**MULTIPLE LISTING SERVICE CHANGE OF STATUS FORM**

**MLS # (REQUIRED):** ____________________________

**HCIS USE ONLY:**
Completed by: ____________________________
Date: ____________________________

<table>
<thead>
<tr>
<th>Agent Name:</th>
<th>Listing Firm:</th>
<th>Listing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent Phone #:</td>
<td>Firm Phone #:</td>
<td>Original List Date:</td>
</tr>
</tbody>
</table>

**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 Date: ____________________________
Sold Terms (choose one):
- □ Assumption
- □ VA
- □ Conventional
- □ CTM
- □ Cash
- □ Seller
- □ FHA
- □ Private

Selling Agent: ____________________________
Selling Office: ____________________________
Buyer’s Name: ____________________________
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 ____________________________

__________________________________________
Seller Signature
Date

__________________________________________
Seller Signature
Date

__________________________________________
Broker Signature
Date

__________________________________________
Listing Agent Signature
Date

**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**.