



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 UNDER CONTRACT - ACCEPTING BACK UP OFFERS: 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, enter description and also **specify in private remarks***

(enter **REQUIRED** description – minimum 5 characters/maximum 100 characters)

- Inspections
 Financing
 Appraisal
 Sale of Buyer's Property
 Pending 3rd Party Approval *(Listing Participant must specify the party in private remarks—for example, estate, probate, short sale, attorney, etc.)*

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WITHDRAWN: **WITHDRAWN DATE:** _____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 _____ Expiration Date of Condition: _____

It is understood and agreed that the purpose of this withdrawal notice is that this property is being removed from the market. If the property nevertheless should be sold within the period covered by the terms of the original listing agreement or any extension thereof, it is agreed that the undersigned will pay you a commission on such sale. If the property should again become available for sale within the period covered by the terms of the original listing agreement or any extension thereof, I will renew the listing agreement with you. This authorization, the receipt of which is hereby acknowledged, is hereby made a part of the original listing.

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