current Price: \$ _____ New Price: \$ _____

MISCELLANEOUS: _____

BACK ON MARKET: Date Sale Fell Through: _____ New Expiration Date: _____

ACTIVE – WITH CONTRACT ACCEPTING BACK UP OFFER: Under Contract Date: _____ Anticipated Closing Date: _____
 (NOTE: An extension is required if necessary to avoid the listing showing as expired if the closing date exceeds the expiration date.)

One or more of the following contingencies MUST be selected:

- Kick-out Clause *If kick-out, then must choose time frame:* 24 hour 48 hour 72 hour Other *(Specify the term of the Kick-Out Clause in private remarks)*
- Inspections Financing Appraisal Sale of Buyer's Property
- Pending 3rd Party Approval *(Listing Participant must specify the party in private remarks)*
- Other: _____
 (description required – minimum 5 characters/maximum 100 characters)

PENDING : Anticipated Closing Date: _____ Contract Dated: _____
 (NOTE: An extension is required if necessary to avoid the listing showing as expired if the closing date exceeds the expiration date.)

CLOSED: Sold Price: \$ _____ Sold Terms (choose one)
 Sold Date: _____ Assumption VA
 Selling Agent: _____ Conventional CTM
 Selling Office: _____ Cash Seller
 Buyer's Name: _____ FHA Private
 Seller Concessions: \$ _____

CANCEL LISTING: Cancellation Date: _____
 Unconditional It is understood and agreed that listing is cancelled and all rights and obligations hereunder are terminated immediately.
(REQUIRED) The property is being cancelled from the market for the following reason(s):

WITHDRAWN: **WITHDRAWN DATE:** _____
 Refusal to Sell Temporary off the Market Conditional Withdrawal _____

Important Note!
 Any change in price, terms, expiration date, and/or conditions to the listing contract that affect its validity **must be signed by the seller(s) and the listing broker.** Changes or corrections to the listing that do NOT affect its validity are to be signed by the listing broker only. This form is to be used for extension prior to expiration. If notice of renewal is signed after expiration, then a new listing contract is required.

Seller Signature	Date
Seller Signature	Date
Broker Signature	Date
Listing Agent Signature	Date